

October 19, 2008

Dear Confirmation Sponsors,

Thank you for your desire and commitment to share your time, talents and our Catholic faith with one of our confirmation candidates at such a critical time in their lives!

In order to work with the youth in the Catholic Church you must be Virtus trained and have completed a background check through St. Stephen Martyr within the last four years. **Even if the Confirmand is a family member, you still need to complete these items.**

To register for Virtus training, go to [www.virtusonline.org](http://www.virtusonline.org) and click registration → then click “view a list of sessions” → then select “Richmond Diocese”. All Virtus sessions in the entire diocese will come up. Select the one that is most convenient for you. You **do not** have to attend training at St. Stephen Martyr. You may attend training anywhere in the diocese, just be sure to register as a member of St. Stephen Martyr so that we will receive a record of your completion of the training. There is no cost for Virtus training.

In addition to attending Virtus training, we need all adult volunteers to complete two background check forms. The CPS one needs to be notarized, and Cass Hooker, the Director of Religious Education at St. Stephen’s, is a notary. She is usually here every day from 9-4, however please call first to ensure her availability. **These forms must be returned to St. Stephen Martyr.** Of course St. Stephen’s will pay any fees associated with submitting the forms.

Virtus training and the background check forms should be completed and turned in by Sunday December 21, 2008.

Please let me know if you have any questions or problems. I look forward to working with you!!

In His Service,

Suzanne Flach  
Coordinator of Youth Ministry

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