



Memo

Date: November 14, 2022

To: Pastors, priests, parish administrators, business managers, parish secretaries, principals, school business managers, school secretaries, Safe Environment coordinators, catechetical leaders, directors of Religious Education, youth ministers, chancery staff, seminarians, deacons, deacon formation, parochial vicars, bookkeepers, parish ministry coordinators, campus ministers

From: Jenni Weldin, director, Safe Environment

Re: Minor volunteer/employee paperwork

The paperwork required for minor volunteers has been updated. Please use the following forms for minor volunteers:

[Minor Volunteer Application](#)
[Confidential School Reference Form](#)
[Homeschool Student Reference Form](#)

Minor volunteers are defined as children age 13-17. Students that are still in high school, even if they are age 18 or older, are still considered minor volunteers while they are in high school.

Please remember that minor volunteers are present to assist the adult supervisors and may not supervise a group of children. Minor volunteers must always be under the supervision of two Safe Environment compliant adults.

All volunteers, including minor volunteers, must be at least five years older than the minors for which they are in contact.

All minor volunteer paperwork must be kept on file at the location for 50 years.

Minor volunteer forms can also be found on the Archdiocese of Atlanta website on this page: <https://archatl.com/ministries-services/safe-environment/grades-k-12/>