

ESSENTIAL 3 TRAINING

To Volunteer and interact with children in the church and school, you need to be E3 certified *before* you can start volunteering. Everything is online. If you have never gone through the training, you can follow the steps below to setup up your account. If you already have an account, please make sure that you are up to date on everything.

Dear Volunteer,

All employees, and volunteers who interact with minors, are required to complete, and maintain safe environment credentials through the Archdiocese of Saint Paul and Minneapolis.

To ensure successful completion of the requirements, follow the information below before creating your VIRTUS account. If you have an existing VIRTUS account, contact Kathy Hayes at 952-472-8206 or khayes@ourladyofthelake.com for assistance so your account can be updated prior to login.

Total Time Commitment: Approximately 95 minutes

1. Set aside sufficient time to complete all items without logging out.
 - Incomplete accounts may result in lost data, requiring you to repeat your setup.
2. Read and follow the directions on the website in the order presented.
 - Skipping items, fast-forwarding or backing up may corrupt your account and require you to repeat your assignments.

You will:

- a. Complete each registration field as presented on the screen
- b. Complete the Code of Conduct
- c. Complete the Background Check application (SSN is required)
- d. Complete Safe Environment Training (1 module, approximately 75 minutes)

VIRTUS website: www.virtusonline.org

HOW TO REPORT ABUSE AND VICTIM ASSISTANCE

[Victim Assistance Brochure](#)

[How to Reports Abuse Brochure](#)

“The first obligation of the Church with regard to the victims is for healing and reconciliation.” USCCB

If you or someone you know has been abused, exploited, or harassed by a clergy member, religious brother or sister or lay employee or volunteer of a parish, or Catholic school, your first call should be to law enforcement.

You’re also encouraged to contact the archdiocese’s Victim Assistance Program at 651-291-4475.

For confidential, compassionate assistance from an independent and professional local care provider, 24 hours a day, 7 days a week, contact Canvas Health at 612-379-6363.

OUR LADY OF THE LAKE CATHOLIC CHURCH & SCHOOL; 2385 COMMERCE BLVD; MOUND, MN 55364