



## HOLY PROTECTION OF MARY BYZANTINE CATHOLIC EPARCHY OF PHOENIX

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### SAFE ENVIRONMENT FORMATION CHARTER

***WE PLEDGE TO PROTECT OUR MOST VALUABLE RESOURCE: OUR CHILDREN***

June 1, 2011

*Glory to Jesus Christ!  
Glory forever!*

Dear Faithful of the Eparchy of Phoenix,

Since the 2002 Bishop's meeting in Dallas, the Eparchy of Phoenix has implemented a program that provides a safe environment for minors and vulnerable adults within our parishes. The current policies are compliant with the ***United States Conference of Catholic Bishops'*** annual audit. The main documents are included in this special revised edition and are posted on the eparchial web site.

We have held workshops for all eparchial clergy, consecrated religious, employees, religious education teachers and students. All parents, interested adults, and catechists in the Eparchy have attended workshops. Sister Jean Marie Cihota, OSBM is the Safe Environment coordinator. The Catechists in turn will give presentations appropriate to each age group. In this way, all will have a clear understanding of our safe environment program. We hope and pray that this will prevent any future problems. If any allegations of sexual abuse against minors are discovered, they will be resolved and guided by the direction of all relevant laws of both Church and state in a prayerful and Christian way.

Yours in Christ,

Most Reverend Gerald N. Dino  
*Bishop of the Eparchy of Phoenix*

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# **POLICY AND PROCEDURES CONCERNING SEXUAL ABUSE OF MINORS BY CLERGY OR CHURCH PERSONNEL OF THE BYZANTINE CATHOLIC EPARCHY OF PHOENIX**

## **Preface**

On June 14, 2002, the United States conference of Catholic Bishops approved a ***Charter for the Protection of Children and Young People***. The charter addresses the church's commitment to deal appropriately and effectively with cases of sexual abuse of minors by priests, deacons, and other church personnel. The bishops of the United States have promised to reach out to those who have been sexually abused as minors by anyone serving the Church in ministry, employment, or a volunteer position, whether the sexual abuse was recent or occurred many years ago. They stated that they would be as open as possible with the people in parishes and communities regarding instances of sexual abuse of minors, with respect always for the privacy and the reputation of the individuals involved. They have committed themselves to the pastoral and spiritual care and emotional well-being of those who have been sexually abused and of their families.

To ensure that each diocese/eparchy in the United States of America will have procedures in place to respond promptly to all allegations of sexual abuse of minors, the United States Conference of Catholic Bishops requires that each diocese/eparchy have a written policy on the sexual abuse of minors by priests and deacons, as well as by other church personnel which is in full compliance with the ***Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons***. The Eparchial Policy is to specify, in detail, the steps to be taken in implementing the requirements of canon law, particularly CCEC, Canons 1468-1470. Each diocese/eparchy will designate a competent person to coordinate assistance for the immediate pastoral care of persons who claim to have been sexually assaulted when they were minors by priests, deacons or any eparchial personnel, while in the work of the Eparchy. (*USCCB Essential Norms for Allegations of Sexual Abuse of Minors*, Norm 2)

In addition to establishing a written policy on the sexual abuse of a minor, there is to be the establishment of a Eparchial Review Board. The board, required by the ***Eparchial Charter on the Clergy Misconduct Review Board***, has already been established as the Eparchial Misconduct Review Board Regarding Sexual Abuse of Minors. This Board is an independent advisory board that makes recommendations directly to the Bishop concerning cases in which clerics are accused of sexual misconduct and in other matters relating to the Eparchial Policy on Sexual Misconduct by Clergy. As defined in Canon law, a "cleric" is a priest, deacon or bishop. The Board will consider all cases of sexual misconduct by clergy. There is to be no screening or filtering process.

## PREVENTION AND EDUCATION

The Byzantine Catholic Eparchy of Phoenix is committed to providing a safe environment wherein every person, as created in the image and likeness of God is honored. Preventative measures are necessary to cultivate a culture of prevention and safety especially for minors. These preventative measures include:

- a) the screening all clergy, catechists, volunteers and paid personnel of the Eparchy
- b) providing education and information concerning safety protocols and practices
- c) recognizing the signs of abuse in minors
- d) effectively responding to any signs of abuse or indication of abuse

All priests, deacons, minor clerics, seminarians, vowed religious, catechists, volunteers in supervisory capacities, youth directors and paid personnel of the Eparchy, having regular contact with minors, whether current or prospective are required to:

- a) sign a consent form for the purpose of undergoing a background check
- b) read and follow this ***Policy and Procedures Concerning the Sexual Abuse of Minors***
- c) attend the safe environment formation sessions, preferably annually

In addition all catechists and/or volunteers must complete the safe environment questionnaire (Appendix IV) and return to their Pastor or Parish Safe Environment Coordinator.

Prior to the canonical presentation of any non-eparchial cleric for service in the Eparchy, in addition to a letter of recommendation from his eparchial bishop or religious superior, there must be a clear disclosure of any knowledge relating to actual or alleged physical or sexual abuse. Furthermore, there is a moral obligation of the cleric's own eparchial bishop or religious superior to provide to the Eparchy all new information of actual or alleged physical or sexual misconduct.

Completed questionnaires shall be reviewed and as appropriate, investigated by the eparchial safe environment coordinator. These questionnaires shall be maintained in the personnel files of the Eparchy, with access limited to those individuals who have actual custody and control over the personnel files in accord with canon 257.

## POLICY TO BE FOLLOWED WHEN THE EPARCHY RECEIVES AN ALLEGATION

It is the policy of the Eparchy of Phoenix that reports of inappropriate behavior or sexual abuse of a minor by a priest, deacon or any eparchial personnel, while in the work of the Eparchy, will be carefully investigated by the Bishop or his delegate. The requirements of local civil law will be observed. The eparchial bishop will provide for the pastoral care of the victim(s). He may seek the advice of the Eparchial Clergy Misconduct Review Board. He will issue a decree initiating the Preliminary Investigation to determine if the allegation constitutes at least the semblance of truth about an offence. He is to inquire carefully about the facts and circumstances surrounding the offence. He approves the

canonical counsel for the accused cleric or any Church personnel. He reports to the civil authorities if required by law when the person involved is a minor and notifies civil counsel and insurer.

The person(s) making the allegations will be interviewed in an atmosphere that will insure justice and fairness to all concerned. The accused will also be interviewed. Confidentiality will be maintained, and only those necessary will be involved in the process. The policy does not address sexual misconduct in general, but only in the special circumstances described herein. It is intended to establish requirements and procedures in an effort to prevent sexual misconduct by personnel of the Eparchy involving minors and the resulting harm to others while the work of the Eparchy is being performed. Furthermore, it is intended to provide guidance to the personnel of the Eparchy on how to respond to allegations of sexual misconduct if such does occur.

## **OBLIGATION TO REPORT**

Any individual adult of the Eparchy who has actual knowledge of any or who has reasonable cause to suspect an incident of sexual misconduct, as defined in this policy, by any personnel of the Eparchy, shall comply with any applicable reporting or other requirements of State and local laws (unless to do so would violate the priest-penitent relationship of the Mystery of Reconciliation), and shall report to the Eparchy as follows:

A verbal report of the incident shall be made immediately to the pastor of the parish and a written report shall be prepared (See page 18). In the event this report cannot be made to the pastor, then it shall be made to the proto-presbyter of the area or the syncellus.

## **NOTIFICATIONS**

Notifications shall immediately be made to the eparchial bishop, safe environment eparchial coordinator and legal counsel to the Eparchy. The pastor or the head of the institution where the incident is alleged to have taken place is responsible for making this notification.

## **INVESTIGATION OF REPORTS**

Investigation shall be made in accordance with canon law and shall be conducted by a person properly qualified for this type of investigation. The investigation shall be conducted with care taken not to interfere with any criminal investigation, and with a high level of Christian care, concern and confidentiality for the alleged victim, the family of the alleged victim, the person reporting the incident, and the alleged perpetrator. Care is to be taken that any investigation does not call into question any person's good name.

## INVESTIGATION OF NON-CLERGY PERSONNEL

For accusations against all non-clergy personnel, a preliminary investigation shall be conducted by a person designated by the eparchial bishop and the results shall be immediately made known to the eparchial coordinator and legal counsel for the Eparchy. In such a case it is deemed to be in the best interest of the Eparchy or the alleged victim or perpetrator, and in the sole judgment of the eparchial bishop, that the alleged perpetrator be relieved of all responsibilities to the Eparchy and placed on administrative leave pending the outcome of any internal or external investigation. The eparchial bishop will determine if the leave is to be with or without pay. The accused shall be instructed to retain his or her own legal counsel. Any non-clergy personnel who admits to, does not contest, or is found guilty of sexual misconduct shall be immediately terminated from any employment or position within the Eparchy or parish.

## INVESTIGATION OF CLERGY

Investigations shall be made in accordance with canon law and shall be conducted promptly. If possible, the cleric shall be interviewed by a person designated by the eparchial bishop. Precautionary measures, in accord with canon law, shall be taken to assure that the alleged perpetrator not be a risk to minors.

When allegations are admitted by a priest or deacon and it is deemed appropriate by the Bishop, taking into consideration the demands of justice and the good of all involved the accused:

- a) Will have his assignment terminated. Activities involving contact with parishioners, minors, and other persons are to be forbidden except as is necessary under appropriate safeguards.
- b) May be *requested* to seek and urged to *voluntarily* comply with an appropriate medical and psychological evaluation. (*Essential Norms*, Norm 7)
- c) Will be removed permanently from ecclesiastical ministry, not excluding dismissal from the clerical state, if the case so warrants when even a single act of sexual abuse is admitted or is established after an appropriate process in accord with canon law. (*Essential Norms*, Norm 8, CCEC, c.1453)
- d) Notification of the incident shall be given to insurers in accordance with the terms of applicable policies. If there is admission to the allegation, legal counsel becomes the responsibility of the person accused.
- e) When allegations are made of sexual misconduct involving eparchial or parish personnel, contact with the alleged victim and family should be

promptly initiated by the eparchial bishop or person(s) designated by him for the purpose of pastoral care, having first obtained legal counsel. No comment is to be made as to the truth of any accusation.

- f) Any media contact or inquiries regarding any incident of sexual misconduct by personnel of the Eparchy must be directed by the director of communications in consultation with legal counsel.

When allegations are denied by the priest/deacon, the accused is to be informed of the investigation which the Bishop is bound to conduct in accord with the prescriptions of Canons 1468-1470. At the same time the priest/deacon is to be informed of his right to canonical advice, as well as his right to a trial conducted in accordance with Canons 1104, 2, 1185 ff. The priest/deacon also shall be reminded of his right to counsel from a civil and/or criminal attorney. If the accused remains firm in his denial of the allegations presented, the Bishop will conduct an investigation in accord with the procedure outlined in Canons 1468-1470, unless the accused chooses to have a canonical trial.

## **ANONYMOUS ACCUSATIONS**

No accusations should be made anonymously, since anonymous accusations do not allow for proper investigation.

## **FALSE ACCUSATIONS**

Civil, criminal and canon law each provide penalties for falsehood in which individuals become victims of false denunciation, perjury and slander. The Eparchy and the falsely accused retain the right to pursue such civil and canonical penalties against all those involved in false accusations.

## **REVIEW**

This policy shall be reviewed periodically by the Review Board of the Eparchy.

*Revised: June 1, 2011, by the Eparchy of Phoenix*

# CODE OF PASTORAL CONDUCT

**For Priests, Deacons, Pastoral Ministers, Administrators, Employees and Volunteers**

## PREFACE

This *Model Code of Pastoral Conduct for Priests, Deacons, Pastoral Ministers, Administrators, Employees and Volunteers* is intended for use as a risk management tool by bishops, pastors, superiors of religious communities/institutes, and administrators. The purpose of the *Code of Pastoral Conduct* is to assist in developing and implementing uniform guidelines for appropriate behavior in situations of pastoral counseling and spiritual direction. The *Code of Pastoral Conduct* is not intended to address all situations that may arise in pastoral counseling relationships. It is intended to create a structure for addressing a variety of circumstances that, if not appropriately addressed, may create a risk of incidents, allegations, claims and/or lawsuits.

The Church must be exemplary. Clergy, staff, and volunteers should and will be held accountable for their behavior. In order to maintain the highest level of accountability, there must be a clear and unambiguous blueprint of appropriate and inappropriate behavior. The *Code of Pastoral Conduct* provides a basic structure for identifying limits. It is intended as a “continuous improvement document.” Therefore, your suggestions and recommendations for additions and revisions are encouraged.

## I. PREAMBLE

Priests, deacons, pastoral ministers, administrators, staff, and volunteers in our parishes, religious communities/institutes, and organizations must uphold Christian values and conduct. The Model Code of Pastoral Conduct for Priests, Deacons, Pastoral Ministers, Administrators, and Volunteers (*Code of Pastoral Conduct*) provides a set of standards for conduct in certain pastoral situations.

## II. RESPONSIBILITY

The public and private conduct of clergy, staff, and volunteers can inspire and motivate people, but it can also scandalize and undermine the people’s faith. Clergy, staff, and volunteers must, at all times, be aware of the responsibilities that accompany their work. They must also know that God’s goodness and grace supports them in their ministry.

Responsibility for adherence to the *Code of Pastoral Conduct* rests with the individual. Clergy, staff, and volunteers who disregard this *Code of Pastoral Conduct* will be subject to remedial action by the Eparchy of Phoenix. Corrective action may take various forms—from a verbal reproach to removal from the ministry—depending on the specific nature and circumstances of the offense and the extent of the harm.

### III. PASTORAL STANDARDS

#### 1. Conduct for Pastoral Counselors and Spiritual Directors\*

\* Pastoral Counselors and Spiritual Directors: Clergy, staff, and volunteers who provide pastoral, spiritual and/or therapeutic counseling services to individuals, families, or other groups.

***Pastoral Counselors and Spiritual Directors must respect the rights and advance the welfare of each person.***

1.1 Pastoral Counselors and Spiritual Directors shall not step beyond their competence in counseling situations and shall refer clients to other professionals when appropriate.

1.2 Pastoral Counselors and Spiritual Directors should carefully consider the possible consequences before entering into a counseling relationship with someone with whom they have a pre-existing relationship (i.e., employee, professional colleague, friend, or other pre-existing relationship). [See Section 7.2.2]

1.3 Pastoral Counselors and Spiritual Directors should not audiotape or videotape sessions.

1.4 Pastoral Counselors and Spiritual Directors must never engage in sexual intimacies with the persons they counsel. This includes consensual and nonconsensual contact, forced physical contact, and inappropriate sexual comments.

1.5 Pastoral Counselors and Spiritual Directors shall not engage in sexual intimacies with individuals who are close to the client—such as relatives or friends of the client—when there is a risk of exploitation or potential harm to the client. Pastoral Counselors and Spiritual Directors should presume that the potential for exploitation or harm exists in such intimate relationships.

1.6 Pastoral Counselors and Spiritual Directors assume the full burden of responsibility for establishing and maintaining clear, appropriate boundaries in all counseling and counseling related relationships.

1.7 Physical contact of any kind (i.e., touching, hugging, holding) between Pastoral Counselors or Spiritual Directors and the persons they counsel can be misconstrued and should be avoided.

1.8 Sessions should be conducted in appropriate settings at appropriate times.

1.8.1 No sessions should be conducted in private living quarters.

1.8.2 Sessions should not be held at places or times that would tend to cause confusion about the nature of the relationship for the person being counseled.

1.9 Pastoral Counselors and Spiritual Directors shall maintain a log of the times and places of sessions with each person being counseled.

## 2. Confidentiality

***Information disclosed to a Pastoral Counselor or Spiritual Director during the course of counseling, advising, or spiritual direction shall be held in the strictest confidence possible.***

2.1 Information obtained in the course of sessions shall be confidential, except for compelling professional reasons or as required by law.

2.1.1 If there is clear and imminent danger to the client or to others, the Pastoral Counselor or Spiritual Director may disclose only the information necessary to protect the parties affected and to prevent harm.

2.1.2 Before disclosure is made, if feasible, the Pastoral Counselor or Spiritual Director should inform the person being counseled about the disclosure and the potential consequences.

2.2 Pastoral Counselors and Spiritual Directors should discuss the nature of confidentiality and its limitations with each person in counseling.

2.3 Pastoral Counselors and Spiritual Directors should keep minimal records of the content of sessions.

2.4 Knowledge that arises from professional contact may be used in teaching, writing, homilies, or other public presentations only when effective measures are taken to absolutely safeguard both the individual's identity and the confidentiality of the disclosures. It is suggested that a priest or deacon does not make any references in the Parish in which the counselee is a member.

2.5 While counseling a minor, if a Pastoral Counselor or Spiritual Director discovers that there is a serious threat to the welfare of the minor and that communication of confidential information to a parent or legal guardian is essential to the child's health and well-being, the Counselor or Spiritual Director should:

- a) Attempt to secure written consent from the minor for the specific disclosure.
- b) If consent is not given, disclose only the information necessary to protect the health and well-being of the minor.
- c) Consultation with the appropriate Church supervisory personnel is required before disclosure.

2.6 These obligations are independent of the confidentiality of the confessional. Under no circumstances whatsoever can there be any disclosure—even indirect disclosure—of information received through the confessional.

### **3. Conduct with Teenagers**

***Clergy, staff, and volunteers working with teens shall maintain an open and trustworthy relationship between youth and adult supervisors.***

3.1 Clergy, staff, and volunteers must be aware of their own and others' vulnerability when working alone with youth. Use a team approach to managing youth activities.

3.2 Physical contact with youth can be misconstrued and should occur  
(a) only when completely nonsexual and otherwise appropriate,  
(b) never in private.

3.3 Clergy, staff, and volunteers should refrain from the illegal possession and/or illegal use of drugs and/or alcohol at all times when working with youth. (Refer to Appendix II.)

3.4 Clergy should not allow individual young people to stay overnight in the cleric's private accommodations or residence.

3.5 Staff and volunteers should not provide shared, private, overnight accommodations for individual young people including, but not limited to, accommodations in any Church owned facility, private residence, hotel room, or any other place where there is no other adult supervision present. (Refer to Appendix II.)

3.5.6 In rare, emergency situations, when accommodation is necessary for the health and well-being of the youth, the clergy, staff, or volunteer should take extra-ordinary care to protect all parties from the appearance of impropriety and from all risk of harm.

3.5.7 Use a team approach to managing emergency situations.

### **4. Sexual Conduct**

**Clergy, staff, and volunteers must not, for sexual gain or intimacy, exploit the trust placed in them by the faith community.**

4.1 Clergy, religious, staff, and volunteers who are committed to a celibate lifestyle are called to be an example of celibate chastity in all relationships at all times.

4.2 Staff and volunteers who provide pastoral counseling or spiritual direction services must avoid developing inappropriate intimate relationships with minors, other staff, or parishioners. Staff and volunteers must behave in a professional manner at all times.

4.3 No clergy, staff, or volunteer may exploit another person for sexual purposes.

4.4 Allegations of sexual misconduct should be taken seriously and reported to the Pastoral Center of the Eparchy of Phoenix and to civil authorities if the situation involves a minor. Eparchy of Phoenix procedures will be followed to protect the rights of all involved.

4.5 Clergy, staff, and volunteers should review and know the contents of the child abuse regulations and reporting requirements for the state or local authorities and should follow those mandates.

## **5. Harassment**

***Clergy, staff, and volunteers must not engage in physical, psychological, written, or verbal harassment of staff, volunteers, or parishioners and must not tolerate such harassment by other Church staff or volunteers.***

5.1 Clergy, staff, and volunteers shall provide a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.

5.2 Harassment encompasses a broad range of psychological, physical, written, or verbal behavior, including without limitation the following:

- Physical or mental abuse
- Racial insults
- Derogatory ethnic slurs
- Unwelcome sexual advances or touching
- Sexual comments or sexual jokes
- Display of offensive materials
- Requests for sexual favors used as:
  - a condition of employment, or
  - to affect other personnel decisions, such as promotion or compensation

5.3 Harassment can be a single severe incident or a persistent pattern of behavior where the purpose or the effect is to create a hostile, offensive, or intimidating work environment.

5.4 Allegations of harassment should be taken seriously and reported immediately to the Pastoral Center of the Eparchy of Phoenix. The Eparchy of Phoenix procedures will be followed to protect the rights of all involved.

## **6. Parish, Religious Community/Institute, and Organizational Records and Information**

***Confidentiality will be maintained in creating, storing, accessing, transferring, and disposing of parish, religious community/institute, or organizational records.***

6.1 Sacramental records shall be regarded as confidential. When compiling and publishing parish, religious community/institute or organization statistical information from these records, great care must be taken to preserve the anonymity of individuals.

6.2 Most sacramental records older than 70 years are open to the public.

6.2.1 Information regarding adoption and legitimacy remains confidential, regardless of age.

6.2.2 Only staff members who are authorized to access the records and supervise their use shall handle requests for more recent records.

6.3 Parish, religious community/institute, or organization financial records are confidential unless review is required by the Eparchy of Phoenix or an appropriate government agency. Contact the Pastoral Center upon receipt of any request for release of financial records.

6.4 Individual contribution records of the parish, religious community/institute, or organization shall be regarded as private and shall be maintained in strictest confidence.

## **7. Conflicts of Interest**

***Clergy, staff, and volunteers should avoid situations that might present a conflict of interest. Even the appearance of a conflict of interest can call integrity and professional conduct into question.***

7.1 Clergy, staff, and volunteers should disclose all relevant factors that potentially could create a conflict of interest.

7.2 Clergy, staff, and volunteers should inform all parties when a real or potential conflict of interest arises. Resolution of the issues must protect the person receiving ministerial services.

7.2.1 No clergy, staff, or volunteer should take advantage of anyone to whom they are providing services in order to further their personal, religious, political, or business interests.

7.2.2 Pastoral counselors should not provide counseling services to anyone with whom they have a business, professional, or social relationship. When this is unavoidable, the client must be protected. The counselor must establish and maintain clear, appropriate boundaries.

7.2.3 When pastoral counseling or spiritual direction services are provided to two or more people who have a relationship with each other, the Pastoral Counselor or Spiritual Director must:

- Clarify with all parties the nature of each relationship,
- Anticipate any conflict of interest,
- Take appropriate actions to eliminate the conflict,
- Obtain from all parties written consent to continue services.

7.3 Conflicts of interest may also arise when a Pastoral Counselor's or Spiritual Director's independent judgment is impaired by:

- Prior dealings,
- Becoming personally involved, or
- Becoming an advocate for one (person) against another.

In these circumstances, the Pastoral Counselor or Spiritual Director shall advise the parties that he or she can no longer provide services and refer them to another Pastoral Counselor or Spiritual Director.

## **8. Reporting Ethical or Professional Misconduct**

***Clergy, staff, and volunteers have a duty to report their own ethical or professional misconduct and the misconduct of others.***

8.1 Clergy, staff, and volunteers must hold each other accountable for maintaining the highest ethical and professional standards. When there is an indication of illegal actions by clergy, staff, or volunteers, you should notify the proper civil authorities immediately. Also notify the Pastoral Center in Phoenix, Arizona.

8.2 When an uncertainty exists about whether a situation or course of conduct violates this *Code of Pastoral Conduct* or other religious, moral, or ethical principles, consult with peers, others knowledgeable about ethical issues or Pastoral Center of the Eparchy of Phoenix.

8.3 When it appears that a member of clergy, a staff member, or a volunteer has violated this *Code of Pastoral Conduct* or other religious, moral, or ethical principles, report the issue to a supervisor or next higher authority, or refer the matter directly to the Pastoral Center of the Eparchy of Phoenix.

8.4 The obligation of Pastoral Counselors and Spiritual Directors to report client misconduct is subject to the duty of confidentiality. However, any agreement or duty to maintain confidentiality must yield to the need to report misconduct that threatens the safety, health, or well-being of any of the persons involved except as provided for in Section 2.6.

## **9. Administration**

***Employers and supervisors shall treat clergy, staff, and volunteers justly in the day-to-day administrative operations of their ministries.***

9.1 Personnel and other administrative decisions made by clergy, staff, and volunteers shall meet civil and canon law obligations and also reflect Catholic social teachings and this *Code of Pastoral Conduct*.

9.2 No clergy, staff, or volunteer shall use his or her position to exercise unreasonable or inappropriate power and authority.

9.3 Each volunteer providing services to children and youth must read and sign the *Code of Conduct* before providing services.

## 10. Staff or Volunteer Well-being

***Clergy, staff, and volunteers have the duty to be responsible for their own spiritual, physical, mental, and emotional health.***

10.1 Clergy, staff, and volunteers should be aware of warning signs that indicate potential problems with their own spiritual, physical, mental, and/or emotional health.

10.2 Clergy, staff, and volunteers should seek help immediately whenever they notice behavioral or emotional warning signs in their own professional and/or personal lives.

10.3 Clergy, staff, and volunteers must address their own spiritual needs. Support from a Spiritual Director is highly recommended.

10.4 Inappropriate or illegal use of alcohol and drugs is prohibited.

## IV. VOLUNTEER'S CODE OF CONDUCT

***Our minors are the most important gifts God has entrusted to us. As a volunteer, I promise to strictly follow the rules and guidelines in this Volunteer's Code of Conduct as a condition of my providing services to the minors of our Eparchy of Phoenix. (Refer to Appendix III to verify with signatures)***

### **As a volunteer, I will:**

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with children and/or youth at Church activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children and/or youth or their parents without prior written approval from the pastor or administrator.
- Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardian and the pastor or administrator.
- Report suspected abuse to the pastor, administrator, or appropriate supervisor and the Eparchy of Phoenix Pastoral Center.
- I understand that failure to report suspected abuse to civil authorities is, according to the law, a crime in most jurisdictions.
- Cooperate fully in any investigation of abuse of children and/or youth.

### **As a volunteer, I will not:**

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess, or be under the influence of alcohol at any time while volunteering.
- Use, possess, or be under the influence of illegal drugs at any time.

- Pose any health risk to children and/or youth (i.e., no fevers or other contagious situations).
- Strike, spank, shake, or slap children and/or youth.
- Humiliate, ridicule, threaten, or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.

I understand that as a volunteer working with children and/or youth, I may be subject to a thorough background check including criminal history. I understand that any action inconsistent with this *Code of Conduct* or failure to take action mandated by this *Code of Conduct* may result in my removal as a volunteer with children and/or youth.

## **PROCEDURES for FILING A COMPLAINT OF SEXUAL ABUSE OF MINORS**

1. All clergy, staff, and volunteers must report knowledge or belief that a minor is the victim of sexual abuse. (See *Eparchy of Phoenix Pastoral Code of Conduct*, Section III, 8)
2. All complaints or knowledge of abuse should first be brought to the attention of the pastor of the parish, the principal of the school, the head of a religious community, or the supervisor of the particular ministry or organization.
3. If a victim or a victim's family is making a direct complaint on their own they will meet with the pastor of the parish, the principal of the school, the superior of the religious community, or the supervisor in charge of the activity. At all times, a victim or complainant, may report directly to the Bishop.
4. The person hearing the complaint will take note of the victim's name and address, the person they are accusing, the place where the incident occurred, the time that the incident took place, and a general description of the nature of the offense.
5. Upon receiving the preliminary information noted above, it is mandated that the pastor, principal, religious superior, or ministry supervisor forward the report of abuse to:
  - a) the Bishop & Protosyncellus of the Eparchy;
  - b) the local police department for your town (911) and
  - c) the Child Protection Agency or Hot Line for your area if required.
6. The Bishop and Protosyncellus, upon receipt of a complaint, will contact the Victim's Assistance Coordinator, the Eparchial Review Board, the Syncellus, the Eparchial attorney, and the Eparchial insurance company. They will also verify that the report has been filed with the local police and the appropriate Child Protection Agency if required.
7. The Bishop or representative will personally meet with all victims and their families.
8. The Bishop will begin a preliminary internal investigation of the incident in accordance with canons 1468-1470 of the Code of Canons of the Eastern Churches.
9. If there is credible evidence that sexual abuse has occurred, appropriate measures will be taken to remove the offender from ministry and place him/her on administrative leave in accordance with the provisions of canon 1473 of the Code of Canons of the Eastern Churches.

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(602)861-9796 FAX  
[jean.sister@cox.net](mailto:jean.sister@cox.net)

**Victim's Assistance Coordinator**  
Rosemarie Ludwig, Ph.D  
PO Box 83474  
Phoenix AZ 85071  
(602) 997-1550 Telephone  
[rstussy@cox.net](mailto:rstussy@cox.net)

**UNIFORM REPORT FOR CHILD PROTECTION**  
**Eparchy of Phoenix**

Date of report: \_\_\_\_\_ Reported: \_\_\_\_\_

Telephone: \_\_\_\_\_

CHILD: \_\_\_\_\_ DOB: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Parent/Guardian: Telephone: \_\_\_\_\_

Address:

\_\_\_\_\_

**Suspected perpetrator:** \_\_\_\_\_ **Relationship to child:** \_\_\_\_\_

**Public Children's Service Agency to whom report was made:**

- \_\_\_\_\_ Alaska Child Abuse Hotline (1-800-478-4444)
- \_\_\_\_\_ Arizona Child Abuse Hotline (1-888-767-2445)
- \_\_\_\_\_ Phoenix (602-530-1800 24 hrs.)
- \_\_\_\_\_ California (1-800-422-4453)
- \_\_\_\_\_ Colorado (303-866-3006)
- \_\_\_\_\_ Idaho (1-800-422-4453)
- \_\_\_\_\_ Nevada (1-800-992-5757)
- \_\_\_\_\_ New Mexico (1-800-797-3260)
- \_\_\_\_\_ Oregon (1-800-854-3508)
- \_\_\_\_\_ Washington (1-800-562-5624)
- \_\_\_\_\_ Bureau of Indian Affairs (1-800-633-5155)

\_\_\_\_\_ **National Child Abuse Hotline (1-800-422-4453)**

\_\_\_\_\_ **Other** \_\_\_\_\_

**Was report made to law enforcement?** \_\_\_\_\_yes \_\_\_\_\_no

**To whom was the report made?**

\_\_\_\_\_

**Reason for report:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **EPARCHIAL MISCONDUCT REVIEW BOARD**

### **Regarding Sexual Abuse of Minors**

#### **The Board**

The name of the board required by the *Eparchial Policy on Sexual Abuse by Clergy and Eparchial Personnel* will be the **Eparchial Misconduct Review Board**. For purposes of brevity, it will be referred to as “The Board” in the following paragraphs. The Board is an independent advisory board that makes recommendations directly to the Eparchial Bishop concerning cases in which clerics or eparchial personnel are accused of sexual misconduct and in other matters relating to the *Eparchial Policy on Sexual Misconduct by Clergy or Eparchial Personnel*. As defined in Canon Law, a “cleric” is a priest, deacon or bishop. The Board will consider all cases of sexual misconduct by clergy or eparchial personnel. There is to be no screening or filtering process. The cases presented to the Board will not be limited to behavior with minors.

#### **Board Membership**

The Board will be comprised of five members appointed by the Eparchial Bishop. The Board will include lay Catholics with expertise in a variety of areas and who are not employees of the Eparchy. An effort will be made to have the Board membership reflect the racial, ethnic, and social diversity of the Eparchy. The existence and purpose of the Board and the identity of Board members will be made public. The Board and its members will be listed in the Eparchial Pastoral Handbook. As outlined in the *Eparchial Policy on Sexual Abuse by Clergy or Eparchial Personnel*, members will be appointed for a term of five years or until a successor is appointed. Initial terms will be staggered. Members can be appointed for more than one term. There should be a reasonable turnover in membership in order to provide the Board with new perspectives and expertise.

The Eparchial Bishop will designate a Chairperson to serve for a one-year term. The term may be renewed for one but not more than two additional terms. Board members will not receive compensation for their services, but will be reimbursed for their necessary expenses. Past and present Board members will be covered by sufficient insurance to protect them from any liability that could arise from the performance of their duties.

The Eparchial Promoter of Justice will be asked to attend the meetings and to provide information to the Board but is not a member of the Board.

#### **Executive Secretary**

The Eparchial Bishop will appoint an Executive Secretary who will attend all meetings but is not a member of the Board. The Secretary is to assist the Board in the performance of its duties. This person is to be a well-qualified and experienced Catholic professional who possesses the expertise necessary to serve in this capacity and is responsible to the Board under the direction of the Chairperson.

## Functions of the Board

- A. The Board will review regularly, at least annually, the Eparchial policies on sexual misconduct and make recommendations for strengthening and enhancing the effectiveness of these policies in preventing and dealing with sexual misconduct.
  
- B. The Board will consider all complaints of sexual misconduct by clergy which occur within the pastoral boundaries of the Eparchy of Phoenix or which involve clerics assigned to or working or living within the Eparchy. This includes cases involving Eparchial clerics, clerics from elsewhere who are on assignment in the Eparchy, religious order clerics who are serving in the Eparchy, and clerics who have been granted hospitality or permission to assist in the Eparchy on a temporary basis.
  - 1. The Board will receive a written report, prepared by Executive Secretary, of each and every allegation of sexual misconduct lodged against a cleric. The Board will not normally receive or consider complaints involving allegations of sexual misconduct by someone other than a cleric.
  - 2. In order to properly carry out the functions of the Board, the Chairperson and Executive Secretary will have full access to all information about the case.
  - 3. The Board will verify that the Eparchy has fulfilled its commitment to report the complaint to the appropriate civil authorities.
  - 4. The Board will discuss each allegation, the background of the parties involved, the response of the cleric, the actions taken by the Eparchial Promoter of Justice and all other relevant information. It will have the authority and resources to obtain additional information deemed to be necessary.
  - 5. The Board will recommend whether it is necessary to place the accused cleric on administrative leave if that has not already been done.
  - 6. The Board will receive reports about the pastoral outreach extended to victims and other recommendations about further efforts to assist victims.
  - 7. The Board will consider whether the parish staff or parish community has been or should be advised of the cleric's misconduct.
  - 8. The Board will monitor each case and once sufficient information has been obtained, make a formal report to the Eparchial Bishop concerning its findings and recommendations, including whether canonical steps should be taken to remove a cleric permanently from ministry. This assessment should be made in the context of the Eparchial policy that a cleric will not be knowingly assigned to serve in the parishes, schools, pastoral ministries or any other assignment when it has been determined that he has engaged in the sexual abuse of a minor.
  - 9. If it appears there is a likelihood that the cleric can be restored to ministry, the Board will make recommendations as to the steps that would be necessary for this to happen and recommend a program of on-going support and supervision for the cleric.

10. The Board will periodically review the cases of clerics who have not been permanently removed from ministry. In this respect, the Board will be provided with status reports containing information obtained from the cleric's supervisor and any other helpful information, including results of psychological evaluations and treatment programs.

C. The Eparchial Bishop will seek the advice of the Board whenever he receives indications that a cleric or church personnel may be involved in any kind of sexual misconduct.

### **Meetings**

The Chairperson will ordinarily convene and preside at meetings. The Board will conduct its business at meetings held as often as necessary to perform its duties. The Chairperson may call special meetings when exceptional circumstances are presented which require immediate attention. Meetings will ordinarily be in person; however, special meetings can be conducted telephonically.

Three Board members constitute a quorum and the concurrence of not less than three members is necessary to make a recommendation to the Eparchial Bishop.

The Eparchial Bishop will be invited to attend all meetings. The Board may invite others to attend all or some part of a meeting if necessary.

The meetings will be consultative and advisory, not adversarial and adjudicative. The meetings are not hearings but rather sessions at which the Board receives and considers information, deliberates and formulates its recommendations.

The Board proceedings are confidential and the members of the Board will not discuss the business of the Board or the information presented to the Board with persons who are not Board members or staff.

The Chair of the Board and the Promoter of Justice will communicate to the Eparchial Bishop the matters considered by and the recommendations of the Board shortly after each meeting.

### **Confidentiality of Records**

All records relating to the work of the Board are confidential. Access to these records is restricted to the Eparchial Bishop and his delegates and to those persons or agencies within the Eparchy who need to obtain the information to carry out the purposes of the Eparchial Policy on Sexual Misconduct by Clergy.

### **Review of Board Guidelines**

The Board will formally review the above Charter and the work of the Board after one year and, at least, annually thereafter and make any recommendations to the Eparchial Bishop for whatever changes it deems appropriate.

**EPARCHY OF PHOENIX REVIEW BOARD**

**His Grace, Most Reverend Gerald N. Dino**

8105 North 16th Street  
Phoenix, AZ 85020  
(602) 861-9778 (602) 861-9796 FAX

**REVIEW BOARD MEMBERS APPOINTED BY BISHOP GERALD DINO  
on May 1, 2009**

**CHAIRPERSON**

**Deacon Michael J. Sullivan**

1020 E. Bishop Circle  
Tempe, AZ 85282

**Dr. Regina Brown**

22341 Destell  
Mission Viejo, CA  
92691

**Irene Groot**

6323 Paso Los Cerritos  
San Jose, CA  
95120

**Patrick Cullen**

7 W. Calle Montilla  
Rancho Sahuarita, AZ  
85627

**Jennifer King Mikitish**

Office of Safe Environment Training  
400 E. Monroe Street  
Phoenix, AZ 85004-2336

**SAFE ENVIRONMENT COORDINATOR**

**Sister Jean Marie Cihota, OSBM**

8105 N. 16th Street  
Phoenix, AZ 85020  
(602) 861-9778  
Email: jean.sister@cox.net

**VICTIM'S ASSISTANCE COORDINATOR**

**Rosemarie Ludwig, Ph. D**

PO Box 83474  
Phoenix, AZ 85071  
(602) 997-1550 (602) 678-0235 FAX  
Email: rstussy@cox.net

## APPENDIX I. GLOSSARY

**Advocate/Victim Assistance Coordinator:** a person appointed by the Eparchial Bishop who actively assists and supports a victim of sexual abuse that involves clergy or church personnel. This coordinator seeks through a ministerial process to empower the victim to reclaim her/his own voice that the church may once again be a place of sanctuary.

**Allegation:** statement(s) given in writing that a minor has been sexually abused by any Church personnel.

**Auditor:** person appointed through USCCB (United States Conference of Catholic Bishops) to examine the data collection from the Parishes of the Eparchy of Phoenix, and files including all background checks.

**Background checks:** through the signing of a consent form, all clergy and church personnel must be screened through the Lexis Nexis Company. This Company checks the backgrounds through the use of the Social Security Number for state sexual offenders and national criminal offenders.

**Canon or Canon Law:** refers to the Code of Canons of the Eastern Churches (CCEC).

**Charter:** document created by the USCCB, *Charter for the Protection of Children and Young People*.

**Child Protective Services (CPS):** name of the governmental agency in many states of the United States that respond to reports of child abuse or neglect. This agency may use other names for such a service.

**Church Personnel:** any priest, deacon, religious, seminarian, catechists, employee or any person from the Eparchy or parish that has regular contact with minors.

**Director of Communications:** principal spokesperson for the Eparchy and official liaison with the media.

**Harassment:** verbal or physical behavior that denigrates another person and creates a hostile, offensive or intimidating environment.

**Minors:** persons who have yet to obtain their 18th birthday.

**Perpetrator:** a term commonly used by law enforcement officers to designate **who** actually commits a crime.

**Policy:** document for the Eparchy of Phoenix, ***Policy and Procedures Concerning Sexual Abuse of Minors by clergy or church Personnel.***

**Protosyncellus:** a priest appointed by the eparchial bishop to assist him in governing the eparchy.

**Review Board:** an independent advisory committee appointed by the eparchial bishop that makes recommendations to him concerning cases of sexual misconduct of clergy and/or church personnel.

**Safe Environment Coordinator:** person appointed by the eparchial bishop to coordinate the implementation of the ***Charter for the Protection of Children and Young People.***

**Sexually Abused:** a statutory offence that states that it is a crime to knowingly cause another person to engage in an unwanted sexual act by force or threat. Any sexual activity that is deemed improper or harmful, as between an adult and minor or with a person of diminished mental capacity.

**Sexual Misconduct:** Any sexual conduct of eparchial personnel while performing the work of the Eparchy involving children or minors (cfr. Canon 909, p.3), which is contrary to the moral instructions, doctrines and canon law of the Catholic church and which causes injury to another as recognized by canon law or the civil or criminal laws of the State where a parish may be located or where the alleged offense occurred.

**Victim:** one who is harmed by or made to suffer from an act, circumstance, agency or condition; one who is tricked, swindled or taken advantage.

**Vulnerable Adults:** is understood as one who habitually lacks the full use of reason, is not responsible for his/herself and is equated with a minor.

## APPENDIX II.

### GUIDELINES FOR MAINTAINING A SAFE ENVIRONMENT FOR MINORS DURING EPARCHIAL /PARISH PROGRAMS

1. **Pre-approval from the Pastor** or appropriate leadership is needed for the validity of the event.
2. **Background Checks** – All persons over the age of 18 working with the program require background checks. The necessary applications for background checks for those of the Eparchy of Phoenix can be obtained from the Pastor and submitted to the Safe Environment Office at the Pastoral Center.
3. **Safe Environment Training** – All adults working with youth must have proof of having completed Safe Environment training on file at the Pastoral Center.
4. **Required Forms** – All pertinent and required forms must be completed, i.e., Pastoral Conduct Form for adults; permission and health forms for youth.
5. **Instructions/Procedures for a Specific Event** –in preparation for a program, participants and chaperones/staff must be informed about behavioral expectations.
6. **Adult Leaders and Chaperones** –There must be at least two adult leaders (21 years of age or older) to provide sufficient leadership for all parish sponsored activities. Ratio of adult to minor should be no less than 1 adult per 6 minors.
7. **One-on-One Contact** – When working with youth, it is important that the leaders of the group do not meet one-on-one (privately) with a young person (as per policy). In the rare situations that require personal conferences, the meeting is to be conducted in view of other adults and youths.
8. **Transportation** – When youth are being transported in vehicle, two unrelated adults must be present. An adult leader or chaperone should never be alone in a vehicle with a minor.
9. **Constructive Discipline** – Discipline used in youth ministry, educational and catechetical ministry should be constructive and reflect the Church's values. Corporal punishment is never permitted.
10. **Appropriate Attire** – Proper clothing for activities is required. Modest tops or T-shirts with acceptable wording and logos are allowed. Torn, ripped, or clothes with holes are not acceptable, neither are oversized clothes. Modest dress is always required. Example: No tank tops, halter tops, transparent blouses, very short or tight shorts or skirts, etc. The discretion of the adult supervisor will be respected.

11. **No Secret Organizations** – The Church does not recognize any secret organizations as part of its programs. All aspects of the youth program are open to observations by the Bishop, pastors, parents and leaders.
12. **Hazing** – Physical hazing and initiations are prohibited and may not be included as part of any activity. Adult leaders must monitor and guide the leadership techniques used by youth leaders.
13. **Alcohol and Smoking** – Youth and adults participating in the program are prohibited from the use of alcohol, smoking, any illegal drugs or the improper use of legal drugs.
14. **Supervisory Structure for Sleeping Arrangements and Bathroom Facilities** – To insure safety, specific requirements must be in place 24 hours a day.
- Adults (18 and older) must have separate sleeping accommodations from the youth.
  - Two chaperones, one male another female, contingent on group (if not gender specific), must be arranged to ensure adult supervision throughout the night.
  - In the case of limited bathroom facilities, appropriate arrangements must be made for youth and adult to use the facilities independently.

**PASTORAL CONDUCT FORM FOR ADULTS WORKING WITH YOUTH IN PARISH/EPARCHIAL PROGRAMS**

I will:

- treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- refrain from using foul language and foul gestures at all times.
- refrain from smoking, using tobacco products, any illegal drugs or improper use of legal drugs at any time while serving children or youth in parish/archieparchial functions.
- refrain from using, possessing, or being under the influence of alcohol or illegal drugs at any time while serving children or youth in parish/eparchial functions.
- report any suspected abuse and neglect to the person in authority who will notify the Pastoral Center's Safe Environment Office and/or local child protection agency or civil authorities.
- cooperate fully in any investigation of abuse of children or youth.

I understand that failure to report suspected abuse to civil authorities is, according to the law, a Class B misdemeanor. The only exceptions to this requirement involve information learned only within the Mystery of Reconciliation or within an attorney-client privilege.

I understand that any action inconsistent with the above may result in termination of my giving services to children or youth.

I certify with my signature below that I have read the Sexual Misconduct Policy of the Eparchy of Phoenix and the Guide to the Policy.

Adult's Printed Name \_\_\_\_\_

Adult's Signature \_\_\_\_\_

Parish \_\_\_\_\_ Date \_\_\_\_\_

Signature of Pastor (as Witness) \_\_\_\_\_

## **EXPECTATIONS OF CHAPERONES/STAFF DURING YOUTH PROGRAMS**

### **(Tailored to the event)**

- To protect both the participants and staff alike and to insure safety for all, avoid any one-on-one situations with a teen.
- Likewise to insure a Safe Environment, all participants must be present at all activities for the duration of the event. Moreover, coming and going, or partial participation disturbs the dynamic process and continuity of the Youth Event on personal and communal spirit.
- In order to keep the integrity of the event, all public announcements will be assigned to a specific person.
- Direct any potential problems to the Event Leader or staff member.
- All medical issues are to be directed to the Event Leader or First Aid attendant.
- Curfews and quiet times are applicable for everyone, especially the adults, who are models for the event.
- In emergency situations, direct those specific teens in your care to the designated area, do a head count. If all are not present inform the event leader and/or staff.
- No adults, other than the leaders and/or facilitators are to be present during the talks and reflection times. Any additional adult presence unfairly inhibits the teens' openness and participation.
- As Christian models, respect for all participants is expected. Edifying speech and behavior are necessary components in Christian models. (No yelling or talking down to teens is ever acceptable.)
- Adult leaders are not called to "police" or control participants, but rather are to guide and lead teens by emulating the love, teachings, sacrifice and service of Jesus Christ.

**Expectations for Youth during the Program  
(Tailored to the event)**

- May not leave the premises of the event
- Must observe the curfew and quiet at night in the sleeping areas
- No electronic devices
- No Public or Private Display of Affection
- No smoking, use of drugs or alcohol
- No foul language or foul gestures
- Modest clothing appropriate to the activity
- Give the highest respect and dignity to everyone
- Maintain cleanliness of facilities and property
- All equipment returned and placed in its proper location

**In case of a general emergency immediately gather in the designated meeting area.**

## APPENDIX III.

### EPARCHIAL GUIDELINES FOR DIGITAL COMMUNICATIONS

#### **Guiding Principles (adapted from the USCCB Social Media Guidelines June 2010)**

The world of digital communication, with its almost limitless expressive capacity, makes us appreciate all the more Saint Paul's exclamation: "*Woe to me if I do not preach the Gospel*" (1 Cor 9:16) – Pope Benedict XVI, 2010 World Communication Day message  
Social media is the fastest growing form of communication in the United States, especially among youth and young adults. Our Church cannot ignore it, but at the same time we must engage social media in a manner that is safe, responsible and civil.

#### **Eparchy of Phoenix Guidelines**

##### **I. Introduction**

These guidelines are intended to guide and enable appropriate use of digital media. Adherence to boundary issues as posed in the Policy and Procedures of Eparchy of Phoenix are applicable, whether face-to-face or via the digital media.

The following are the **minimal** guidelines to protect Church Personnel, youth and children. Leadership may expand upon these guidelines.

##### **II. Legal Aspects of Digital Communication**

1. Use of computers and internet connectivity should be consistent with the mission of the Church. In the use of computers, equipment and other related resources, church personnel must respect the privacy of other users, respect copyright and license agreements, protect data from unauthorized use or disclosure, and safeguard their accounts and passwords.
2. Church equipment is the property of the Eparchy, therefore must be used only for professional communications. Church personnel must not use computers for any illegal or immoral purpose. They must not transmit threatening, obscene or harassing materials or correspondence.
3. Church personnel must not engage in unauthorized distribution of data and information. They must refrain from revealing or publicizing proprietary or confidential information.
4. Church personnel must not communicate or advocate religious beliefs or practices contrary to the Catholic Church's teaching. Users must refrain from inappropriately representing opinions as those of the Eparchy of Phoenix, their Parish, or any of their official sub-entities.

5. Church personnel may not use the computers for private advertizing of products or services, or for any activity meant to foster personal gain. They must refrain from uploading or downloading commercial software in violation of its copyright.

### **III. Guidelines for Eparchial / Parish Communication**

All Eparchial or Parish digital communications must involve clear visibility, accountability, and responsibility at all times. These are not appropriate mechanisms for confidentiality and should never involve secrecy.

1. For a Parish Social network site, permission of the Pastor must be given prior to establishing a social networking site.
  - A separate Parish account is to be established; do not use a personal account for a social network site. There must be absolutely no "unofficial," "unauthorized," or "personal" Parish sites of any kind that use the Parish name, logo, parish information, parish membership network, or recognition either in fact (de facto) or in law (de juris).
  - There should be at least two site administrators (preferably more) appointed by the pastor for each site, to allow rapid response and continuous monitoring of the site.
  - Passwords and names of sites must be registered with the Pastor as well as in a central location and more than one adult should have access to this information.
  - All Parish social networking, blogs, chat rooms, instant messaging, texting, and web sites must be moderated at all times. No one may post anything to the public via these sites except with the review and approval of an official Parish site administrator for each message each time.
  - All Parish moderators/site administrators will receive instruction and guidelines from their Pastor, who is ultimately responsible, or his designee(s). All subsequent questions not covered clearly by their pastoral instruction and guidelines will be referred back to the Pastor or his designee(s) for additional guidelines and instruction.
  - All users of Parish social networking must be approved in advance by the Pastor or his designee(s).
  - The Pastor will be informed of and keep record of all Parish social networking site users, as well as all guidance and instruction given to Parish social networking site administrators.

- Conversations are to be brief and in line with the Policy and Procedures of the Eparchy.
  - All Parish social networking site users except ordained clergy and professed religious shall only write in the first person and never claim to represent the official position of the Parish, Eparchy, or the Catholic Church unless specifically authorized by the Pastor. Ordained clergy and professed religious will consult with and receive authorization from the Pastor before posting official positions on Parish social networking sites.
  - It is highly recommended to save copies of the correspondence with minors or vulnerable adults to avoid any negative implications. Chat or instant messaging should be discouraged.
2. All list serve or "blast" text messages etc. to all parishioners must originate with or be approved in advance by the Pastor.
  3. Written permission must be received from parents/guardians if there are photo/video of minors or vulnerable adults in any newsletter, website, blog, brochures or other promotional materials, etc. For the safety of the individual, use only the first name and set a reasonable length of time in the use of photo/video.

In addition, parents/guardians must have access to everything provided by Parish social networking to their minor children or vulnerable adults, including the opportunity to be copied on all such communications to or from their minor children or vulnerable adults. Parental access and copies may be by means of parallel technology that is more accessible to them.

Parish social networking moderators/site administrators and all users should not communicate privately with minor children or vulnerable adults. All such communications must be public and open to both the parents/guardians and the Pastor.

4. It is acceptable to use photos/videos in which people are unidentifiable, such as group photos. Permission or release forms are not necessary.



**BYZANTINE CATHOLIC EPARCHY OF PHOENIX**

Pastoral Center - 8105 North 16th Street - Phoenix, AZ 85020

Phone: (602) 861-9778 Fax: (602) 861-9796

**Consumer Authorization**

*Mail completed form to: Sr. Jean Marie Cihota, OSBM, 8105 N. 16<sup>th</sup> Street, Phoenix, AZ 85020*

**CONSENT FORM FOR BACKGROUND CHECK**

I, \_\_\_\_\_, hereby authorize the Eparchy of Phoenix and/or its agents to make an independent investigation of my background, references, character, past employment, education, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for employment now and, if applicable, during the tenure of my employment with the Eparchy of Van Nuys.

I release the Eparchy of Phoenix and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name and all information is true and correct to the best of my knowledge:

\_\_\_\_\_  
*Full Name (Printed)*

\_\_\_\_\_  
*Maiden Name or Other Names Used*

\_\_\_\_\_  
*Present Address – How Long?*

\_\_\_\_\_  
*City/State/Country/Zip*

\_\_\_\_\_  
*Phone*

\_\_\_\_\_  
*Former Address – How Long?*

\_\_\_\_\_  
*Date of Birth*

\_\_\_\_\_  
*Parish*

\_\_\_\_\_  
*Social Security Number*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

*Note: The above information is required for identification purposes only, and is in no manner used as qualifications for employment. The Eparchy of Phoenix is an Equal Opportunity Employer; and does not discriminate on the basis of Sex, Race, Religion, Age (40 and over), Handicap, or National Origin.*

**Rev. 6/1/2011**

I have also read the *Eparchy of Phoenix Code of Pastoral Conduct*. I have retained the copy of this document for my records, and I agree to follow it. \_\_\_\_\_

**Signature**



### **3. Safe Environment Questionnaire Follow-up to Formation**

**Volunteers, as a follow-up to your Safe Environment Formation, please complete this questionnaire on creating a safe environment. Return this questionnaire to your Pastor or Parish Safe Environment Coordinator.**

**1. As a volunteer, do you fully understand the eparchy's policy and code of conduct and the church's role in creating a safe environment? If not, what do you need clarified?**

**2. Are you aware of your responsibilities in reporting misconduct?**

**3. Do you know the process for reporting misconduct?**

**4. If you are a Catechist, are you using the lesson plans provided for the teaching of Safe Environment Formation?**

**5. How are you supported in your parish in creating a safe environment?**

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parish** \_\_\_\_\_ **City** \_\_\_\_\_

**Rev. 6/1/2011**

**4. Safe Environment Formation for Minors of the Parish**

**Parish:**\_\_\_\_\_ **Pastor:**\_\_\_\_\_

**Date of the Formation for Minors:**\_\_\_\_\_

<b>NAME OF THE CATECHIST</b>	<b>GRADE LEVEL</b>	<b>NO. OF MINORS</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Total Number of Minors Attending Safe Environment Formation Classes:**\_\_\_\_\_

**Signature of Pastor or Parish Safe Environment Coordinator:**

\_\_\_\_\_ **Date:**\_\_\_\_\_

**5. Parent Safe Environment Formation Program Opt-out Form**

We, the undersigned are aware that in accord with the Charter for the Protection of Children and Young People, mandate that each Parish are to offer Safe Environment Formation for employees and volunteers, and in an age appropriate manner, to the minors of the Parish.

As parents we acknowledge our role as the primary educators of our children. We have opted this year to instruct our children in these matters in a manner that we determine as necessary and appropriate to protect our minors from crimes of sexual harrassment and molestation.

Materials from our Parish through the Eparchy of Phoenix concerning the principles of Safe Environment were offered to and received by us.

**Parent Name:**\_\_\_\_\_

**Date:**\_\_\_\_\_

**Signature:**\_\_\_\_\_

**Printed Name:**\_\_\_\_\_

**Names of Minors instructed by parents and/or guardians:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please return this form to your Pastor or to the Safe Environment Coordinator of your Parish.**