

Minor and Vulnerable Person Protection Policy

The Diocese of Kamloops recognizes the dignity and rights of all minors and vulnerable persons and is committed to ensuring their safety and well being in a way that promotes their human dignity, integrity and worth as members of the People of God.

The Diocese of Kamloops has committed itself to putting together procedures to ensure the welfare and protection of minors and vulnerable persons together with the welfare of those who work with them or are in a position of trust.

There is a statutory obligation to report a belief that a child needs protection from abuse. In the event that a person under 19 needs protection, there are two steps to be taken.

Step 1: Personally, and immediately contact the local Ministry of Family and Children's Services (or Delegated Aboriginal Authority) to report the suspected neglect, abuse, sexual misconduct, or harm.

Child Protection Services in British Columbia 1-800-663-9122 (Toll free).

Step 2: Contact the Diocesan Misconduct Policy Administrator or Alternate Misconduct Administrator and advise that a report to the Ministry of Family and Children's Service or delegated Aboriginal Authority has been made.

Misconduct Policy Administrator: Fr. Fred Weisbeck
Email: fred@rcdk.org Phone: 250-832-3021

Alternate Policy Misconduct Administrator: Fr. Derrick Cameron
Email: dcameron@rcdk.org Phone: 250-372-2581

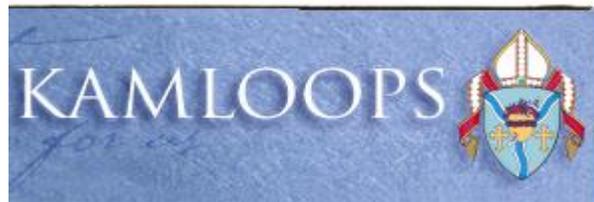
Any questions or concerns of abuse or misconduct relating to individuals over 19 years of age should be directed to the same individuals noted above.

Any questions or concerns relating to the Diocesan Protocol Guidelines should be directed to the Safe Environment Office.

Safe Environment Office: Jeanette Melnychuk
Email: jmelnychuk@rcdk.org
Phone: 250-376-3351

Creating a Safe, Protected and Accountable Parish Community

Master Document Protocol Guidelines for the Prevention and Management of Abuse and Misconduct Complaints



The purpose of this document is to detail protocol guidelines for handling and preventing situations of misconduct and allegations of abuse. All adults acting in a clerical, religious, employee, volunteer ministry or other paid position in the Diocese of Kamloops are role models called to treat each minor and vulnerable adult with respect and care. This document addresses the need to create a safe parish community environment and to maintain professional relationships with minors and/or vulnerable adults on or off the parish grounds.

Diocese of Kamloops

*Revised February 2012, February 2015, August 2018
June 2021 and September 2022*

Roman Catholic Diocese of Kamloops
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Fr. Fred Weisbeck: Misconduct Policy Administrator

Contact: fred@rcdk.org or 250-832-3021

Fr. Derrick Cameron: Alternate Misconduct Policy Administrator

Contact: dcameron@rcdk.org or 250-372-2581

Diocesan Safe Environment Office

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Acknowledgements

The Diocese of Kamloops prepared this manual.

Several Dioceses' procedures informed the preparation of this manual including the Archdiocese of Toronto and the Diocese of London (Ontario), the Archdiocese of Vancouver, the Archdiocese of Winnipeg (Manitoba), the Dioceses of St. Paul and Mackenzie-Fort Smith (Alberta), and the Diocese of Sanford (United Kingdom).

This document is a work in progress and is therefore subject to change.

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Other Background Reading and Viewing

- a. Effects of Childhood Victimization and Sexual Abuse (by Christiana Ashabo, ICADC. Southdown Institute. (Appendix 15)
www.southdown.on.ca/publications
- b. The Pastoral Letter of the Holy Father Pope Benedict XVI To the Catholics of Ireland (Appendix 16)
www.vatican.va/.../letters/.../hf_ben-xvi_let_20100319_church-irela
- c. <http://www.cbc.ca/video/news/player.html?clipid=1527948604>
Interview with Sr. Nualla Kenney on “Unfinished Business” The Winter Commission in Newfoundland and Labrador

Misconduct Advisory Committee – Previously called the Behavioral Review Committee

The Most Rev. Lawrence Sabatini, Bishop of Kamloops on June 4, 1991, struck a Behavioral Review Committee

Composition of Original Committee

Sister Margaret Ryan, C.N.D, Mr. Jim Fornelli, Mr. Rudy Morelli, and Rev. Jerry Desmond

History of Events

06.04.91	Committee mandated
08.08.91	Norm and Procedures drafted
09.05.91	Appendices drafted
03.24.92	Submitted to Clergy and Pastoral Assistant
11.30.92	Approved and adopted
1995-1996	Revised
2001	Sr. Margaret Ryan resigns from committee due to transfer to Montreal
2001	Clara Fouillard accepts to be a member of the committee and replaces Sr. Margaret Ryan
01.04.2010	Bishop David Monroe establishes Ad Hoc Protocol Committee
02.15.2011	Regular meetings of Ad Hoc Protocol Committee begin
02.2011	Parish Visitations – Introduction to Diocesan Protocols
05.2011	Bishop David Monroe appoints Diocesan Protocol Administrator
06.2011	Web version of Training and Orientation Manual drafted
07.2011	Parish Training and Orientation Manual completed
08.2011	Parish Training and Orientation Manual presented to Parish Leadership
08.2011	Web Version of Training and Orientation Manual available
10.2011	Parish Implementation of Key Components re: High-Risk
11.2011	Bishop David Monroe appoints Alternate Misconduct Policy Administrator
02.2012	Final review of Parish Training and Orientation Manual and Final review of Master Document with Diocesan Protocol Administrator and Diocesan Misconduct Policy Administrator
02.2012	Present Misconduct Advisory Committee: Msgr. Jerry Desmond, Fr. Fred Weisbeck, Jim Fornelli, Rudy Morelli, and Clara Fouillard
10.04.2012	Review and acceptance of Diocesan Protocols by Ecclesiastical Insurance
13.04.2012	Dissolution of Ad Hoc Protocol Committee
09.2020	Bishop Joseph Nguyen re-established the Diocesan Misconduct Committee: Fr. Fred Weisbeck, Jim Fornelli, Dave Giddens, and Jeanette Melnychuk
08.2021	Diocesan Safe Environment Office was established



Diocese of Kamloops
BISHOP'S OFFICE

September 2022,

Dear Clergy, Religious and Faithful of the Diocese of Kamloops,

I am grateful to all who have contributed to this manual that was prepared and implemented in July 2012, by Bishop David Monroe. The protocol manual contains important directives and policies that must be followed by all those who work, volunteer, and serve within the Diocese of Kamloops.

As your Bishop, it is my responsibility to care for those entrusted to me and provide opportunities for all of us to actively work together and care for one another as a faith community by “Creating a Safe, Protected and Accountable Parish Community”. In the Fall of 2020, the Diocesan Misconduct Committee was re-established, and I tasked them to work through the process of examining the protocol documents and policies to bring them up to date with current standards of the CCCB. I would like to thank the members of this committee for their commitment and insight for undertaking this important work.

It is my prayer that you continue to recognize and appreciate the importance of these protocol documents, as we safeguard the dignity and rights of all individuals from any form of Misconduct.

Sincerely yours in Christ,

Most Reverend Joseph Phuong Nguyen
Bishop of Kamloops

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INTRODUCTION

The Diocese of Kamloops is committed to the protection of all who are within its spiritual and physical care, most especially vulnerable persons. Abuse of another person is contrary to the teachings of the Catholic Church and is always wrong. Preventing the sexual abuse of minors¹, adolescents and vulnerable adults is of the highest importance.

Misconduct and abuse are serious violations of justice against the dignity of the human person in body, mind, and soul. In particular, sexual abuse is always a tragedy; it is never acceptable behavior. Inappropriate sexual activity abuses the power and authority of the pastoral role of all who work for the people of God and serve them. When perpetrated by a member of the clergy, religious, employee or volunteer of the Diocese, it is particularly abhorrent. Sexual abuse causes serious psychological and spiritual harm to the individual and alienates victims and their families from the Gospel message.

The policy and procedure set out in this document provide for the just and timely resolution of complaints of abuse and misconduct. The aim of the Diocese is to provide meaningful and effective assistance to those who have suffered as a result of abuse and misconduct, and to uphold sacred values.

This revised policy replaces the revised and amended Diocese of Kamloops policy of 1995-1996. The revisions reflect insurance requirements and the Diocese's serious commitment and responsibility to be accountable and effective in its actions to repair and heal the suffering of those who have been victimized, to provide protection of children, adolescents, and vulnerable adults, and to deal with clergy, religious, employees or volunteers found guilty of abuse.

The Diocese will intervene effectively to stop abuse or misconduct within the Diocese by clergy, religious, employees or volunteers, and will take the necessary steps to prevent the occurrence of such abuse and misconduct. The Diocese will assist those who come forward with allegations of abuse and misconduct, ensuring that they are treated with dignity, respect, and compassion.

Whenever an allegation of abuse is a crime according to civil law and when the law requires it, such as when the alleged abuse involves a person who is currently under the age of 19 years, the Diocese will report the alleged abuse immediately to the appropriate child protection authorities. The Diocese will be careful to safeguard and not harm the alleged accused person's right to a good reputation.

When civil authorities investigate complaints, the Diocese will provide full cooperation.

¹ Under the *Age of Majority Act*, section 1 (1), a person attains the age of majority on attaining the age of 19 years in British Columbia.

As per the 2001 Apostolic Letter of Pope John Paul 11, *Sacramentorum Sanctitatis Tutela*, modified May 21, 2010, by Pope Benedict XVI, certain cases of abuse and misconduct, including sexual abuse of minors, must be referred to the Congregation of the Doctrine of Faith in Rome for their examination and decision about the next canonical and pastoral steps to be taken. The Bishop of Kamloops will fulfill this obligation. However, the reporting to the Congregation *for the* Doctrine of Faith will not in any way interfere with the duty to report and the investigation of civil authorities according to the laws of British Columbia and Canada.

This document reconciles the obligations of individuals and the Diocese under the laws of the Province of British Columbia and of Canada with the requirements of the Code of Canon Law and the pastoral responsibilities of the Diocese of Kamloops.

The procedures described in this document apply to clergy, religious, employees and volunteers in the Diocese of Kamloops. The procedures do not apply to Catholic Independent Schools of the Diocese of Kamloops (CISKD). CISKD is responsible and subject to their own policies. However, the Safe Environment Office for the Diocese of Kamloops is available to CISKD, should they request assistance.

STATEMENT OF PURPOSE

All parishes in the Diocese of Kamloops offering programs and services owe a duty of care to provide a safe environment to parishioners, employees, volunteers, clergy, religious and the community at large.

Effective and appropriate management of everyone at the parish level is essential to the safe delivery of services and programs. The management of volunteers is as essential as the management of employees, clergy and religious.

It is the purpose of the Roman Catholic Diocese of Kamloops:

1. To safeguard, in all respects, all those to whom we minister, especially a vulnerable person.

A vulnerable person means a child or young person up to the age of 19 in British Columbia or an adult person who has difficulty protecting himself/herself from harm temporarily or permanently and is at risk because of age, disability, handicap, or circumstances such as emotional distress due to extreme crisis or trauma.

2. To ensure the integrity, safety, and reputation of our volunteers/employees and clergy/religious.

Our management program ensures that:

- Volunteers/employees and clergy/religious are working in an organized, structured, and safe environment.

- Policies and procedures outline employees and volunteers' rights as well as responsibilities, and how they will be supported if an incident occurs.
- Clergy and religious are working in a supported and safe environment.
- Policies and procedures outline clergy's canonical and civil rights and obligations and how they will be supported if an incident occurs.

3. To ensure that, as a faith community, we fulfill our legal and canonical obligations.

The development and implementation of screening policies and procedures is intended to meet our legal and canonical obligations, along with adequate screening measures to fulfill our ethical, moral, and spiritual responsibilities to promote trust, credibility, wholeness, accountability, and care in our ministries.

POLICY STATEMENT

The Diocese of Kamloops recognizes the personal dignity and rights of minors and vulnerable persons towards whom it has a special responsibility and duty of care.

The Diocese of Kamloops undertakes to do everything in its power to create a safe environment for minors and vulnerable adults as well as clergy and religious, employees and volunteers in order to prevent any physical, sexual or emotional abuse.

The Diocese of Kamloops will work and communicate closely with civil ministries and agencies to ensure that any allegations of abuse are promptly and fairly dealt with, and perpetrators are held accountable.

The Diocese of Kamloops will support victims of volunteer, employee, clergy, or religious abuse. It will also support volunteers, employees, clergy, and religious who are found to be victims of false allegations and uphold their right to a good reputation.

Any person who has reasonable grounds to suspect that a vulnerable person is or may be in need of protection must report that suspicion to appropriate civil authorities.

Other concerns about the safety, well-being or welfare of minors and vulnerable adults may be referred to the Misconduct Policy Administrator (Alternate) of the Diocese of Kamloops.

If a child is in immediate danger, call 9-1-1 or the local RCMP.

If abuse of a minor is suspected call the **Children's Help Line: 310-1234 – any time night or day, call is free. No area code required.**

1.1 Guiding Principles

A first guiding principle is the protection of children and vulnerable persons. This is part of the very mission of the Church. The Diocese takes a stance of deep respect for all persons and commits itself to persons' well-being. Therefore, all members of the community should be able to practice their faith in a safe environment, confident that all of the faithful are committed to the protection and well-being of children, vulnerable persons and the community.

A second guiding principle is the promotion of values expressed in the Gospel of Jesus Christ and in the teachings and the laws of the Catholic Church. Catholics believe that baptism makes us members of the People of God and members of the faith community we know as Church.

A third guiding principle is the belief in the fundamental goodness of all that God has created. Through the death and resurrection of Jesus all humanity is saved, lifted up and transformed. We are also deeply aware of the continuing weakness of human beings and the sinfulness of humanity.

A fourth guiding principle is the establishment of balance between the protection of the people of God and the protection of the rights and dignity of honourable priests, religious, employees and volunteers.

1.2 Ethical Responsibilities

The Diocese will always act in accordance with the laws of Canada and the laws of British Columbia, and in accordance with the principles and values of Christian and Catholic morality in every situation or allegation of misconduct by clergy, religious, employees or volunteers.

The Diocese has a particular concern about the health and well-being of children, adolescents and vulnerable adults victimized by sexual abuse. Sexual abuse is traumatic for the victim and causes long lasting psychological, interpersonal, developmental, moral, and spiritual damage to the individual, not to mention alienation from the Church and from religion. Therefore, the Diocese will provide specific care for complainants and accused persons during the investigation of a complaint under this policy. (See Care for Complainants; Care for Accused Persons)

1.3 Policy Objectives

This policy sets out the position of the Diocese of Kamloops as to:

- What constitutes misconduct by clergy, religious, employee or volunteer of the Diocese
- The procedures to be followed when a complaint of misconduct is made

- The discipline that may be imposed

The policy is intended to provide a fair, thorough, objective, accountable, transparent, and compassionate response to all who may be involved in a misconduct allegation. Complaints shall, so far as is reasonably possible and in accordance with applicable laws, be received, investigated, and determined in confidence in order to respect the privacy of those involved. This policy shall be administered in accordance with Provincial, Federal and Canon Law and shall reflect the principles and beliefs of the Diocese as outlined above.

1.4 Mandatory Reporting to Civil Authorities

Persons suspecting that a child may be in need of protection as defined under the laws of British Columbia are required to report this to civil authorities. Clergy, religious, employees and volunteers of the Diocese are expected to be familiar with and comply with applicable child protection reporting requirements in British Columbia.² (See Appendix 1)

Abuse of children, adolescents and vulnerable adults will not be tolerated. Any person found guilty of such abuse shall be permanently removed from any ministry with children, adolescents, and vulnerable adults.

1.5 Confidentiality

The Diocese of Kamloops will remain mindful concerning issues of confidentiality in all allegations. However, should the complaint or the circumstances surrounding it become public, the Misconduct Policy Administrator (Alternate) may, after consultation with the Bishop and Misconduct Advisory Committee, act as, or appoint a media spokesperson to represent and speak on behalf of the Diocese. The Misconduct Policy Administrator (Alternate) will then ensure that the media spokesperson:

- Has a copy of this policy
- Understands the sensitivity of the issues involved and the desire of the Diocese to be mindful of confidentiality
- Is kept apprised of any new developments in the case

² The *Child, Family and Community Services Act* is the legislative authority for the Ministry of Children and Family Development's Child Protection Services. The Act requires (by legal obligation) that anyone who has reason to believe that a child may be abused, neglected, or is for any other reason in need of protection, must report it to the Director or delegated Social Worker.

1.6 Complaint Resolution

The Diocese is committed to open and on-going communication. It is anticipated that most complaints involving volunteers or employees will be resolved within the parish. Individuals always maintain the canonical right of recourse to competent ecclesiastical authority.

1.7 Transfer/Move to New Parish

If a volunteer moves and would like to volunteer at another parish within the Diocese, the new parish will screen the volunteer as appropriate. A reference may be asked from his/her former pastor to the new pastor stating that the volunteer left the parish in good standing and the new pastor may also request a copy of the volunteer file to assist with the new parish's screening process.

2.0 Definitions

Administrators of the Policy:

Bishop: The Bishop shall appoint the Safe Environment Officer, the Misconduct Policy Administrator, and the Alternate Misconduct Policy Administrator. The Bishop shall not participate in the investigation or the review of any complaint under the protocol prior to receiving final reports in writing. The Bishop shall be the final adjudicator of any complaint that is brought before him and shall be responsible for determining what action, if any, will be taken under the protocol.

If the Bishop himself is accused of misconduct, the competent ecclesiastical authority will assume the Bishop's functions under this policy.

Diocesan Safe Environment Officer: is the individual who oversees the administration and implementation of the Diocesan protocols for *Creating a Safe, Protected and Accountable Parish Community*.

Misconduct Policy Administrator: is the person who receives and follows up all complaints of alleged misconduct under the Diocesan protocols. He is responsible to conduct an independent assessment of a complaint pursuant to the protocols.

Alternate Misconduct Policy Administrator: serves in a co-relationship and responsibility with the Misconduct Policy Administrator as outlined in this policy. In cases where there is a conflict of interest (actual or perceived) or for other compelling reasons, the Bishop may, on his own initiative or upon the request of the Misconduct Policy Administrator, the complainant, or the accused, delegate the Alternate sole responsibility for receiving and following up of alleged misconduct.

Parish Screening Committee: is a person or persons assisting the pastor in the implementation of the Diocesan protocols for *Creating a Safe, Protected and Accountable Parish Community*.

Misconduct Advisory Committee: is a group of persons appointed by the Bishop, qualified by experience and training, to assist and advise the Misconduct Policy Administrator (Alternate) in their mandate.

Further Definitions:

Duty of Care means that the Diocese recognizes the special responsibility it has, through its parishes, to safeguard the personal dignity and rights of children and vulnerable adults, to create a safe environment for the personnel, programs, and services it provides and to prevent sexual, physical, or emotional abuse.

A general principle in civil law and Church law that identifies the obligation of individuals and organizations to take reasonable measures to care for and protect its participants and deliver its programs in a safe, well-managed manner.

Employee: means lay persons employed by the Diocese and its parishes in respect of its activities. It does not include independent contractors or others who are not employees of the Diocese or its parishes.

Volunteer: is a person, who chooses to undertake a ministry position, service or activity with the sanction and direction of the parish and/or diocese,
Does the ministry activity in service to an individual, or to assist the parish or diocesan community-at-large,
Is not coerced or compelled to do this activity,
Provides a service or ministry activity, without receiving a salary or wage.

Clergy: is a deacon, priest, or bishop.

Religious: is a person who is a member of a canonically recognized form of Consecrated Life.

Diocese: means the Roman Catholic Diocese of Kamloops.

Minor: means a person under the age of 19 years, as stipulated in the *British Columbia Child, Family and Community Service Act*.

Vulnerable Person: means will include, but not be limited to, a person under the age of 19 years of age, an adult who has developmental disabilities that may inhibit his/her ability to protect himself/herself from abuse by others, and an adult who suffers from a

mental or psychological condition that may inhibit his/her ability to protect himself/herself from abuse by others.

Two Adult Norm: means that two adults are expected to be present at any activities and programs involving minors or vulnerable adults. Of the two adults expected to be present, one of these adults must have a satisfactory Police Information Check and Vulnerable Sector Check. A minor or vulnerable adult is never to be left alone without a person with a satisfactory Police Information Check and Vulnerable Sector Check.

Incardination: is a cleric who is permanently committed to exercise a ministry in a particular church, religious institute, or society of apostolic life or secular institute.

Ministerial Relationship: is a relationship involving trust and confidence that is based primarily upon the ministry offered by a priest or deacon or other minister to another person. Examples of ministry include counselling, spiritual guidance, and the celebration of the sacraments.

Risk Management: is a process of assessing potential problems and developing strategies for solutions to minimize the risk. In other words, it involves looking at the possibilities of loss or injury that might arise in programs, activities and services and taking steps to stop, minimize, prevent, or eliminate them. Screening is an exercise in risk management.

Misconduct: is an overarching term that encompasses:

Abuse (physical, sexual, emotional, or verbal)

Harassment

Exploitation of a ministerial relationship

Use of Child Pornography

Grooming (Seductive Behavior)

Abuse: means any act or attempted act of emotional, physical, verbal, or sexual contact or approaches, or threats of the same, which are known or ought reasonably to be known as unwelcome, whether or not apparent damage arises from that conduct, and includes grooming (that is engaging in conduct that is designed to select and prepare potential victims for abuse). (See Appendix 3 - Criminal Code Offences involving Child Sexual Abuse and Exploitation)

Sexual Misconduct: is behaviour involving clergy/religious of a sexualized nature that betrays sacred trust, violates the ministerial role, and exploits those who are vulnerable in that relationship. This could include conduct of a criminal nature; conduct that is sexual harassment or sexualized conduct such as viewing pornographic images of children.

Harassment: is any unwelcome conduct that interferes with an individual’s performance of his or her duties or creates an intimidating, hostile or offensive environment for him/her.

Exploitation of a ministerial relationship is any abuse of power, betrayal of trust or exploitation of the power imbalance that is inherent in a relationship between a clergy/religious, or volunteer/employee of the Diocese and a person with whom he or she has a ministerial relationship. Because of the imbalance of power between a person offering ministry and the person to whom ministry is offered, the apparent consent of a possible victim does not in itself determine whether or not there has been an abuse of power, a breach of trust or an act of exploitation.

Use of Child Pornography: means the making, distributing, transmitting, making available, accessing, selling, advertising, exporting/importing, or possessing child pornography. Child Pornography is broadly defined and includes materials that show someone who is or seems to be under the age of 18 years as being engaged in explicit sexual activity or that shows a sexual organ or anal region of the young person for a sexual purpose.

Grooming (Seductive Behavior): is a wide variety of behaviors, such as spending large amounts of time with a particular person, affording special privileges, or providing gifts, trips, and other expressions of special attention. These behaviors are often designed to establish a special bond of trust and affectionate understanding between the seducer and the person who is the object of his/her attraction. The person being seduced may feel indebted due to all the kindnesses. These behaviors are referred to as “grooming” because once this bond of trust and indebtedness is established the stage may be set for sexual advances. Because the pattern of seductive behavior is made up of observable behaviors, they need to be challenged or reported.

3.0 Care for Complainant

No complainant should ever be discouraged or pressured to refrain from reporting an allegation of sexual abuse/misconduct to law enforcement agencies or child welfare authorities, or from seeking legal advice. In the case of minors or vulnerable adults, allegations **must** be reported to the Ministry of Family Services **immediately**.

Any interview with a complainant over 19 years of age will be done compassionately and prudently by the Misconduct Policy Administrator (Alternate), recognizing that telling their account of what happened may, to some extent, renew the hurt experienced at the time of the alleged abuse or misconduct.

At the time of the interview (or disclosure) in the case of minors or vulnerable adults, the appropriate form will be completed: Incident Report Form for Allegations of Abuse of Minors/Vulnerable Adults (*Appendix 3*)

Both the complainant and/or Misconduct Policy Administrator (Alternate) may choose to have another person present to serve as a witness and/or support.

The interview will take place at a mutually convenient time and place as soon as possible after the Misconduct Policy Administrator (Alternate) has received the initial complaint.

The Misconduct Policy Administrator (Alternate) will explain the next steps in the process and how confidentiality and the complainant's privacy will be preserved. If the complainant has not chosen to approach civil authorities in cases involving vulnerable persons, the Misconduct Policy Administrator (Alternate) will remind the person of their obligation to do so. In cases involving adults the Misconduct Policy Administrator (Alternate) will remind complainant of his/her right to approach civil authorities.

Where the Misconduct Policy Administrator (Alternate) determines that there may be substance to the allegation of abuse or misconduct, he will immediately offer the complainant assistance in obtaining qualified professional counselling services. The Misconduct Advisory Committee will provide assistance to the Misconduct Policy Administrator (Alternate) in this regard. Such counselling will be provided for a reasonable duration of time or until the allegation is not substantiated. The Misconduct Policy Administrator (Alternate) will advise the insurance company that an allegation has been made that may give rise to a claim.

If requested, the complainant will receive pastoral care and spiritual guidance.

3.1 Care for Accused

No accused should ever be discouraged or pressured to refrain from seeking legal and/or canonical advice.

Any interview with the accused will be done compassionately and prudently by the Misconduct Policy Administrator (Alternate), recognizing that the alleged account of what happened may, to some extent, be painful.

At the time of the interview the appropriate form will be completed: Abuse, Sexual Abuse, Harassment, or Exploitation Incident Form (*Appendix 4*) noting the responses of the accused.

Both the accused and/or Misconduct Policy Administrator (Alternate) may choose to have another person present to serve as a witness and/or support.

The interview will take place at a mutually convenient time and place as soon as possible after the Misconduct Policy Administrator (Alternate) has received the initial complaint.

The accused individual has a constitutional right to his/her own legal defense.

If requested by the accused, the Misconduct Policy Administrator (Alternate) will immediately provide assistance in obtaining qualified professional counselling service. Such counselling will be provided for a reasonable duration of time or until the allegation is not substantiated. The Misconduct Policy Administrator (Alternate) will advise the insurance company that an allegation has been made that may give rise to a claim.

If requested, the accused will receive pastoral care and spiritual guidance.

In situations where civil authorities are likely to act or have already intervened, the accused individual will be advised to seek legal counsel so that he/she is properly informed about his/her responsibilities and rights. At the request of the accused a competent canon lawyer will be made available and will have access to information regarding the accusation(s), evidence, and information about canonical rights. (Canon 221)

3.2 Care for Communities at Risk

The Diocese is concerned for the communities where the alleged abuse took place. Members of the parish may have questions and concerns with respect to the nature of the misconduct, how it is going to be addressed, the response to the victim, response to the accused including where and how the person involved will be re-assigned to a workplace, the implementation of a safe environment, and how such occurrences may be prevented in the future. Accordingly, the Diocese will decide how best to assist the Catholic community affected by an allegation of misconduct against a clergy, religious, employee or volunteer, up to and including a public statement, taking care, however, not to interfere with any civil investigation that is in progress. In doing so, the Diocese will be mindful of issues of confidentiality in relation to the complainant, accused, and their respective families to the fullest extent possible.

3.3 Creating a Safe Parish Community

The next section outlines the policy for creating and maintaining a safe parish community. The goal is the protection and safety of ordained clergy, seminarians, parishioners, volunteers, employees, and parish communities in the Diocese of Kamloops. A series of administrative and pastoral steps at the parish level are outlined.

4.0 Screening Process: Ten Safe Steps

Screening begins long before any person comes forward to volunteer or work in a paid position and ends only after the person leaves the ministry or the paid position. *The Ten Safe Steps* process has been developed by Volunteer Canada.

A Police Information Check and, if needed, a Vulnerable Sector Check are required for any person applying for a High-Risk paid or volunteer position.

Step 1 - Determine the Risk

The nature of the ministry and the inherent level of risk dictate the degree of screening required. The greater the risk, the greater the degree of screening applied. Factors that help determine the level of risk include: the participant, the setting, and the nature of the activity as well as the level of supervision.

Volunteers and employees who are active in more than one ministry are screened for the position with the highest level of risk. When a person moves from a position of general risk to a position of High-Risk, the balance of the screening steps will be carried out for the new High-Risk position.

Step 2 – Ministry Position Description

There is a position description for every volunteer ministry position. (*Appendix 6*) By documenting the role, the position descriptions provide greater protection for the person being ministered to, the volunteer and the parish/diocese. Each ministry position will be described, and its inherent risk defined. The description defines the tasks of each position and sets the ground rules for all involved.

Step 3 – Recruitment Process

All recruitment for volunteers and employees will be done by the competent Ecclesiastical Authority.

Not every prospective volunteer/employee who applies to a parish is necessarily accepted.

Step 4 – Volunteer/Employee Information Form

A Volunteer/Employee Information Form must be completed for all ministry positions (*Appendix 5*)

The completion of an information form is intended to ensure that adequate records are kept. It further demonstrates the seriousness of the commitment being asked of the volunteer/employee or clergy/religious and provides a paper trail that protects the

applicants, the parish, and the diocese. There are two forms for General Risk (*Appendixes 5a & 5b*) and one form for High-Risk (*Appendix 5c*).

Step 5 – Interview

The pastor and/or parish screening person(s) will conduct an interview for all High-Risk ministry positions.

The interview provides an opportunity to talk with the applicant about his/her background, gifts, talents, skills, interests, and availability. It allows an opportunity to explore any concerns the parish may have about the suitability of this person for the ministry position applied for and to ensure a “good fit” between the person and the ministry.

The interview includes questions that are directly related to the specific concerns for the position being applied for: i.e., interpersonal style with children or vulnerable adults, history working with money, etc.

Step 6 – Reference Check

Two (2) references must be completed for all High-Risk ministry positions. (*Parish Administration Package*)

It is made clear that the individual is being considered for a position of trust i.e., with children, youth, other vulnerable people, with money, etc. Reference forms are kept in the volunteer’s file.

A reference check is an important and effective screening step during the selection process. References will confirm the background, gifts, talents, and skills of the applicant and provides an outside opinion on the suitability of the person for the ministry. The Diocesan Reference Check Form should be used. (*Parish Administration Package*)

Step 7 – Police Information Check

A Police Information Check and Vulnerable Sector Check report must be received for all High-Risk volunteer ministry and employee positions working with vulnerable persons. (*Appendix 7*)

The police record check signals in a very public way, concern about the safety of participants. The applicant follows the procedure for Police Information Check according to the RCMP detachment in his/her town. If the Criminal Record Information form shows that a conviction “may or may not exist”, the applicant will be asked to provide details and give permission for the Pastor and/or Safe Environment Officer to

confirm details. In such cases the pastor must immediately contact the Safe Environment Office. The Diocese follows a similar procedure for clergy/religious.

Step 8 – Orientation and Training

It is essential that orientation and training are provided in fairness to the volunteer or employee to ensure that the individual is able to perform his/her ministry effectively and is clear on the expectations and lines of communication and accountability.

Child Protection training is included in the orientation. (See p. 32-33: Reporting Protocol for Allegations or Suspicion of Abuse, Neglect or Sexual Misconduct, *Appendix 1* Crisis Response and Intervention and *Appendix 8* – When a Child Discloses Abuse)

Applicants in all positions are required to sign the Volunteer/Employee Information Form (*Appendix 5a/5b/5c*) stating that they have read and understand the position description and will comply with the position as described. All volunteers/employees are also required to sign the code of conduct expected during their ministry/employee position: Code of Conduct for Clergy/Religious (p. 26-27), Code of Conduct for Volunteers/Employees (p. 28-29)

Step 9 – Supervision and Evaluation

All volunteer and employee positions will be appropriately supervised.

The nature of the supervision is the responsibility of the Pastor and will vary according to the risk involved.

Step 10 – Participant and Volunteer Follow Up

Volunteers and participants are not to be alone together. A two-adult norm is expected. If this is not possible, the setting allows for clear visibility through open doors.

Minors and vulnerable persons cannot be left alone without a screened adult. We have an obligation to protect everyone whom we serve.

5.0 Mandatory Recruiting and Screening for all who minister in the Diocese

Any organization that provides programs to vulnerable persons has moral, legal, and spiritual obligations, to appropriately screen those who work for them, including employees and volunteers. Screening is not only the right thing to do; it is legally required under the principle of “Duty of Care.”

Effective screening of clergy, employees and volunteers is an essential part of a healthy parish ministry. Screening assists in identifying persons who are unsuitable to work with children and adolescents.

5.1 Seminarians: Seminarians in studies of theology and will undergo a screening program that includes but may not be limited to:

- Police Information Check and Vulnerable Sector Check
- Code of Conduct
- Observation by seminary faculty and staff regarding a candidate's suitability and motivation for ministry and integrative report of the same

5.2 Priests and Deacons from another diocese or a priest who is a member of a religious order and who wishes to minister in the Diocese of Kamloops must obtain the permission of his Bishop or Superior who will submit a Letter of Suitability attesting to the good character and history of the applicant and regarding any allegation of misconduct in the applicant's past.

5.3 Religious Brothers and Sisters applying to minister in the Diocese of Kamloops must obtain permission of his or her Superior who will submit a letter of suitability attesting to the good character and history of the applicant and regarding any allegation of misconduct in the applicant's past. (See *Appendix 9 Protocol for Visiting Clerics*)

6.0 Checklist for High-Risk Volunteer and Employee Positions **Police Information Checks/Vulnerable Sector Checks if required**³

Before recruiting a potential volunteer or employee to a High-Risk position in the parish or Diocese the following checklist will guide the process for recruitment and selection:

- Complete the Volunteer/Employee Information Form (*Appendix 5c*)
- Ensure applicant receives a copy of Volunteer/Employee Position Description which includes the contact information of the appropriate volunteer ministry coordinator at the parish
- Interview with pastor and/or parish screening person(s). Document the interview using Volunteer/Employee Interview Form. (*Parish Administration Package*)
- Conduct two personal reference checks using Volunteer/Employee Reference Check Form (*Parish Administration Package*)
- Applicant completes Orientation and Training Session at the parish
- Applicant signs Code of Conduct form

³ "Under the *Criminal Records Review Act*, anyone who works with children or who has unsupervised access to children must submit to a Police Information Check. This *Act* helps protect children from individuals whose criminal record indicates they pose a risk of physical or sexual abuse."

Government of BC website: <http://www.pssg.goc.bc.ca/criminal-records-review>.

For those 19 years and older, once the interview and reference checks are completed satisfactorily, the pastor or parish screening person(s) will:

- ❑ Direct the applicant to obtain a Police Information Check (PIC) and Vulnerable Sector Check (VSC) if required. These documents need to be renewed every (5) five years
- ❑ Pastor maintains a list of persons requiring a Police Information Check and (if needed) persons requiring a Vulnerable Sector Check
- ❑ Pastor receives the Police Information Check and Vulnerable Sector Checks
- ❑ Pastor reviews and confirms that checks are satisfactory
- ❑ Pastor places satisfactory Police Information Checks and Vulnerable Sector Checks in a sealed envelope, signs the back of the envelope and marks it "Confidential"
- ❑ All non-satisfactory Police Information Checks and Vulnerable Sector Checks are referred to the Diocesan Safe Environment Office
- ❑ Pastor keeps this information strictly confidential and provides secure storage.
- ❑ Pastor informs volunteer screening person(s) whether the applicant may proceed with orientation and training.

Upon completion of the requirement the applicant begins his/her parish volunteer ministry/employee position and receives:

- ❑ A copy of Volunteer Ministry Position Description(s)

The pastor or parish screening committee or person will:

- ❑ Create a file for the applicant
- ❑ Put the following documents in the file:
 - Completed Volunteer/Employee Information Form
 - Completed Interview Form
 - Completed Reference Check Form
 - Police Information Check and Vulnerable Sector Check if required (for those 19 years and older)
 - Signed Code of Conduct for Volunteer/Employee
 - Signed Code of Conduct for Clergy/Religious is sent directly to Diocesan Safe Environment Office
 - Protocol records for clergy/religious, originals sent to Diocesan Safe Environment Office and copies are kept at the parish.

Clergy/Religious occupy positions of High-Risk based on their service and contact with minors and vulnerable adults.

It is the responsibility of the priest to ensure that all groups meeting on Church property follow Diocesan Protocols and have adequate liability insurance coverage for all their activities.

7.0 Checklist for General Risk Volunteer and Employee Positions

Before recruiting an applicant to a General Risk ministry or employee position, the following checklist will guide the process:

- ❑ Complete Volunteer/Employee Information Form (*Appendix 5a*)
- ❑ Ensure the applicant signs the Code of Conduct form
- ❑ Ensure the applicant receives copy of the Ministry Position Description form which includes the contact information of the appropriate volunteer ministry coordinator at the parish
- ❑ Ensure the applicant attends an Orientation and Training Session at the parish. These Orientation and Training Sessions **must** be offered on an annual basis for NEW volunteers and employees
- ❑ **For those under 19 years of age, ensure that the appropriate Volunteer/Employee Information form is used and that the Parent/Guardian signs their consent (Appendix 5b) and parent/guardian signs the Code of Conduct for dependent and parent/guardian attends an Orientation and Training Session**

Once the checklist is complete the applicant is able to begin their ministry position.

The pastor or parish screening committee or person will:

- ❑ Keep a record that the above checklist is completed and keep personal contact information updated.

Examples, but not an exhaustive list of General Risk volunteer/employee positions include: all liturgical functions such as readers, music, ushers, greeters and hospitality, parish pastoral council and finance committees.

8.0 Assessing High-Risk

All positions in the Diocese of Kamloops classified as High-Risk are based on the participant, the setting, the activity, and the level of supervision. Risk can be modified by discontinuing the activity, modifying the activity by changing the location and the activity, by involving other organizations which are better prepared to handle the specific risk or assume the risk by following the protocols as outlined in the Master Document.

8.1 Criteria Indicating High-Risk Position

If any ONE of the following criteria applies, the ministry position is considered High-Risk

- | | |
|--------------------|--|
| Participant | <p>A vulnerable person as herein defined:</p> <ul style="list-style-type: none">• means will include, but not be limited to, a person under the age of 19 years of age, an adult who has developmental disabilities that may inhibit his/her ability to protect himself/herself from abuse by others, and an adult who suffers from a mental or psychological condition that may inhibit his/her ability to protect himself/herself from abuse by others. |
| Setting | <ul style="list-style-type: none">• an isolated place (e.g., a private home, a cabin, a tent)• a motor vehicle |
| Activity | <ul style="list-style-type: none">• a private one-on-one setting (confessional, private meetings)• visits in a hospital or nursing home• youth being away from home and overnight on a trip, retreat• a high degree of physical or emotional involvement (for example, coaching, spiritual direction, outdoor activities such as skiing, water skiing, rock climbing, bungee jumping)• direct handling of money• physical access to church buildings, offices, computers, files, or property• access to confidential information |
| Supervision | <ul style="list-style-type: none">• receives little or no direct supervision• involves meetings or events that are not publicized or documented |

8.2 Categories of Ministerial Risk (High and General)

Diocese of Kamloops

High-Risk	General Risk
Pastor	Adult Altar Server
Assistant Pastor	Adult Religious Education Teacher and/or Coordinator
Altar Server Coordinator	Parish committee member: Liturgy, Parish Council, Finance, Catechesis, RCIA, Social Justice
Adult Altar Server (s) who serves with a minor(s)	
Youth Ministry Coordinator	Adult Choir Director
Youth Ministry Leader	Liturgical Ministry volunteers: Lector, Eucharistic minister, Hospitality, Ushers
FFC (Faith Formation Coordinator)	
FFC (Faith Formation Catechist)	
FFC (Faith Formation Catechist Assistant)	
LWC (Liturgy of the Word with Children) Coordinator	
LWC (Liturgy of the Word with Children) Volunteer Catechist	
Choir Director/Music Minister (working with minors and adolescents)	
Parish Secretary/Bookkeeper	
Building Custodian or Janitorial Staff	
Collection Counter	

***Please Note:** This is not an exhaustive list. Parishes will need to further identify other positions based on criteria indicating **Higher-Risk** as outlined on the previous chart.

9.0 Code of Conduct for Clergy and Religious

Clergy and Religious who act in the name of the Church have special influence in the lives of the people to whom they minister. They are called to treat others with respect and care in the Diocese and need to maintain professional relationships.

1. Take immediate action when civil law or parish policy/rules are violated.
2. Live and conduct in a way of life consistent with Catholic teaching on the dignity of the human person.
3. Establish and maintain clear, appropriate, and professional boundaries in all ministry relationships.
4. Communication with minors and vulnerable persons (e.g., verbal, written or typed notes, letters, e-mail, internet exchanges, and telephone calls) will be respectful and appropriate and uphold the Catholic values.
Because attraction between adults and minors is possible, care and caution should be taken in all interactions. The Misconduct Policy Administrator should be informed immediately if an inappropriate attraction is suspected.
5. The implementation of the “Two Adult” norm is to be the common practice. If there is a situation where the “Two Adult” norm is not possible, steps must be taken to mitigate the risk (open doors, clear glass, etc.) (See Definitions, p. 14).
6. Ensure that alcohol is not served to minors.
7. Maintain an “open-door” policy when alone in a room with a minor or vulnerable person. Doors to rooms must be open or there must be clear visibility through windows.
8. Respect the confidentiality of information shared unless the information could pose a threat to the minor or to others (e.g., abuse and neglect).
9. Access to priests’ living quarters or motor vehicle is to be restricted when alone with minor or vulnerable person.
10. Do not take a person under 19 on personal trips or vacations without an accompanying parent or parental permission. (See Youth/Young Adult Directives, p. 30 -p. 31)

11. Clergy/religious will have a valid driver's license, valid insurance and comply with the Motor Vehicle Act when driving minors or vulnerable persons for church related programs and will be accompanied by, at least, one other adult. For each passenger, there will be one seatbelt and/or a non-expired, B.C. Regulated car seat.
12. Gifts of value are not to be given to or accepted from a minor or vulnerable person.
13. Clergy/religious will accept the responsibility to set boundaries consistent with professional relationships with others.
14. When there is a one-on-one meeting, it should be held in such a way that it is visible.
15. The Bishop, Vicar General, Misconduct Policy Administrator, Safe Environment Officer or any clergy/religious involved in the procedure involving an allegation of abuse, should not hear the sacramental confession of a respondent or the one(s) involved in making the allegations.
16. The preparation of children for the celebration of the Sacrament of Reconciliation, First Communion and Confirmation is to be conducted in a group format.
17. The celebration of the Sacrament of Penance is to be celebrated in a space consistent with Diocesan Protocols (See Appendix 11).

I have read and understood the directives. I shall observe these directives.

Print Name: _____

Signature: _____

Date: _____

Superior Name or Delegate: _____

Date: _____

10. Code of Conduct for Volunteers and Employees

Those who act in the name of the Church or serve the Church have special influence in the lives of the people to whom they minister. Employees and Volunteers in the Diocese are called to treat others with respect and care and need to maintain professional relationships with others whether on or off the parish grounds.

1. Exhibit and conduct a way of life consistent with Catholic teaching on the dignity of the human person.
2. Ensure that minors are properly supervised, thus providing them with a safe environment.
3. Take immediate action where civil law or parish rules are violated.
4. Maintain respectful relationships, and establish and maintain clear, appropriate, and professional boundaries in all ministry relationships.
5. Communications with minors (e.g., notes, letters, e-mail and internet exchanges, telephone calls) will be respectful, appropriate and uphold the values of the Catholic faith. Communication including verbal, handwritten, and electronic means will not include offensive material.
Because attraction between adults and minors is possible, care and caution should be taken in all interactions. The pastor should be informed immediately if an inappropriate attraction is suspected.
6. The implementation of the “Two Adult” norm is to be the common practice. If there is a situation where the “Two Adult” norm is not possible, steps must be taken to mitigate the risk (open doors, clear glass, etc.) (See Definitions, p. 14).
7. Respect the confidentiality of information shared except if the information could pose a threat to the minor or to others (e.g., abuse and neglect).
8. Ensure that alcohol is not served to minors.
9. Maintain an “open-door” policy when alone in a room with a minor. Doors to rooms must be open or there must be clear visibility through windows.
10. Do not have any Church related visits in a personal home involving a minor without the permission of the parent/guardian and the pastor.

11. Have a valid driver's license, valid insurance and comply with the Motor Vehicle Act when driving minors and vulnerable persons for church related programs accompanied by, at least, one other adult. For each passenger there will be one seatbelt and/or a non-expired, B.C. regulated car seat.
12. Wear appropriate and modest attire at all times when working with youth.
13. Do not leave a minor alone on the parish premises.

I have read and understood the directives. I shall observe these directives.

Print Name: _____

Signature: _____

Date: _____

Superior Name or Delegate: _____

Date: _____

10.1 Directive on Money or Property in Return for Service

Clergy, Religious, Employees and Volunteers should not take money or property in return for their ministry apart from contract salaries or approved stipends.

11.0 Youth and Young Adult Directives

Parish Youth Events within the Diocese:

Overnight trips, camps, parish picnics and socials, are to be carefully planned to ensure privacy, modesty, and safety. Ministers and volunteers are to never be alone with minors during an overnight trip but are always to work in teams of two.

Parents/guardians are to be closely involved with the preparations, planning and execution of **all** overnight trips and camps. A sufficient quorum of employees, volunteers and/or parents should be present to ensure child safety.

Transportation to and from any youth/young adult event/retreat follows the protocols as outlined in Codes of Conduct for Clergy/Religious and Volunteers/Employees on (p.26-29).

Overnight Accommodation:

Segregated sleeping and change areas are to be provided for males and females. In the segregated sleeping areas, there are to be two processed adult chaperones (PIC/VSC).

Clergy and religious are to sleep in separate areas from the rest of the group of minors and chaperones. Clergy and religious should not be asked to act in a chaperone role for overnight accommodation.

No minor is to be left alone on the premises of a parish.

Parish Youth Events outside the Diocese and Country:

The guidelines in the Permission Form (World Youth Day) govern the behaviour and arrangements associated with the event and must be strictly followed. (Appendix 12)

Visiting Youth/Young Adult Ministry Personnel:

Visiting groups from outside the Diocese of Kamloops who wish to minister to minors must meet the protocols as outlined on page 30 (a).

Permission forms: See samples attached (Appendix 12)

Suggested Guidelines for Chaperone to Youth Ratio:

For youth events involving high school aged youths, the general recommended ratio is one chaperone per ten youths. For youth events involving elementary school aged youths, the general recommended ratio is one chaperone per seven youths. Each youth event needs to be assessed and may include more chaperones per youth ratio should the circumstances suggest. The pastor of the parish youth group holds the final responsibility to adhere and ensure the chaperone to youth ratio.

Visiting groups or individuals from outside the Diocese of Kamloops who wish to minister to minors must check Protocols & Policies.

Before permission is granted by the Bishop or his delegate for visiting groups or individuals, such as National Evangelization Team or Pure Witness Ministries to minister in the diocese, the following is required:

- 1) Visiting groups or individuals must contact the Youth /Young Adult Coordinator of the Kamloops Diocese to ensure they meet diocesan protocol requirements regarding Criminal Record Checks/ Vulnerable Sector checks and suitability for public ministry.
- 2) The person or community within the Diocese of Kamloops hosting the visiting groups or individuals must be identified and acceptable to the Youth/Young Adult Coordinator of the Kamloops Diocese. This person or community must ensure all necessary safety and protocol requirements of the Diocese of Kamloops are fulfilled during the time of visitation.
- 3) Any arrangement for billeting minors is the responsibility of the host person or community. Arrangements must comply with diocesan protocol requirements and meet the approval of the Youth/Young Adult Coordinator.

While within the Diocese of Kamloops the visiting groups or individuals must comply at all times with the 'two adult norm.'

Any financial remuneration is the responsibility of the host person or community.

12.0 Allegations or Suspicion of Abuse, Neglect or Sexual Misconduct - Reporting Protocol

A. IN THE CASE OF A MINOR UNDER 19 YEARS OF AGE:

There is a statutory obligation to report a belief that a child needs protection from abuse.⁴ Abuse means more than physical abuse and sexual abuse. It also includes emotional harm, that may be caused by showing lack of regard to the child by creating an unhealthy environment. In the event of the belief that a person under 19 needs protection, there are two steps to be taken.

Step 1: Personally, and immediately contact the local Ministry of Family and Children's Services (or Delegated Aboriginal Authority) to report the suspected neglect, abuse, sexual misconduct, or harm.

Step 2: Contact the Misconduct Policy Administrator (Alternate) and advise that a report to the Ministry of Family and Children's Service or delegated Aboriginal Authority has been made.

For the purposes of the term "emotional harm" noted above, some indicators of emotional harm will include demonstration by the child of severe anxiety, depression, withdrawal or self-destructive or aggressive behaviour.

B. IN THE CASE OF AN ADULT:

There are three separate circumstances, which require three distinct actions:

1. In the event the adult directly reports abuse, or alleges abuse, as a child, or as an adult, by a member of the Church (whether clergy, employee, or volunteer) the Misconduct Policy Administrator (Alternate) should be immediately contacted and advised of the alleged abuse or misconduct.
2. In the event of an indirect report or allegation of abuse, whether as a child or as an adult by a member of the Church (whether clergy or religious, employee or volunteer), the person who has made the report or allegation should be encouraged to consider reporting the abuse to an authority, particularly where the alleged abuser may still have an opportunity to abuse others.

⁴ *The Child, Family and Community Services Act* is the legislative authority for the Ministry of Children and Family Development's Child Protection Services. The *Act* requires (by legal obligation) that anyone who has reason to believe that a child may be abused, neglected, or is for any other reason in need of protection, must report it to the Director or delegated Social Worker.

3. In the event of the direct report of abuse, by someone who is clearly a vulnerable individual whether as a child or an adult, the Misconduct Policy Administrator (Alternate) should be immediately contacted and advised of the alleged abuse or misconduct.
4. In the event of an indirect report or allegation of abuse, by someone who is clearly a vulnerable individual whether as a child or an adult, the person who has made the report or allegation should be encouraged to consider reporting the abuse to an authority, particularly where the alleged abuser may still have an opportunity to abuse others.
5. In the event of a report of abuse by a competent adult where that abuse is alleged to have been committed by a person outside of the Church, confidentiality should be maintained unless assistance is **specifically** requested.
6. For the purposes of this policy, the interpretations of the terms “direct”, “indirect”, should be guided by the following:
 - (i) “Direct report” will include a report made directly by the alleged victim of the abuse to you in your office or capacity as clergy, employee, or Church volunteer.
 - (ii) “Indirect report” will include, but not be limited to, a report made by the alleged victim of the abuse to you during a counselling session, retreat, sharing session, discussion group or education session.

13.0 Reporting of all Other Instances of Abuse and Misconduct

Allegations of abuse or misconduct on the part of clergy/religious, volunteer/employee of the Diocese are to be referred directly to the Misconduct Policy Administrator (Alternate). Contact information for the Misconduct Policy Administrator (Alternate) can be obtained through the Chancery Office: 250-376-3351 or any parish office.

The Misconduct Policy Administrator (Alternate) may initiate an Initial Assessment (p 34), in whole or part, where abuse or misconduct is suspected, and no official complaint or report has come forward.

Counselling, legal, and canonical services are provided (See Care for the Complainant and Accused, p. 15 & p. 16).

If an allegation is made against a cleric or member of a religious community, the Bishop will immediately inform the competent Superior.

If an allegation is made against a non-incardinated cleric, the Bishop will immediately inform the competent ecclesiastical authority of the non-incardinated cleric.

14.0 Initial Assessment of Allegations and Canonical Considerations

Initial Assessment

The Initial Assessment may be temporarily postponed by the Bishop in cases where an allegation has come to the attention of the Diocese as a result of the filing of criminal charges where it may prejudice the rights of the Complainant or Accused.

While criminal charges are pending, great care will be exercised in any inquires lest they create even the appearance of interference with civil law.

Unless appearing to be entirely superfluous (Canon 1717, 1), upon receiving a complaint of alleged misconduct, the Misconduct Policy Administrator (Alternate) shall make an Initial Assessment. In doing so, the following shall be observed:

- a) The Misconduct Policy Administrator (Alternate) shall immediately inform the Bishop in writing of the allegation and begin the Initial Assessment.
- b) The Misconduct Policy Administrator (Alternate) shall seek on-going legal counsel to respect the interests of all parties and receive advice on secular law and possible litigation throughout any and all stages of involvement.
- c) The Misconduct Policy Administrator (Alternate) will immediately inform the Misconduct Advisory Committee in writing of the beginning of the Initial Assessment and convened the said Committee when sufficient information is obtained.
- d) The Misconduct Policy Administrator (Alternate) will inform the Accused of the allegations and provide an opportunity, if the Accused so chooses, to make comment through the process of an interview. The Accused shall be informed of his/her right not to offer comment and to immediately seek legal and/or canonical representation. The Accused also has the right to provide other such persons who may be witnesses or have knowledge of facts relating to the allegation. The above-mentioned contact, comment and testimony received shall be recorded by the Misconduct Policy Administrator (Alternate).
- e) The Misconduct Policy Administrator (Alternate) will explain to the Accused the procedures that shall be followed in the Policy and provide a copy of the Care for Accused and Complainant. (p. 16 & p. 17)
- f) The Misconduct Policy Administrator (Alternate) will interview the Complainant and then meet individually with other such persons as may be witnesses or have knowledge of facts relating to the allegation. Such contact, comment and testimony shall be recorded by the Misconduct Policy Administrator (Alternate).
- g) The Misconduct Policy Administrator (Alternate) will explain to the Complainant the procedures that shall be followed in the Policy and provide a copy of the Care for Complainant and Accused. (p. 15 - p. 17)

- h) Should the Complainant be a third party, the Alleged Victim shall be informed of the allegations made by the Complainant and the Alleged Victim shall determine whether or not to proceed with a complaint.
- i) If the Alleged Victim is deceased, the Initial Assessment will proceed as far as possible with all reasonable efforts to seek confirmation of the facts from sources that reasonably would be expected to have information about this matter.
- j) The Misconduct Policy Administrator (Alternate) will have access to all files and archives pertaining to the Complainant, Alleged Victim and Accused.
- k) Upon completion of interviews and other relevant information, the Misconduct Policy Administrator (Alternate) shall prepare a written report and recommendations to be submitted to the Misconduct Advisory Committee. In preparing this report, the Misconduct Policy Administrator (Alternate) shall consider:
 - i) The seriousness of the allegations.
 - ii) The credibility of the parties and/or witnesses involved.
 - iii) The wishes of the Complainant.
 - iv) Potential or actual scandal.
 - v) Credibility of parochial or diocesan ministry.
 - vi) Welfare of the Complainant and Accused and other affected parties.
 - vii) The Guiding Principles, Ethical Responsibilities and Objectives of the Policy.
 - viii) Applicable Secular and Canon law.
 - ix) Any other factors the Misconduct Policy Administrator (Alternate) deems relevant and/or appropriate.
- l) Both the written report/recommendations of the Misconduct Policy Administrator (Alternate) submitted to the Misconduct Advisory Committee, and the written report/recommendations of the Misconduct Advisory Committee shall be presented to the Bishop. Upon further review, the Bishop shall meet with the Misconduct Policy Administrator, Alternate and the Misconduct Advisory Committee. If the allegation is substantiated, both the Complainant and Accused will be informed in writing of the next steps.
- m) If the allegation is determined to be unfounded, the inquiry will be closed. The Misconduct Policy Administrator (Alternate) will record such a closure and will send written confirmation to the Complainant and Accused. All documentation will be sealed and placed in the secret archive of the curia (Canon 1719). The Accused/Complainant retains the right to all canonical and civil recourse for any damages to reputation.
- n) At any time, before or during or after the Initial Assessment any and all canonical action relating to residence, faculties or exercise of ministry to protect the parties involved or to safeguard against scandal shall be considered and where deemed appropriate or required, shall be exercised. The

- Misconduct Policy Administrator (Alternate) may inform the Accused in writing to have no further contact direct or indirect, with certain individuals or places.
- o) Where the Accused admits part or all the allegation or indicates the allegation will not be contested, in addition to the steps possible under (n), above:
 - i) The Misconduct Policy Administrator (Alternate) will, in the company of a witness, confirm such an admission or non-contestation and record same.
 - ii) The Bishop may refer the Accused immediately to a selected treatment facility for evaluation. Where the evaluation recommends a program of treatment, the Bishop, in consultation with the Misconduct Policy Administrator (Alternate) and Misconduct Advisory Committee, may refer the Accused to a treatment Centre.
 - iii) Successful completion of the program or programs will not automatically restore the Accused to ministry or employment.
 - p) Where the Accused denies the allegation, the Misconduct Policy Administrator (Alternate), in consultation with the Misconduct Advisory Committee, may determine further action is warranted in order to determine the facts. The Bishop may appoint an additional investigator assisted by one or two assessors. In such a case, the additional investigator will prepare a written report and recommendations to be forwarded to the Misconduct Policy Administrator (Alternate) and the Misconduct Advisory Committee. Upon review of this report, a written report will be presented to the Bishop. Upon further review, the Bishop will meet with the Misconduct Policy Administrator (Alternate) and the Misconduct Advisory Committee to determine the next steps. Such an investigation may also be initiated when serious concerns about the culpability of an accused remain, even after the finding of “not guilty” in a criminal court, as in cases where information about the Accused was not admissible.
 - q) Where a case proceeds to a canonical investigation, all applicable norm are to be followed.
 - r) The above-mentioned procedures shall be documented, sealed, and kept in the secret archive of the curia (Canon 1719).

Where a case involves allegations of sexual misconduct against a cleric involving someone under the canonical age (Canon 97) of an adult (18), in addition to the due process of criminal law, canonical norm will be followed. These canonical provisions (Canon 1717 ff.) may be temporarily postponed by the Bishop in cases where an allegation has come to the attention of the Diocese as a result of the filing of criminal charges or may prejudice the rights of the Complainant or Accused.

Appendix 1

CRISIS RESPONSE AND INTERVENTION

When a minor or vulnerable adult (or his/her guardian) discloses abuse to a parish official or volunteer, or when a parish official or volunteer suspects that a minor or vulnerable person may be in need of protection under the BC Child and Family Service Act, there is a duty to report, and the appropriate civil authorities must be notified forthwith in accordance with the law ⁵.

Any person who has reasonable grounds to suspect that a minor or vulnerable person is or may be in need of protection must report that suspicion to appropriate authorities and the Misconduct Policy Administrator (or Alternate). Clergy and other professionals have special responsibility to report allegations of abuse.

Definitions: Abuse can encompass physical, emotional, and/or sexual abuse as well as sexual exploitation and neglect. For more detailed definitions of the different types of abuse, consult: *“Responding to Child Welfare Concerns: Your Role in Knowing When and What to Report”* by the Ministry of Child and Family Development.⁶

The final determination of intervention shall be made by the Social Workers of the Ministry of Children and Family Development.

1) If abuse is suspected:

The person who suspects abuse has an obligation to report directly to the Ministry of Children and Family Development by calling the **Helpline for Children at 310-1234 (no area code required) immediately.**

After informing the Ministry of Child and Family Development, the individual should then inform the Misconduct Policy Administrator (or Alternate) who acts as the delegate for reporting alleged abuse of minors and vulnerable persons.

In calling the Ministry of Children and Family Development, the reporter needs not have details or prior proof to calling, but he/she will be asked for as much information about the concern as he/she can provide such as:⁷

- His/her name and phone number (although the person may call anonymously)
- Relationship to minor
- Any immediate concerns about the minor’s safety

⁵ The Church Law’s statute of limitations on accusations of sexual abuse has been extended from 10 years after the alleged victim’s 18th birthday to 20 years. For several years, Vatican officials have been routinely granting exceptions to the 10 –year statute of limitations. Exceptions to the 20-year limit will be possible too.

⁶ Government of BC website: http://www.mcf.bc.ca/child_protection/pdf/child_welfare_role_role.pdf

⁷ Government of BC website: http://www.mcf.gov.bc.ca/child_protection/reportabuse.htm

- The location of the minor/vulnerable person
- The minor's/vulnerable person's age
- Information on the situation including all physical and behavioural indicators observed
- Information about the family, parents, and alleged offenders
- The nature of the minor's/vulnerable person's disabilities if any
- The name of a key support person
- Other minor(s) or vulnerable person(s) who may be affected
- Information about other persons or agencies closely involved with the minor/vulnerable person and/or family
- Any other relevant information concerning the minor/vulnerable person and/or family such as language and culture

The Child protection worker will:

- Determine if the minor/vulnerable person needs protection
- Contact the police if a criminal investigation is required
- Coordinate a response with other agencies, if necessary
- If a minor/vulnerable person is in immediate danger, police should be called to intervene, and a child protection social worker should be contacted to determine whether the child is in need of protection

It is helpful for an incident report to be completed and sent to the Misconduct Policy Administrator (Alternate).

Appendix 2

Criminal Code Offences Involving Child Sexual Abuse and Exploitation

Children are protected under the general sexual offences in the *Criminal Code* that protect all Canadians against sexual abuse and exploitation including, for example, against all forms of sexual assault. Sexual Assault; (Updated October 2009), Sexual Assault with a Weapon, Threats to a Third Party or Causing Bodily Harm; and Aggravated Sexual Assault, voyeurism, and obscenity. Children are also protected by child-specific offences in the *Criminal Code* of Canada. These offences include the following:

Sexual Interference: no one can touch any part of the body of a child under the age of 16 for a sexual purpose.

Invitation to Sexual Touching: no person can invite a child under the age of 16 to touch him/herself or the adult for a sexual purpose.

Sexual Exploitation: a person who is in a position of trust or authority over a young person who is 16 or 17 years old (for example, a teacher, religious leader, baby-sitter, or doctor) or who the young person is dependent upon, cannot touch any part of the body of the young person for a sexual purpose or invite that young person to touch him/herself or them, for a sexual purpose.

Incest: no person may have sexual intercourse with their parent, child, brother, sister, grandparent, or grandchild.

Child Pornography: no one may make, distribute, transmit, make available, access, sell, advertise, export/import or possess child pornography. Child pornography is broadly defined and includes materials that show someone who is or seems to be under the age of 18 years as being engaged in explicit sexual activity or that shows a sexual organ or anal region of the young person for a sexual purpose.

Luring a Child: no person may use a computer system, such as the Internet, to communicate with a young person for the purpose of committing a sexual or abduction offence against that young person. This offence is sometimes called, "Internet luring".

Exposure: no person may expose genital organs for a sexual purpose to a young person under the age of 16 years.

Procuring: it is against the law for parents and guardians to procure their child under the age of 18 years to engage in illegal sexual activity and for anyone to procure or obtain the sexual services of a young person under the age of 18 years (i.e., prostitution).

Appendix 3

Incident Report Form for Allegations of Abuse of Minors/Vulnerable Adults

A person may make an anonymous call to report suspicion of abuse. He/she does not have to give a name. The following information is likely to be asked if a complainant reports suspected abuse.

Name of Complainant: _____

Phone Number: _____

Name of Minor: _____

Age: _____

Relationship of Complainant to Minor: _____

Immediate Concerns about safety: _____

Location of Minor/vulnerable person: _____

Information about situation – including physical/behavioral indicators

Any known information about family, parents, alleged offenders

Nature of minor/vulnerable person's disabilities if any

Name of Key Support Person: _____

Other minors/vulnerable persons who may be affected: _____

Incident Report Form for Allegations of Abuse of Minors/Vulnerable Adults

Information about other persons or agencies closely involved with minor/vulnerable adult/and/or family

Any other relevant information concerning person and/or family such as language or culture

Appendix 4a

Abuse, Sexual Misconduct, Harassment, or Exploitation Incident Report
Adult Complainant

The complainant is to be advised of his/her options:
The complainant has the option to go to the local authorities regarding the allegation
The complainant has the option to seek legal advice
It is up to the complainant to pursue the process according to his/her wishes.

Name of Complainant: _____

Date of Report: _____

Date(s) of Incident(s): _____

Name or description of person who engaged in inappropriate conduct:

Description of Incident: (If more space is needed, use supplementary page)

Names of Witnesses: _____

Names of people, if any, who say the same person has behaved inappropriately at another time:

Signature of Complainant: _____

Date: _____

Received by: (Recipient of Complaint): _____

Appendix 4b

Abuse, Sexual Misconduct, Harassment, or Exploitation Incident Report
Accused Person

The accused is to be advised of his/her legal and canonical rights:

Name of Accused: _____

Date of Report: _____

Date(s) of Alleged Incident(s): _____

Name or description of person making allegation

Description of Alleged Incident: (If more space is needed, use supplementary page)

Name(s) of Witness(es): _____

Signature of Accused Person: _____

Print Name: _____

Received by: (Recipient of Complaint): _____

Date: _____

Appendix 5a

**Diocese of Kamloops
Volunteer/Employee Information Form**

General Risk

ROLE

Position: _____ Date: _____

PERSONAL INFORMATION

Salutation: Mr. _____ Mrs. _____ Miss _____ Ms. _____ Other: _____

Last Name: _____ First Name: _____

Street Address: _____

Mailing Address (if different from above):

City: _____ Prov: _____ Postal Code: _____

Email: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____

VOLUNTEER/EMPLOYEE AGREEMENT GENERAL RISK

- I will attend a training and orientation session on Creating Safe, Protected and Accountable Parish Community including the child abuse policies of the Church.
- I will sign and adhere to the Code of Conduct and the Two Adult norm.
- I will follow the required procedure in the event of any incidents, suspicions, or disclosures of abuse.

Signature of Applicant

Date

Appendix 5b

Diocese of Kamloops
Volunteer/Employee Information Form
For Minors/Vulnerable Persons
General Risk

ROLE

Position: _____ Date: _____

PERSONAL INFORMATION

Last Name: _____ First Name: _____

Street Address: _____

Mailing Address (if different from above):

City: _____ Prov: _____ Postal Code: _____

Email: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____

Signature of Applicant
(Optional)

Date

PARENT/GUARDIAN AGREEMENT

I, _____ give consent for _____
to participate in the above-mentioned Volunteer/Employee position applied for.

- I will attend a training and orientation session on Creating Safe, Protected and Accountable Parish Community including the child abuse policies of the Church.
- I will sign and adhere to the Code of Conduct and the Two Adult norm.
- I will follow the required procedure in the event of any incidents, suspicions, or disclosures of abuse.

Signature (Parent/Guardian)

Date

Appendix 5c

Diocese of Kamloops
Volunteer/Employee Information Form

HIGH-RISK

ROLE

Position: _____ Date: _____

Working with: _____ Elementary School Children (ages 4 to 13)
_____ Youth Group (ages 12 to 18)
_____ Other Vulnerable Persons

PERSONAL INFORMATION

Salutation: Mr. _____ Mrs. _____ Miss _____ Ms. _____ Other: _____

Last Name: _____ First Name: _____

Street Address: _____

Mailing Address (if different from above):

City: _____ Prov: _____ Postal Code: _____

Email: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

PERSONAL REFERENCES (NAME AND CONTACT INFORMATION)

If a family member is used as a reference, only include one family member. If we have difficulty contacting your references, we will ask you to provide additional references.

1. _____ Home Ph#: _____ Other Ph#: _____

2. _____ Home Ph#: _____ Other Ph#: _____

VOLUNTEER/EMPLOYEE AGREEMENT HIGH-RISK

- I will attend a training and orientation session on Creating a Safe, Protected and Accountable Parish Community including the child abuse policies of the Church.
- I will sign and adhere to the Code of Conduct and the Two Adult norm.
- I will follow the required procedure in the event of any incidents, suspicions, or disclosures of abuse.
- I agree to a Police Information Check and Vulnerable Sector Check.

Signature of Applicant

Date

Appendix 6

SAMPLE MINISTRY DESCRIPTIONS*

The following descriptions are **only** a general reference to assist you in determining your own position descriptions at the parish level

Liturgical Functions

1. Children's Liturgy of the Word
2. Catechist
3. Extraordinary Ministers of Holy Communion/Extraordinary Ministers of Holy Communion to the Sick and Housebound
4. Altar Server Coordinator
5. Altar Servers
6. Greeters
7. Ushers
8. Music Ministry
9. Readers

Administration

1. Parish Finance Committee
2. Parish Pastoral Council
3. Collection Counters

Church Maintenance

1. Repair and Maintenance
2. Cleaning and Housekeeping

Liturgical Functions

MINISTRY TITLE: Children's Liturgy of the Word

RESPONSIBLE TO: Pastor

MINISTRY PURPOSE: To coordinate and facilitate the Children's Liturgy of the Word at Sunday Mass

Main Responsibilities:

1. To introduce the Gospel to children
2. To facilitate the sessions for the children using the materials provided
3. To encourage children's participation in the activities

Protection of Children

1. To familiarize themselves with the Diocesan Protocols
2. To participate in the **High-Risk** volunteer ministry training and orientation session
3. To refer any concerns to the parish representative/committee responsible for safe environment

Qualifications:

1. Good communication skills
2. Interest and sensitivity to children
3. Willingness to give time for preparation and co-ordination of activities
4. Ability to organize and disseminate materials

Coordinator: _____

Phone: _____

MINISTRY TITLE: Catechist

RESPONSIBLE TO: Catechist Coordinator (this may be the pastor)

RESPONSIBLE FOR: Education of children with approved catechetical material/resources to deepen their understanding of what it means to be a member of the Church; preparation of children for the reception of the sacraments. Catechists may also prepare adults for reception of the sacraments. *

1. Special consideration is to be given to any adults considered a vulnerable person
2. All materials must comply with copyright regulations

Main responsibilities:

1. Works with children on approved catechetical material in the spirit of sharing the faith by the example of their teaching and life.

Protection of Vulnerable persons:

1. To familiarize themselves with the Diocesan Protocols
2. To participate in the **High-Risk** Volunteer Ministry training and orientation session
3. To refer any concerns to the catechist coordinator
4. Adhere to health and safety guidelines

Qualifications:

1. Good communication skills
2. Commitment to the teachings of the Catholic Church.
3. Willingness to give time for preparation and coordination of activities
4. Ability to organize and disseminate materials

Coordinator: _____ Phone: _____

Appendix 6 cont'd

MINISTRY TITLE: Extraordinary Ministers of Holy Communion/Extraordinary Ministers of Holy Communion to the Sick and Homebound

RESPONSIBLE TO: Pastor

RESPONSIBLE FOR: Assisting the priest to distribute Holy Communion at Mass and at other designated times

Main responsibilities:

1. Distribute Holy Communion respectfully according to liturgical rites.
2. Assist priest as requested

Protection of Vulnerable Persons:

Should any Extraordinary Minister of Holy Communion by taking Holy Communion to a vulnerable person, they are considered **High-Risk** and must follow Diocesan Protocols.

1. Familiarize themselves with the Diocesan Protocols as per General Risk*
2. Participate in parish orientation and training session
3. Refer any concerns to the parish priest
4. Adhere to health and safety guidelines

When visiting people, either in hospital or residential home, respect the boundaries and regulations of the organization, particularly by notifying someone in a supervisory position of your presence in the hospital or home.

1. Be respectful of the homes of people in the community
2. Be aware of difficulties for some people with swallowing the Eucharist and therefore accommodating the size of the portion to enable comfortable reception of the Sacrament
3. Be sensitive to the fact that doctors, nurses, or social services may call just before or during the administration of the sacrament and that medical care should take precedence.
4. On occasion to inquire of the individual if he or she would like the sacrament of penance.

Qualifications:

1. To have reverence for the Eucharist
2. Full acceptance of the Church's teaching on the Eucharist and the reception of Holy Communion at Mass.
3. Follow the appropriate liturgical directives for bringing Holy Communion to others.

Coordinator: _____

Phone: _____

Appendix 6 cont'd

MINISTRY TITLE: Altar Server Coordinator

RESPONSIBLE TO: Pastor

RESPONSIBLE FOR: Recruitment, selection, and preparation of altar servers

Main responsibilities:

1. To assist the parish priest in recruiting, selecting, and preparing individuals for the role of altar servers
2. To support the priest with the preparation for special services e.g., Youth Mass, Christmas, and Easter celebrations
3. To be a named contact for anyone wishing to be an altar server
4. To identify risks
5. Meet with the child/parent/guardian to discuss altar server's role and responsibilities
6. Produce and maintain a list and schedule for altar servers

Protection of Vulnerable Persons:

1. To familiarize themselves with Diocesan Protocols
2. To participate in the **High-Risk** volunteer/employee ministry orientation and training session
3. To refer any concerns to the parish priest

Qualifications:

1. Knowledge of Liturgy and commitment to the teachings of the Catholic Church
2. Good communication skills
3. Willingness to give time for preparation and coordination of activities
4. Ability to organize liturgical ceremonies

Coordinator: _____

Phone: _____

Appendix 6 cont'd

MINISTRY TITLE: Altar Servers

*Note: Any altar server 19 years of age or older who serves with a vulnerable person must follow Diocesan Protocols for **High-Risk**

RESPONSIBLE TO: Pastor

RESPONSIBLE FOR: Serving the priest during Mass.

Main responsibilities:

1. To assist the priest during Mass as per training provided

Protection of Vulnerable Persons

1. To familiarize themselves with the Diocesan Protocols
2. Participate in orientation session

Qualifications:

1. Willingness to receive directions and be respectful in fulfilling duties

Coordinator: _____

Phone: _____

Appendix 6 cont'd

MINISTRY TITLE: Greeters

RESPONSIBLE TO: Pastor

RESPONSIBLE FOR: Greeting and welcoming people

Main responsibilities:

1. To welcome parishioners and visitors to the Church

Protection of Vulnerable Persons

1. To familiarize themselves with the Diocesan Protocols
2. Participate in orientation session as per Diocesan Protocols for **General Risk**

Qualifications:

1. Knowledge of the parish
2. Comfortable communicating with others including visitors whom they may not know
3. Friendly
4. Helpful personality
5. Takes initiative where people have special needs

Coordinator: _____

Phone: _____

Appendix 6 cont'd

MINISTRY TITLE: Ushers

RESPONSIBLE TO: Pastor

RESPONSIBLE FOR: Managing seating and taking up the collection and preparing the offertory gifts

Main Responsibilities:

1. Prepare the gifts for the offertory
2. To seat people
3. To take up the collection

Protection of Vulnerable Persons

1. To familiarize themselves with the Diocesan Protocols
2. Participate in orientation session as per Diocesan Protocols for **General Risk***
3. *By the discernment of the priest, one or more ushers may be assigned by the priest as **High-Risk** to safeguard the collection*

Qualifications:

1. Personal and professional integrity
2. Keeps donations confidential

Coordinator: _____ Phone: _____

Appendix 6 cont'd

MINISTRY TITLE: Music Ministry (Director/Coordinator/Choir members/Leaders of Song)

RESPONSIBLE TO: Pastor

RESPONSIBLE FOR: Music for the Church's celebrations. "Making a joyful noise to the Lord" (Psalm 94).

Main responsibilities:

1. Ensure all materials comply with copyright regulations
2. Knowledge of appropriate music in Church liturgy
3. Individuals/choirs share their talents by leading the congregation in song and praise
4. Gather for practice

Protection of Vulnerable Persons

1. To familiarize themselves with the Diocesan Protocols
2. Participate in orientation session as per Diocesan Protocols for **General Risk**
3. *Should any member participating in music be a vulnerable person, at least one attending adult must follow the **High-Risk** protocols*

Qualifications:

1. Ability to select and use music fittingly for liturgical celebrations
2. Willingness to share time and talent
3. Willingness to give time necessary for practice and preparation

Coordinator: _____ Phone: _____

Appendix 6 cont'd

MINISTRY TITLE: Readers

RESPONSIBLE TO: Pastor

RESPONSIBLE FOR: Proclaiming the Word of God

Main responsibilities:

1. To proclaim the Readings
2. To lead the prayers of the faithful
3. To make announcements at Mass

Protection of Vulnerable Persons:

1. To familiarize themselves with the Diocesan Protocols
2. Participate in orientation session as per Diocesan Protocols for **General Risk**
3. *If any adult reader regularly participates with a vulnerable person reader, he/she is considered **High-Risk** and must follow appropriate Diocesan Protocols*

Qualifications:

1. Comfortable reading in front of a congregation – using a microphone
2. Take necessary time to prepare and review Readings before Mass
3. Respectful of the Word of God

Coordinator: _____

Phone: _____

Appendix 6 cont'd

Administration

MINISTRY TITLE: Parish Finance Committee

RESPONSIBLE TO: Pastor

RESPONSIBLE FOR: Financial resources of the parish

Main Responsibilities:

1. Assists the pastor to oversee the financial expenditures of the parish
2. Helps to review all revenue and expenditures
3. Helps prepare the annual budget
4. Ensures that all Church buildings and grounds are adequately maintained

Qualifications:

1. Skilled in financial affairs as well as civil law
2. Outstanding integrity

Contact: _____

Phone: _____

Appendix 6 cont'd

MINISTRY TITLE: Parish Pastoral Council

RESPONSIBLE TO: Pastor

RESPONSIBLE FOR: Ensuring all the pastoral needs and goals of the parish are met

Main responsibilities:

1. To assist the pastor in bringing all the elements of parish life together into a living Christian community
2. To help identify needs and gifts (charisms) of parishioners and bring them together for ministry

Qualifications:

1. Awareness of the pastoral works of the Church and a willingness to share practical conclusions about them.

Contact: _____

Phone: _____

Appendix 6 cont'd

MINISTRY TITLE: Collection Counters

RESPONSIBLE TO: Pastor

RESPONSIBLE FOR: Counting the weekly collection

Main responsibilities:

1. Count, tabulate, record and deposit the weekly collection
2. Expected to follow appropriate Diocesan Protocols for **High-Risk**.

Qualifications:

1. Personal and professional integrity
2. Able to commit appropriate time

Contact: _____

Phone: _____

Appendix 6 cont'd

Church Maintenance

JOB TITLE: Custodian

RESPONSIBLE TO: Pastor

RESPONSIBLE FOR: Maintaining a safe and clean facility

Main responsibilities:

1. To clean and maintain church meeting rooms, kitchen, halls, other rooms, and washrooms
2. To maintain stock of cleaning tools/supplies and/or report needs for re-supply
3. Considering the access to sensitive material in offices and other places, this person (s) is (are) considered **High-Risk** and must follow appropriate Diocesan Protocols

Qualifications:

1. Willingness and ability to fulfill responsibilities

Contact: _____

Phone: _____

Appendix 7

POLICE INFORMATION CHECK

All High-Risk positions are required to have a satisfactory Police Information Check (PIC), including all categories of information for disclosure and Vulnerable Sector Check (VSC).

If applicants require more than one copy – fill out multiple copies for signature or ask the RCMP to stamp the copy certified true copy when picking up the original.

Once the Police Information Check and Vulnerable Sector Check reports have been received at the Parish, the pastor must check the reports. If satisfactory, he puts the original or certified copy report in an envelope, seals the envelope and signs the envelope before placing it in the volunteer and/or employee file.

If the report is unsatisfactory, the pastor contacts the Diocesan Safe Environment Officer. The following factors will be considered to determine the person's suitability for the ministry position:

- The nature of the program, activities and services provided
- The character and degree of vulnerability of the participant group served and the duty of care to the participants, volunteers, staff and to the Diocese
- The relevant ethical, spiritual, and legal issues and principles involved.
- The potential risks involved in the ministry position that the person wishes to do, based on the nature of the ministry, its activities, the setting, and the way in which it is supervised.
- The nature of the conviction, if there is one, and its impact on the parish ministry.

Appendix 8

WHEN A CHILD DISCLOSES ABUSE

1. Believe the child. For most children abuse is not a fantasy
2. Listen openly and calmly:
 - Try to avoid asking questions. Do not interview the child.
 - Nod understandably as the story comes out.
 - Do not judge or be disparaging of the child or of the abuser
 - Try to provide privacy while you are listening
 - Remain calm and supportive. You may be overwhelmed with your own feelings, but you must put them aside and be emotionally available to the child.
3. Reassure the child:
 - Let the child know that he/she did the right thing by telling you.
 - Let the child know that he/she is not the cause of the problem and that he/she is not to blame.
 - Be honest with the child. Do not make promises you cannot keep.
 - It is critical that you be honest with the child. An abused child is a child who has been betrayed by adults. You do not want to continue that betrayal by promising him/her something you cannot do.
 - Do not promise confidentiality. You cannot keep the disclosure secret; others, who will help the child, need to know.
 - Tell the child you will do your best to help.
4. Determine if the child is in any immediate danger.
 - You must not allow the child to return to a situation where there is immediate danger. If you fear the child is in danger from either the abuser or of suicide, contact the police immediately.
5. Document the disclosure on an incident Report Form. Make sure you include the following:
 - Child's name, address, phone number
 - Date, time, place of conversation
 - Name of the person(s) responsible for the child's care (i.e., parent(s) or guardian)
 - Record the details of the disclosure in the child's own words
 - Do not ask questions
 - Do not suggest interpretations or solutions
 - Write down the name and description of the abuser as disclosed by the child

Appendix 8 cont'd

6. Report the disclosure **immediately**, in accordance with Incident Reporting and Crisis Response. Please note that it is the responsibility of the Ministry of Children and Family Services and the RCMP to investigate a report of suspected child abuse. Parish Ministry personnel are not involved in the investigation. In all cases, the Parish Ministry personnel will cooperate fully with investigating agencies.

The Church will not normally advise the parents of the report unless advising the parents is cleared by the investigating officials. It is the responsibility of the investigating agencies to contact parents.

The Church, in consultation with the investigating agencies, will attempt to reach out to the victims and the victim's family by showing care and supportive help to prevent further hurt. Whatever pastoral resources are needed will be extended.

Appendix 9

Protocol For Visiting Clerics

It is a laudable custom for a visiting cleric of any duration to inform the Chancery office of his presence before or upon arrival.

A Short Visit Up to One Week

Should any unknown visiting priest wish to concelebrate a scheduled Mass in a Church, he is to present a current **Celebret** to the priest and obtain the priest's permission. With a current **Celebret**, the local priest may also give permission for a visiting priest to celebrate a non-scheduled Mass or a scheduled Weekday Mass. **Permission (verbal or written)** from the Bishop of Kamloops or Bishop's delegate is required for a visiting priest to be the main Celebrant at a Sunday Mass.

The following are to be observed should a visiting cleric have the intention to participate in a form of public ministry. For a single event or for a period of one week (7 days) such as the celebration of a Funeral, Baptism, Wedding, Conference, Mission or Retreat the following apply:

- Unless known to the Bishop of Kamloops or Bishop's delegate, a Testimonial of Suitability/Permission from the competent Ecclesiastical Superior of the cleric is to be given to the Bishop or Bishop's delegate.
- Applicable faculties, permissions and, if needed, authorization from civil authorities will be confirmed in writing to the visiting cleric by the Bishop of Kamloops or Bishop's Delegate and a copy will be sent to the appropriate parish or institution.

Without the above, ministry is not permitted.

Copies of all written documents will be given to the Safe Environment Officer.

Financial gifts/offerings/remuneration is subject to diocesan policy with due regard to civil law.

For More Than a Week

For public ministry for a period more than a week a Testimonial of Suitability/Permission prepared by the Diocese of Kamloops must be signed by the competent ecclesiastical superior of the visiting cleric. The Bishop or Bishop's delegate may also request documentation as per Criminal Record and Vulnerable Sector Checks from all countries the person has lived in, visas, valid driver's license, health certificates, insurance or any other document deemed appropriate.

Appendix 9 cont'd

Applicable faculties, permissions and, if needed, authorization from civil authorities will be confirmed in writing to the visiting cleric by the Bishop of Kamloops or Bishop's delegate, and a copy will be sent to the appropriate parish or institution.

Copies of all written documents will be given to the Safe Environment Officer.

Any financial gifts/offerings/remuneration is subject to diocesan policy with due regard to civil law.

For Longer Than One Month

Clerics visiting families and/or friends within the territory of the Diocese of Kamloops for a period of longer than one month (30 days) should contact the Chancery Office. The Bishop of Kamloops or Bishop's Delegate will inquire as to the nature of an extended visit.

The following are to be observed for a Cleric who has the intention to participate in **public ministry for more than a month** in the Diocese of Kamloops:

- Testimonial of Suitability/Permission prepared by the Diocese of Kamloops must be signed by the competent Ecclesiastical Superior of the visiting Cleric.
- Proof of Criminal Record and Vulnerable Sector Checks for all countries the person has lived may be requested.
- Certificate of Health from competent civil authority, appropriate health insurance, copies of Visas and other travel documents may also be requested.
- Compliance with Diocesan Protocol requirements for High-Risk ministry.
- Applicable faculties, permissions and, if needed, authorization from civil authorities will be confirmed in writing to the visiting Cleric by the Bishop of Kamloops or Bishop's Delegate, and a copy will be sent to the appropriate parish or institution.

Without the above, ministry is not permitted.

Copies of all written documents will be given to the Diocesan Safe Environment Officer.

Financial gifts/offerings/remuneration is subject to diocesan policy with due regard to civil law.

For More Than Three Months

For a Cleric having the intention to participate in public ministry for more than three months the following are to be observed:

- The cleric must present to the Bishop written permission from his competent Ecclesiastical Superior to apply for a Temporary Assignment in the Diocese of Kamloops.
- Both the Bishop of Kamloops and the competent Ecclesiastical Superior of the cleric must sign a mutually agreed contract of service identifying the agreed upon time frame.
- A Testimonial of Suitability prepared by the Diocese of Kamloops must be signed by the competent Ecclesiastical Superior for the Applicant.
- Proof of Criminal Record and Vulnerable Sector Checks for all countries in which the cleric has lived may be requested.
- Certificate of Health from competent civil authority, appropriate health insurance, copies of Visas and other travel documents may also be required.
- Compliance with Diocese Protocols requirements for High-Risk ministry.
- Applicable faculties, permissions and, if needed, authorization from civil authorities will be confirmed in writing to the visiting cleric by the Bishop of Kamloops or Bishop's Delegate and a copy will be sent to the appropriate parish or institution.

Without the above, ministry is not permitted.

Copies of all written documents will be given to the Diocesan Safe Environment Officer.

Financial gifts/offerings/ remuneration is subject to diocesan policy with due regard to civil law.

Appendix 10

Protocol for Visiting Religious and Lay Persons Connected with a Leadership Role of Public Ministry

A Short Visit Up to One Week

The following are to be observed should a visiting religious or lay person have the intention to participate in a leadership role of public ministry. For a single event or for a period of one week (7 days) such as a Mission, Retreat, Conference or Meeting the following apply:

- Unless known to the Bishop of Kamloops or Bishop's Delegate, a Testimonial of Suitability from the competent Ecclesiastical Superior of the religious or Local Ordinary domicile of the lay person is to be given to the Bishop or Bishop's Delegate.
- **Without the above, ministry is not permitted**

Copies of all written documents will be given to the Diocesan Safe Environment Officer.

Financial gifts/remuneration is subject to diocesan policy with due regard to civil law.

For More than a Week

- For a leadership role connected with public ministry for a period more than a week a Testimonial of Suitability prepared by the Diocese of Kamloops must be signed by the competent Ecclesiastical Superior of the religious or Local Ordinary of the lay person. The Bishop or Bishop's Delegate may also request documentation as per Criminal Record and Vulnerable Sector Check from all countries the person has lived in, visas, valid driver's license, health certificates, insurance or any other document deemed appropriate.
- **Without the above, ministry is not permitted**

Copies of all written documents will be given to the Diocesan Safe Environment Officer.

Financial gifts/remuneration is subject to diocesan policy with due regard to civil law.

Appendix 11

Guidelines for the Celebration of the Sacrament of Penance

While maintaining the sacredness of the sacrament, the right of privacy and protection of the priest and penitent, the following are acceptable settings for the celebration of the Sacrament of Penance:

- i) Traditional confessional with separate entrance for the priest and penitent with a wall preventing any physical contact. One or both doors may or may not have clear glass.
- ii) A room in which there is a section of clear glass in the door or wall in order that the priest or penitent can be seen.
- iii) An open space that allows the priest and penitent to be in full view of others.

The seal of confession for the priest remains inviolable.

Appendix 12

Sample Permission Forms for Youth and Young Adult Directives

Appendix 13

GOVERNANCE MODEL

