FAITH IN ACTION Ministry

Safe Environment at the Casa - The FRC is taking a more proactive stance in the safety of the community. In this time of concern throughout the church, organizations must demonstrate the highest integrity in this matter. In order to have credibility, every employee and volunteer—both new and someone who has served for a long time—must participate. Without the SET and the Criminal Background Check, individuals will not be permitted to volunteer or be employed at the Franciscan Renewal Center (FRC). See details below.

Thank you to all Casa/FIA volunteers who have completed the Renewal or Foundational Training class and background checks.

To volunteer with any Casa/FRC ministry: except for the LIVE class, all SET account and renewal information occurs online.

1) **Renewal:** Renewal for those who have been trained is required on an annual basis. If you have completed Safe Environment Training (SET) in the past, you need to **renew** your Safe Environment Training and compete a background check for the Franciscan Renewal Center. Visit [SET page on the Casa webpage](http://www.thecasa.org) and follow the instructions to sign-in/connect to your profile/account. The annual SET Online Renewal takes approximately 30 minutes.

2) If you volunteer with another parish in the Diocese as well as at the FRC: anyone who volunteers for another parish should complete your parish renewal with that parish/the diocese. And please, save your certificate or Renewal “Email of Completion” and send a copy to the volunteer department volunteer@thecasa.org.
   - If you do not have a profile/account at the Casa/FRC, you will need to create and complete it. Visit the [SET page on the Casa webpage](http://www.thecasa.org), create your profile/account and sign up for a live event (class) and then send the Casa Volunteer Department your email (renewal) or certificate of completion (foundation course). You do NOT have to attend the LIVE event if you send the indication of your completion. You will still have to complete a background check for the Casa. You will then be marked as “training is complete.”

3) If you are new to our ministry/Casa and/or have not completed Safe Environment Training: Any “NEW to the Casa/FIA” volunteers are required to open and complete a profile/account, submit a background check and sign-up for a LIVE class.
   - Please download and complete the attached **Fillable Volunteer Information form**, resave with your name or initials and return to [socialconcerns@thecasa.org](mailto:socialconcerns@thecasa.org) or [Laura@thecasa.org](mailto:Laura@thecasa.org). Be sure to indicate which ministry to which you are connected or are interested in.
   - If you do not have a SET profile/account, visit the [SET page on the Casa webpage](http://www.thecasa.org), and create a profile and follow the steps/requirements to create your account. You will also have to complete/submit for a background check for the Casa.
   - You will then be given a prompt at the end of these requirements to sign-up for the foundational training. If none of those available training dates work for you, please contact: volunteer@thecasa.org and let them know of your circumstances and desire to be trained. Please do not let the dates of the available training preclude you from signing up... the safe environment team has a mandate to make sure everyone receives the foundational course and will work with you to make sure that occurs. The Background Check will take about 5 minutes for you to fill out and submit. The SET Foundation Class takes approximately an hour and a half.

Any questions or concerns, please contact volunteer@thecasa.org or visit FAQ.