MEMORANDUM

DATE: May 6, 2020
TO: Pastors, Principals & Directors of Faith Formation
FROM: Office for the Protection of Children and Vulnerable Adults
RE: VIRTUS Annual Audit Reporting Form Request

The Office for the Protection of Children and Vulnerable Adults (OPCVA) is with you during these trying times. We are here to support you as we face the unique challenges of creating safe environments in the new reality of distance learning, live-streamed Masses, and Zoom faith-formation classes and ministries.

We would like to take a moment to share a friendly reminder that the time has arrived when the OPCVA must collect the VIRTUS Annual Audit Reporting Form from our schools and parishes, which are traditionally due annually by April 30th. However, we are keenly aware that the present circumstances may have affected your school or parish’s ability to present the VIRTUS curriculum. Furthermore, we understand that even if you did present the curriculum earlier in the year, it may be difficult to accurately report the data due to lack of access to this data remotely or the loss of personnel. Bearing this in mind, the Diocese of San José remains committed to the Dallas Charter and the safety of our children and vulnerable adults. As we move forward with the collection of audit forms, to the best of our united ability, we would also like to hear from you to understand the various challenges that may have interfered with your customarily faithful commitment to this effort due to the Coronavirus pandemic.

The VIRTUS Annual Audit Reporting Form is part of our annual USCCB Audit Data Collection process. For special instructions on how to submit the VIRTUS Annual Audit Reporting Form for your site, please read the letter to Pastors and Directors of Religious Education or the letter to School Principals.

Now more than ever, we are deeply grateful for your partnership in maintaining safe and healthy ministries. Together in Christ, we will continue to lift up and nurture youth protection and family safety even in the unlikeliest of times.