

## **RESURRECTION CHURCH SAFE ENVIRONMENT PROGRAM**

The Charter for Protection of Children and Young People was adopted by the United States Conference of Catholic Bishops in June, 2002. The Charter mandates that Pastoral Ministers are to uphold Catholic Christian values and conduct. (“Safe Environment Program,” p. 4, article 4, section B.)

Resurrection Catholic Church has created a Safe Environment Committee, charged with implementing compliance strategies, consistent with The Bishops’ Charter.

**The committee’s mission statement: The Parish Safe Environment Committee is committed to assist our youth in building a relationship with God so that they more fully experience their Christian calling. Toward this goal, the committee will implement and ensure parish compliance with the diocesan Safe Environment Program.**

The following protocols have been established in order to implement the Bishops’ Charter. The designation “Pastoral Ministers” includes volunteers and anyone who works with children and young people in the name of the Church (“Safe Environment Program,” p. 5, article 4, section C).

### **The Code of Conduct Requirements for Pastoral Ministers.**

1. Establish and maintain clear, appropriate boundaries in all relationships with children and young people (“Safe Environment Program,” p. 5, article 5, section 5).
2. Pastoral Ministers never meet with children and young people in private living quarters, nor any place or time that would tend to cause confusion about the nature of the relationship. Meeting areas should have windows with open blinds or open doors. (“Safe Environment Program,” p. 5, article 5, section 6). Pastoral Ministers must not be alone with a minor in any of the following areas: in a private residence, sleeping facility, hotel room, locker room, dressing facility, closed room or other similar isolated area (“Safe Environment Program,” p. 7, article 6, section 11).
3. Dress professionally and appropriately when ministering to children and young people (“Safe Environment Program,” p. 6, article 5, section 7).
4. Pastoral Ministers never use nor possess alcohol while working with young people. It is strongly recommended that Pastoral Ministers not smoke in the presence of young people (“Safe Environment Program,” p. 7, article 6, section 9).

5. Pastoral Ministers never administer medication of any kind to a child or young person without written parental permission (“Safe Environment Program,” p. 7, article 6, section 12).
6. Pastoral Ministers never engage in sexual intimacies with persons to whom they minister (“Safe Environment Program,” p. 5, article 5, section 4), nor make inappropriate sexual comments (“Safe Environment Program,” p. 5, article 5, section 4), sexual jokes, slang or innuendos (“Safe Environment Program,” p. 7, article 6, section 8).
7. The children and young people must not be touched in any way that could be construed as inappropriately affectionate or in any way sexual, nor should they be touched in anger (“Safe Environment Program,” p. 7, article 6, section 10).
8. Children and young people are never allowed to go to the home of an employee or volunteer unless it is a parish-sponsored activity with the express permission of the child’s parent or guardian. In addition, such activities require the presence of other adult chaperones, and the expressed and detailed knowledge/permission of the parish administration. This requirement applies at any time an employee or volunteer is interacting with children and young people. (“Safe Environment Program,” p. 6, article 6, section 3).
9. Pastoral Ministers must not be alone with a minor in a private residence, sleeping facility, hotel room, locker room, dressing facility, closed room or other isolated area (“Safe Environment Program,” p. 7, article 6, section 11).
10. Pastoral Ministers must not possess any sexually oriented or morally inappropriate materials in the presence of young people. Pastoral Ministers must not access such materials on the Internet on church property, nor in the presence of young people (“Safe Environment Program,” p. 7, article 6, section 13).
11. Pastoral Ministers never permit minors to smoke, drink alcohol, nor use illegal drugs in their presence (“Safe Environment Program,” p. 7, article 6, section 9).
12. Pastoral Ministers never speak to young people in a way that is abusive or demeaning (“Safe Environment Program,” p. 7, article 6, section 14).
13. All Religious Education classes must be staffed with adult catechists. Young people, ages 16-18 (“Safe Environment Program,” pg. 13, article 11, section A4), may not be assigned as the catechist. Young people may work as helpers only. (“Safe Environment Program,” p. 10 article 9, section (1)).
14. No child may be present in a room without a designated adult supervisor physically present. In case the adult supervisor needs to leave the room, the supervisor must inform another adult of his/her absence and ask him/her to come into the room and monitor the children. (“Safe Environment Program,” p. 10 article 9, section (2)).

## **Supervision of Events Involving Children and Young People:**

1. All children or young people who participate in field trips must have express written permission from the child's parent or guardian. Use the permission form provided by Resurrection Catholic Church ("Safe Environment Program," p. 11, article 9, section 5).
- 2.. The number of adult chaperones for school-aged children should be at least one adult for every twelve children. If there is only one adult present with twelve children, another adult should be available on site in case of emergency ("Safe Environment Program," p. 10, article 9; "Safe Environment Program," p. 6, article 6, section 4).
3. For children younger than school-aged, the ratio of children to adults should be no more than eight children for each adult ("Safe Environment Program," p. 6, article 6, section 4).
4. Events with children and young people should be conducted only in the presence of adults or in a place openly accessible/visible to others ("Safe Environment Program," p. 7, article 6, section 5). No child may be present in a room without a designated adult supervisor physically present. In case the adult supervisor needs to leave the room, the supervisor must inform another adult of his/her absence and ask him/her to come into the room and monitor the children ("Safe Environment Program," p. 10, article 9, section 2).
5. Children and young people are to be released only to parents and/or guardians, unless specific representatives of the parents and/or guardians have been indicated ("Safe Environment Program," p. 10, article 9, section 4).
6. Pastoral Ministers must be qualified before being eligible to drive:
  - a. Be at least 25 years of age;
  - b. Possess a valid, unrestricted driver's license, except for corrective lenses;
  - c. Have minimum amount of insurance coverage required by the Diocese of Monterey;
  - d. Be aware that in the **event of an accident, the driver's insurance shall be considered the primary insurance**;
  - e. Complete "Waiver and Release Form Relating to Adults" for each event;
  - f. Successfully complete successful screening process per diocesan policy ("Safe Environment Program," P. 11, article 9, section 6);

**All Employees of the Diocese of Monterey, and Volunteers at Resurrection Catholic Church, that have Direct Contact with Children and Young People Must Submit to a Background Check for Approval, which Includes:**

1. A volunteer application form must be completed and pages 1,2, and 3 signed; (Diocese of Monterey Policy Against Sexual Misconduct, p. 10, article 7, section A1).
2. Submit finger prints to the Diocese of Monterey. A finger print form is included with the volunteer application. (“Safe Environment Program,” p. 12, article 11, section A).
3. Review “The Diocese of Monterey Policy Against Sexual Misconduct” and sign the Acknowledgment of Receipt and Understanding (Diocese of Monterey Policy Against Sexual Misconduct, p. 12).
4. Review and sign the Diocese of Monterey “Acknowledgment” (“Diocese of Monterey Safe Environment Program,” p. 15).
5. Read and sign The Diocesan Internet Policy, 2002 – attached.
6. Read and sign the Child Abuse Reporting Acknowledgement Form, 2/94 – attached.

**Reporting of Child Abuse:**

1. All clergy and paid childcare custodians employed by the Diocese of Monterey are required to report suspected child abuse to a child protective agency or a law enforcement agency and are referred to as mandated reporters. (Diocese of Monterey Policy Against Sexual Misconduct, p. 5, article 3, section 3A1).
2. Resurrection Catholic Church and the Diocese of Monterey **strongly encourages** those individuals who are not mandated reporters to also report suspected child abuse (Diocese of Monterey Policy Against Sexual Misconduct, p. 5, article 3, section 3A2).
  - a. The reporter is to immediately telephone the proper agency upon knowing or reasonably suspecting child abuse has occurred. When in doubt, report.
  - b. This oral report must be followed with a written report to the proper agency within thirty-six hours on a form provided by Resurrection Church. (Diocese of Monterey Policy Against Sexual Misconduct, p. 5, article 3, section 3A1).
  - c. Following the making of any such report, the reporter is to immediately call the Diocese of Monterey to make an internal diocesan report (Diocese of Monterey Policy Against Sexual Misconduct, p. 5, article 3, section 3A1).

To read the documents that these protocols mention they may be viewed on the Diocese of Monterey's website home page at [www.dioceseofmonterey.org](http://www.dioceseofmonterey.org) They are available in both English & Spanish.

- Diocese of Monterey Safe Environment Program
- Diocese of Monterey Policy Against Sexual Misconduct

For more information on Resurrection Church's Safe Environment Program please contact the parish office at 831-688-4300.

**Committee Members:**

**Sue Bruemmer, Peg Gralenski, Bob Hastings, Bill Kell, and Jim & Patty Duffy**