

## Memorandum

DATE: December 21, 2006  
TO: Background Check Coordinators  
FROM: Chad Ryan, Staff Accountant  
RE: Change in Background Check Personnel

We are currently in the process of moving responsibility for background check processing from Susan Howlett to Sr. Carol Jean Schroeder. All paperwork and correspondence relating to background checks should be addressed to Sr. Carol Jean from here on out. Sr. Carol Jean's e-mail address is [cschroeder@crookston.org](mailto:cschroeder@crookston.org).

Sr. Carol Jean is already involved in the "safe environment certification process"; she is the person that grades the safe environment tests and prepares the certificates. By putting her in charge of background checks as well, we will now have one person responsible for the entire certification process.

There is one procedural change that is being made because of this personnel change. In the past the Chancery sent out a letter notifying the parish when a background check was completed; this will no longer be done. Instead, the notifying document will be the certificate. Once Sr. Carol Jean has finished processing the background check and the safe environment test, she will send out a certificate for that person. The certificate will be sent to the pastor, so let him know that he should inform you whenever he receives a certificate so you know the background check is complete. I have updated the pages of the Background Check Procedure Manual that refer to this part of the process; the updated copies are enclosed. Please place these updated pages in your manual.

I welcome Sr. Carol Jean to the background check "team". I'd also like to thank Susan for her years of service in the background check area. She worked very hard on the background checks, and I greatly appreciate all of her efforts.