



## *Saints John and Paul Catholic Parish*

FATHER JOSEPH R. MCCAFFREY, PASTOR  
2586 WEXFORD BAYNE ROAD  
SEWICKLEY, PA 15143-8610  
TELEPHONE: (724) 935-2104  
FAX: (724) 935-8320  
EMAIL: [INFO@STSJOHNANDPAUL.ORG](mailto:INFO@STSJOHNANDPAUL.ORG)

### INSTRUCTIONS FOR DIOCESAN ONLINE DATABASE APPLICATION:

**BE PREPARED:** You will want to have the following information handy in order to complete the online application:

1. addresses of all residences in the last 5 years;
2. names, phones and addresses of 1 personal reference, 1 family reference, and 1 professional/volunteer work reference;
3. five years employment history and places/dates/positions of up to 4 experiences of past volunteer work (if any).

**THE SITE DOES ASK FOR SOCIAL SECURITY NUMBER AND DRIVER'S LICENSE NUMBER BUT THIS INFORMATION IS NOT REQUIRED FOR VOLUNTEERS.**

**PLEASE NOTE:** When asked to choose your site, it will be "**Sewickley –SS John & Paul Parish** (if you are not in the catechetical program). When asked for an Access Code, it is "**Protect**".

1. Log on to the web site for the Diocese of Pittsburgh at [www.diopitt.org](http://www.diopitt.org). Scroll down the left side of the home page to the **Diocese of Pittsburgh Database Application** icon box. Click on this box and it will take you to the **Application Login**
2. At the top of the Login page, click on **click here** where it says, "If you do not have a user ID and password, please [click here](#) to register."
3. You will be taken to the New User Registration screen. All fields must be completed (except for the e-mail address, if you do not have e-mail). In the **Primary Site** field, in most cases you will select "Sewickley, PA - SS John & Paul Parish", unless you serve more often at a Catholic School or another parish. In the **Type of Application** field, check volunteer. When you come to the **User ID** field, create your own User ID for access to your own record. When you come to the **Password** field, choose a password that you will use to access your record. In the **Access Code** field enter the Diocesan password: **Protect**. In the **First Name** and **Last Name** fields, type in your name as it appears on your Driver's License. In the **Date of Birth** field, type in your date of birth in the mm/dd/yyyy format. *Write down your User ID and Password for future reference.*
4. Click the **Register** button. You should receive a message that you have successfully registered.
5. Click on [click here](#), where it says, "Please [click here](#) to login and continue your application."
6. At the Login Page, enter your User ID and Password and click **Login**. This will take you to the Application Screen.
7. Complete your online application. *If you only get part of the way through the application, you can always login later to complete it.* Please feel free to use parish staff members that you may know as references (personal or professional). Our address and phone appear on the letterhead of this letter.
8. Your application is not complete until you have filled out all the required sections and clicked the "Submit Application" button (you are asked to do this twice, plus click **YES** on a little "are you sure?" pop-up box), and received a confirmation that it was received.

If you have any difficulties, contact Debbie Viola at [dviola@stsjohnandpaul.org](mailto:dviola@stsjohnandpaul.org) or 724-935-2104, extension 39. See below for answers to FAQ's about this database.

## **DIOCESAN ONLINE DATABASE FAQ'S**

### **Q: THIS IS UNFAIR! WHY IS THE DIOCESE MAKING LAY PEOPLE PAY FOR THE PRIESTS' PROBLEMS?**

A: Priests are not the only group experiencing a problem with child predators. They simply receive the most press. The problem is serious among the general population, and among professionals and volunteers who have contact with youth. Further, the key to prevention is a well-informed populace which is well-equipped to prevent abuse. If these measures can protect even one child, they are worthwhile. Whether we want to be responsible, or not, we are ALL responsible to make our parishes as safe as they can be. As Christians we should not be surprised that innocent people must make sacrifices because of the sins of a few -- after all, the same thing happened to our innocent Savior, who we are called to imitate. And it's not just our Diocese that is taking action -- click here to see the policy issued by the National Conference of Catholic Bishops: <http://www.usccb.org/ocyp/charter.shtml>.

### **Q: WHY DOESN'T EVERY DIOCESE AND RELIGIOUS DENOMINATION HAVE THIS REQUIREMENT?**

A: Many major US Dioceses have similar requirements, and chances are good that all Dioceses and denominations will soon be forced to develop similar requirements. In today's culture, which provides increasingly easy access to pornography, and many diverse ideas in regard to morality, the problem of child abuse by sexual predators is increasing tremendously. The Diocese of Pittsburgh has always been on the leading edge of the movement to protect children, and we can all be proud to be leading the way.

### **Q: IT ALL JUST SEEMS TO BE WINDOW DRESSING. HOW WILL THIS HELP SOLVE THE PROBLEM?**

A: Researchers have learned that those who prey on children and youth will seek out positions of trust and responsibility, because the children and youth will be more likely to trust them. By working together, all of the required Clearances and Training provide a powerful deterrent to any predators seeking a field for their activities in our parishes. Also, the new database helps the Diocese track compliance, and helps determine if there are parishes that are not cooperating. The new National Record Check goes even further than the state-required PA State check in seeking evidence of past problems. And the very excellent "Protecting God's Children" workshops truly do equip adults to understand the problem and prevent opportunities for predators to seduce children.

### **Q: I AM CONCERNED ABOUT IDENTITY THEFT! HOW ARE THEY PROTECTING MY CONFIDENTIAL INFORMATION?**

A: Concerns about identity theft are quite understandable, and the Diocese is also concerned. This system has been carefully chosen and is very secure. For more technical information go to <http://www.eappsdb.com/info/security.asp>. Please note that you are asked to provide Social Security number and Driver's License number but this information is NOT required.

### **Q: I AM NOT COMFORTABLE WITH THE INTERNET AND/OR MY COMPUTER IS NOT WORKING – WHAT DO IT DO? WHAT IF I MAKE AN ERROR?**

A: You can call Phyllis (ext 26) or Deb (ext 39) and they will help you.

### **Q: I FEEL OFFENDED THAT THEY WANT ME TO DO THIS AFTER ALL MY YEARS OF LOYAL SERVICE TO THE PARISH. IT MAKES ME FEEL THAT I AM NOT TRUSTED. I'M SURE THE PARISH IS GOING TO LOOSE MANY VOLUNTEERS BECAUSE OF THIS NEW REQUIREMENT. CAN YOU RESPOND TO THIS?**

A: We understand how you feel. Most of us resisted the idea at first. Please understand that fairness requires that the requirements be applied to all regardless of years of service. It's not a personal judgment of any individual. These requirements are necessary, not because our volunteers are not trusted, but because we need to all work together to create safer environments for our children and youth. So far, over 15,000 Catholics in Pittsburgh and over 300 volunteers from our parish have registered online – so you will be in the company of many saints when you do this! Understand that the Diocesan Online Database registration is not optional and you may not serve in ministry if it is not completed. Please pray about it and consider offering it up for the salvation of souls.

### **Q: WHAT HAPPENS IF NEGATIVE INFORMATION IS UNCOVERED?**

A: All information is handled in a highly confidential manner and decisions are made by the Diocese on a highly confidential case-by-case process. If you have concerns about a possible negative report, please call Phyllis at extension 26 or Fr Mac at extension 22 to discuss your concerns.

### **Q: MAY I USE PARISH EMPLOYEES AS REFERENCES?**

A: Yes, if they know you well, please feel free to use them as references.