



ARCHDIOCESE  
OF  
SAINT PAUL &  
MINNEAPOLIS

July 13, 2015

Dear Clergy, Chancery Corporation Staff, Parish and Catholic School Employees, and Volunteers,

Thank you for all that you do in service of the Church!

The Archdiocese of Saint Paul and Minneapolis, along with other dioceses throughout the United States, has enacted policies to address clergy sexual abuse and to ensure safe environments for our children, youth and vulnerable adults. The Charter for the Protection of Children and Young People, first issued in 2002 (and revised in 2005 and 2011) by the United States Conference of Catholic Bishops, mandates that dioceses have clear standards of conduct, safe environment training programs, and background evaluations for all persons in positions of trust with regard to minors or vulnerable adults.

In our Archdiocese, all clergy, chancery corporation staff, parish and Catholic school employees, as well as volunteers who have either regular or unsupervised interaction with minors or vulnerable adults, must complete the “Essential 3” requirements prior to commencement of service. The Essential 3 consists of signing a *Code of Conduct*, completing safe environment training through the VIRTUS: *Protecting God’s Children* program, and undergoing a background check. (All information you provide for a background check will be kept confidential by your parish or Catholic school, as well as the Archdiocese).

Our responsibility to create and maintain safe environments is not a one-time obligation; it is an ongoing commitment that must evolve to meet national best practices for ensuring the safety of children, youth and vulnerable adults. To that end, beginning in 2015-2016, these Essential 3 requirements must be renewed every three years by all clergy, chancery corporation staff, parish and Catholic school employees, and volunteers who have either regular or unsupervised interaction with minors or vulnerable adults. The Enhanced Essential 3 re-credentialing process consists of signing a revised *Code of Conduct*, safe environment retraining, and satisfying a background recheck.

**You will be contacted by the Archdiocese, your supervisor or your Safe Environment Site Coordinator when you are required to complete the Enhanced Essential 3 requirements and provided with instructions for completing this re-credentialing.** I appreciate your cooperation in this process.

Together, we must do all we can to protect God’s children, particularly the most vulnerable among us. I am grateful for your service to the Church and your partnership in these efforts.

Sincerely in Christ,

Most Reverend Bernard A. Hebda  
Apostolic Administrator  
Archdiocese of Saint Paul and Minneapolis