



## VIRTUS Children's Lessons Parish Frequently Asked Questions

Q: What is the due date for VIRTUS children's lessons to be presented and recorded?

A: February 18, 2021 - The Thursday before Ash Wednesday. The Office of Child and Youth Protection knows how busy parishes are during Lent. The purpose of this due date is so that this requirement can be completed and checked off before Lent.

Q: What are the options for presenting Children's Lessons?

A: Children's Lessons can be presented in several formats:

- Catechist led in-person during Religious Education/Youth Ministry
- Catechist led online during Religious Education/Youth Ministry
- Parent-led with the DRE/Youth Minister providing the lessons to the parents to present to their children

Q: How do the Children's Lessons get recorded each year?

A: Follow these steps:

- Login to VIRTUS ([virtus.org](http://virtus.org)).
- Click on the "Educators" tab.
- Click "Record Training," which is the second option under "Educators" in the green box on the left-hand side of the screen. This is where Children's Lessons are recorded.

Q: What needs to be recorded each year in regard to the Children's Lessons?

A: The following needs to be recorded in VIRTUS under the "Educators" tab

- Where the training occurred (drop down menu)
- School type (drop-down menu) – Religious Education and Youth Ministry are both options in the drop-down menu
- When the training was conducted (month, day, and year) – If training is being done by the parents, pick the date for which you required parents to respond to you regarding the training. (See below for more information regarding this.)
- Who conducted the training (first and last name) – If training is being done via parent-led lesson, put "Parents" in that box.
- Age/grade of the children (drop down menu)
  - You are given age bands: K-2, 3-5, 6-8, 9-12
  - Depending on delivery, you may have multiple entries for multiple age bands
  - You cannot select more than one grade band. A different grade band requires a separate entry.
- Lesson number (drop down menu)
- Lesson language (drop down menu)
- Number of children trained
- Number of children opted out
- Number of children absent

- Please note – the number of children trained + the number of children opted out + the number of children absent should equal the total number of children enrolled in your Religious Education/Youth Ministry program.
- The USCCB Office of Child and Youth Protection collect all of this data as part of our Audit.

Q: Can the videos for the Children’s Lessons be presented over Zoom or another video call platform?

A: Yes, the only videos that are allowed to be presented over video call platforms are the videos for the Children’s Lesson. The requirement for VIRTUS Protecting God’s Children for Adults to be in-person remains the same. VIRTUS training for adults may not be given online.

Q: The only parent-led lesson available is Lesson #1. We did Lesson #1 last year or a couple of years ago. What do we do?

A: Because the only parent-led lesson option VIRTUS has provided for us is Lesson #1, have the parents present Lesson #1. I have already asked about more parent-led lessons. VIRTUS is in “wait and see” mode to determine if they will create more parent-led lessons.

Q: If a family is doing the parent-led lesson and they have children with a broad range of ages what grade-level lesson should be presented?

A: Provide the parent all the lessons for all the grade-levels they have in their family. Let the parents know that it is their decision as to which grade-level lesson they decide to present or if they decide to do different lessons with different aged children.

Q: How do we get the parent-led lessons to the parents?

A: This can be done in several ways. It can be printed to be picked up by the parents if you already have parents picking up materials. It can be downloaded, saved, and emailed to parents. It can be downloaded and uploaded to a section of your website that parents are already using to access materials for your Religious Education/Youth Ministry program.

Q: We are required to record the number of children trained, the number of children whose parents opted them out, and the number of children who were absent. If the lessons are being parent-led, how do we know this information?

A: You need some type of response from families that they have gone over the lesson with their children or have opted out of the lesson. If you do not get a response from a family, include them in the number of children who were absent. Some parishes are using Jotform. Some parishes are using Google Forms. Some parishes are having parents return forms. However you decide to record this information, this information needs to be kept on file.

Q: There is no way we are going to meet the February 18<sup>th</sup> deadline. What do we do?

A: Contact Jenni Weldin ([jweldin@archatl.com](mailto:jweldin@archatl.com)) and let her know when you will be able to complete the Children’s Lessons and have the information recorded.