Protecting God’s Children
Local Safe Environment Coordinator Procedures
Archdiocese of Newark

September, 2015

Questions, comments, changes, additions or deletions?
Please contact Karen Clark, Director, Safe Environment
973-497-4254
clarkkar@rcan.org
Thank you for giving your time to help protect our most precious resource – our children. Hopefully, you will find this archdiocesan-specific information here helpful as you coordinate your local Safe Environment programs. Please call me at any time if you feel I may be of help to you in your ministry.

Karen Clark
Archdiocesan Safe Environment Coordinator

This document has the following sections:

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2. Role of the Archdiocesan Safe Environment Coordinator
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1. Outline of the Archdiocesan Safe Environment program

Since 2002, with the establishment of the Charter for the Protection of Children and Young People, the Catholic Church has been unrelenting in its quest to be sure that the children entrusted to its care are safe. Concern for child safety must continue to be an integral part of our schools, religious education programs, and other educational and parish activities. The Archdiocese of Newark’s Office of Child and Youth Protection oversees this program, ensuring that all entities in the Archdiocese are aware of the policies, and that all employees and volunteers know how to make informed decisions on what constitutes appropriate behavior between an adult and child. Programs aimed at children help them understand boundaries, and empower them to resist and disclose situations that are uncomfortable for them. The parts of the program include:

1. Standard employee and volunteer applications, kept on file locally.
2. The Policies of Professional and Ministerial Conduct signatory page (page 23, which is the last page of this manual) kept on file locally. The person reads the packet, and signs and returns the last page. There is also a version with Supplemental Norms for the Clergy, for which local parishes and schools are not responsible.
3. A criminal background screening done on each employee and volunteer who works with minors. The Archdiocese has a simple and confidential process for conducting these screenings through Verified Volunteers for volunteers, and Sterling Backcheck for employees not otherwise checked through the NJ DOE fingerprinting process. A copy of both the application (giving us the permission to do the check) and the letter sent to the person saying they’ve passed the background check must be kept on file locally. The screening is to be repeated every 5 years, unless the employee/volunteer was fingerprinted using the NJ MorphoTrust process for teachers.
4. Training in child abuse awareness, mandatory for each employee and volunteer who works with minors. Our training program has been created by VIRTUS. This program, entitled “Protecting God’s Children,” concerns sexual abuse, the means for creating a safe environment for children, and how to respond to suspected cases of child abuse. More information on VIRTUS may be found at: https://www.virtusonline.org/mypage/virtus_description.cfm. Required training consists of a 3-hour in-person awareness course, and every three years, re-certification training is required either by attending the workshop again, or subscribing to the online monthly articles and taking an annual recertification module. The certificates issued on completion of both the in-person course and the recertification modules must be kept on file locally.

5. Teaching Touching Safety: The prevention of child sexual abuse requires more than adult awareness, education and training about the nature and scope of the problem. We must also give our children the tools they need to overcome the advances of someone who intends to do them harm. The Teaching Touching Safety program is a vehicle through which parents, teachers, catechists and youth ministers give children and young people the tools they need to protect themselves from those who might harm them. This program is used in the Archdiocesan Catholic schools. Our Catechetical programs don’t teach this, as the public school CAP Program (Child Assault Prevention) is equivalent.

6. The Archdiocesan policies and procedures relating to the Charter should periodically be published in bulletins, on flyers or posters in church or school buildings. The policies for how and when to report an allegation of sexual abuse of a minor, as well as how to obtain outreach for victims should be known by the school principal/pastor and published at least annually in the parish bulletin or disclosed in a poster in a parishioner-accessible area of the church.

2. Role of the Archdiocesan Director of Safe Environment
The Archdiocesan Safe Environment Coordinator maintains and updates the Safe Environment documents, ensures parish and school compliance with the requirements of the Safe Environment program, acts as a coordinator and communication point of contact for local Safe Environment Coordinators and Facilitators, and assists the Director of Child and Youth Protection in the preparation for the annual audit.

3. Role of the Local Safe Environment Coordinator
The Local Safe Environment Coordinator serves as the liaison for the Archdiocesan Office of Child and Youth Protection. They ensure safe environment compliance and maintain and verify all documents and rosters for their institution. They also serve as a communication hub to disseminate all Safe Environment-related information to all who serve the parish or school in a role that puts them in contact with minors, and publish all bulletin announcements, flyers and educational material as appropriate locally. They also reflect the compliance documents’ dates in the Virtus system, do the annual audit online, and keep the Virtus list up to date.

4. Maintaining Employee/Volunteer Records
1. Ensure that all volunteers and employees have an application on file. If they have the pre-2012 application on file, they must also have an initialed, dated last page from the 2012 application as well. This page authorizes continuing, periodic background re-screening.

2. Ensure that all volunteers and employees have a signed 2012 Code of Conduct form on file.
3. Ensure that all volunteers and employees have had a background screening done. Prior to 2012, the Disclosure and Authorization form acted as the authorization, and had to be kept in the file. After January, 2012, the new application has the authorization for the background check included within it. This last page can also be used to authorize re-screening for those who already have the older Disclosure/Authorization in the file, and who were screened in the past. In addition, the letter indicating that they have successfully passed the screening must also be kept in the file. Those required to be fingerprinted by the NJ Department of Education must have the letter with the state seal on it in their file. They then are not required to have another background screening. Every 5 years, this process must be repeated. The last page of the 2012 application is sufficient for authorizing re-checks.

4. Ensure that all volunteers and employees that are required to meet the safe environment requirements have a certificate on file indicating that they have completed Protecting God’s Children for Adults training. Certificates can be printed from VIRTUS under an individual’s Training tab. Those who are required are: All employees, all “traditional” ushers, all those who go on a field trip or retreat of any duration, and all those whose duties allow them to come into contact with minors without another trained and screened adult present. Protecting God’s Children is a program concerning sexual abuse, the means for creating a safe environment for children, and how to respond to a suspected case of child abuse. New employees and volunteers must complete the Protecting God’s Children program within one month of commencing service and must recertify every three years, or annually if doing it online. All recertification certificates must be kept in the file as well.

Once the VIRTUS system has the information about all of these documents for each employee and volunteer, you need only keep it current. That way, there will be a lot less scrambling and paperwork at audit time. There are tabs in each VIRTUS record that will allow you to keep track of Background Screening and Documents required in the above list.

Here’s what the record looks like – note the tabs under the name of the user – Background Check and Required Documents.

![VIRTUS Online](image-url)
5. Answers to Some Frequently Asked Questions

1. How do I change the name on the background check account?
Send an email to rcan@verifiedvolunteers.com to get a name change.

2. How do I do a background check?
See Appendix D.

3. How do I re-screen and re-train periodically?
Re-Screening
Those who have followed the NJ State MorphoTrust fingerprinting process mandated for schools, when new teachers are hired either as first-time teachers or as transfers from other schools, will not have to re-screen. If you have questions on the fingerprinting process, consult the NJ DOE website frequently asked questions at http://www.state.nj.us/education/genfo/faq/faq_crimhist.htm.

For re-screening you need to have them sign the last page of the 2012 application. Make sure you write a date on this form after you receive the signed version from the person. This gives you permission to rescreen, ‘now or in the future.’ For employees, get the information for the screening from their original Disclosure/Authorization form (full name, address, date of birth and SSN) or application. All the rest of the procedure is the same as the original screening. For volunteers, initiate an email through Verified Volunteers saying that they need to logon to Virtus and renew their background check. Or, a recheck can be done for volunteers through the Toolbox Tab on Virtus (as of Labor Day, 2015).

Re-Training
Beginning in 2013, all employees and volunteers must attend some sort of re-training in child sexual abuse awareness every 3 years. There are two options:

Attend Protecting God’s Children (PGC) again. To do this, the person needs to know his or her Virtus logon. Send an email to Karen Clark (clarkkar@rcan.org) with the peoples’ names and emails, and she will have Virtus email them their logon information. Then, they can sign up for another session. When they attend, and their enrollment is approved, you can file their certificate, and they are good for another three years.

Read the Virtus articles. To do this, the person needs to know his or her Virtus logon. Send an email to Karen Clark (clarkkar@rcan.org) with the peoples’ names and emails, and she will have Virtus email them their logon information. Then, they can logon and read the articles. They will be sent a re-certification training request, based on the content of the articles. They will be sent one within the first couple of weeks, and then will be on a schedule of receiving one every September. This annual re-certification is short, and has a certificate at the end. It is designed to ensure, annually, that people are doing what they said they would do. Have them print the certificate, and keep it in their file. You can print them by running an Online Training Report (Reports/Training Report / Online Training Report). They must do this and read at least one of the monthly articles or their Virtus account will be suspended.

4. How do I schedule a Protecting God’s Children workshop?
Several times a year, pastors and principals are sent a listing of Protecting God’s Children facilitators by county. The list is sent on First Class (the Archdiocesan email system). Contact one or more of the facilitators from your county, as ask if they can come to your site to teach a session. You will be responsible for setting up the room and providing food and drinks for the session, and giving attendees from your parish or school any of the other required forms. You must also provide a DVD player. You should publicize the workshop and direct the people to go to www.virtus.org and enroll themselves in the workshop after it is scheduled.
5. **Am I responsible for the files of priests and deacons?**
   The Office of Clergy Personnel maintains files for priests and deacons. The priests and deacons assigned to your parish or school should appear on your Virtus users list, though.

6. **How do people register for another Protecting God’s Children workshop if they are on my Virtus list as Active or User? Or how do I help them receive the monthly Virtus bulletins? (to do re-training after 3 years)**
   Give the names and emails of people who want to re-attend or receive the bulletins to Karen Clark (clarkkar@rcan.org). She will have Virtus send them their logon information. They then logon to Virtus and register for the upcoming session, or start reading the bulletins.

7. **How do I manage my Virtus list to remove people who are gone, or inactivate people who are here but no longer active?**
   You do most functions from the Administrator tab, and click on Users. Click on individual user names. To move someone off your list who is no longer there, or whom you don’t know, change their location from your parish or school to “Z-Location Unknown/Left Archdiocese.” Save the record. Make sure they are not active in your parish or school by getting all the current lists (of class mothers, field trip chaperones, catechists, coaches, adult Boy Scout leaders for troops that you hold the charter for, etc.). For someone who is inactive, e.g., still attending Mass but not actively volunteering; change their status in the yellow area of the record to Inactive.

8. **What does Awaiting Approval or Pending mean on my Virtus list?**
   These are people who signed up for class, but haven’t attended, or weren’t on the sign in sheet, or classes for which the sign in sheet wasn’t received in the Archdiocese. Perhaps their name was misread and misspelled. If you want them deleted, let Karen know. If you want them approved, fax Karen a certificate or sign in sheet (fax is 973-497-4001).

9. **How do I add Background Screening and Document information to VIRTUS?**
   You can add information about a First Advantage Background Check or MorphoTrust fingerprint check on the tab like this:
   - Click on “Background Check” tab
   - Click on “Record a background check for this user”
   - Click on the drop down menu to indicate which type of screening was done
   - Fill in the date the check was done, who it was run by, where the results are kept, and any comments.
   - Click Save when done.
   - NOTE: Beginning in September, 2015, volunteer background check dates will automatically be added to their background check tab in Virtus, if the volunteer initiated their own check or re-check through Virtus.
Add Background Check

Type: ChoicePoint Criminal Background Check
Date: Month - Day - Year -
Run By:
Results Location:
Comments:
Complete  ○ YES  ○ NO  ○ PENDING

Save  Cancel

You can add information about all documents required to be kept on file for the user like this:
Click on “Required Documents” tab
Click on “Record a document for this user”
Click on the drop down menu to select which document you want to add to the record

Fill in the date the document was signed and filed, who it was recorded by, and any comments.
Click Save when done.

Add Document Record

Document Name:  -- Select --
Date: Certificate of Training - PGC
Recorded By: Code of Conduct
Comments:
Employee Application
Volunteer Application

Save  Cancel
APPENDICES

- A: Local Parish/School Information form
- B: Employee and Volunteer Applications
- C: Example of Background Screening Results letter
- D: User Guides for Background Checking
- E: Code of Conduct (form to be signed is on p. 23)
APPENDIX A: LOCAL PARISH / SCHOOL INFORMATION FORM
Local Parish/School Information form

Local Safe Environment Coordinator Information:

Name:______________________________

Phone:______________________________

E-mail:______________________________

Location of personnel files, including employee/volunteer applications:
________________________________________________________________________
________________________________________________________________________

Location of Background screening information (if different):
________________________________________________________________________
________________________________________________________________________

Location of Protecting God’s Children information (if different):
________________________________________________________________________
________________________________________________________________________

Location of key for locked file:
________________________________________________________________________
________________________________________________________________________

Archdiocesan Safe Environment Coordinator:  Karen Clark
  clarkkar@rcan.org
  973-497-4254
APPENDIX B: CURRENT APPLICATIONS
VOLUNTEER APPLICATION

PLEASE PRINT CLEARLY

Parish/School Name: __________________________ Location: __________________________

(Check one) Miss____ Mrs.____ Mr.____ Ms.____ Today's Date: __________________________

First Name: __________________________ Middle: __________________________ Last Name: __________________________

Home Street Address: __________________________

City: __________________________ State: __________________________ Zip code: __________________________

Home Phone: (____) __________________________ Date of Birth: (for background check)

Work Phone: (____) __________________________ Volunteer position for which you are applying:

Cellular Phone: (____) __________________________ E-Mail Address: __________________________

Are you currently employed? Yes____ (If yes, please complete information below) No____

Employer: __________________________ Address: __________________________

Describe Job Duties: __________________________

---

EMERGENCY INFORMATION:

Name: __________________________ Relationship: __________________________

Home Phone: (____) __________________________ Cell Phone __________________________

Work Phone: (____) __________________________

Please check if applicable:

____ You are a member of the clergy seeking service in the Archdiocese
____ You are a deacon candidate
____ You are a seminarian

Please indicate if you are:

____ A current employee or volunteer for this parish or school What position __________________________

Please specify your parish/school. If not a member of a parish, or associated with a school, please leave blank:

Parish/School __________________________ City __________________________

How long have you been associated with this parish/school? __________________________
**EDUCATION:**

<table>
<thead>
<tr>
<th>Name of High School</th>
<th>High School Graduate (check)</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of College:</td>
<td>College Graduate: (check)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Name of Graduate School:</td>
<td>Graduate School Graduate (check)</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Specialized Education or Training (Please list):

**PERSONAL REFERENCES:**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Relationship:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Relationship:</td>
<td>Phone:</td>
</tr>
</tbody>
</table>

**VOLUNTEER HISTORY:**

Volunteer history should include 5 of your most recent activities. If you are still participating in a volunteer program, then indicate “to” date as current.

_____ Check here if you have no volunteer history.

<table>
<thead>
<tr>
<th>Dates (mm/yyyy) (Start with most recent)</th>
<th>Organization City, State, Zip</th>
<th>Contact</th>
<th>Contact Phone Number</th>
<th>Position/Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
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<td>To:</td>
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<td>From:</td>
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<tr>
<td>To:</td>
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</tbody>
</table>

Please explain your interest in volunteering:
Is there a particular type of assignment or volunteer duty you would prefer?

__________________________________________________________________________

__________________________________________________________________________

Please list special skills, training and languages:

__________________________________________________________________________

__________________________________________________________________________

Have you attended the Protecting God’s Children training?   Yes     No

If yes:  When____________________

Where____________________

Please attach a copy of your Protecting God’s Children Certificate

Have you ever pled guilty to or been convicted of a crime? If yes, please give the date of the plea/conviction, the location (i.e. jurisdiction) and state the nature of the crime.

__________________________________________________________________________

__________________________________________________________________________

Are there any criminal charges currently pending against you? If yes, please explain.

__________________________________________________________________________

__________________________________________________________________________

Have your driving privileges been revoked in any state? If yes, please explain.

__________________________________________________________________________

__________________________________________________________________________

FOR OFFICE USE ONLY

Does this position involve working with or around minors?   Yes     No
DECLARATIONS

We appreciate your willingness to share your faith, gifts and skills. Providing safe and secure programs for our members is of utmost importance to us. The information gathered in this application is designed to help us provide the highest quality Catholic programs for the people of our community.

**Please read and initial each of the statements below:**

I declare that my volunteer application is complete, that all statements are true, and agree that false statements and/or omissions, including those regarding past conduct and/or present situations may be grounds for denial of my application to provide volunteer services or dismissal from my volunteer involvement.

I hereby authorize you to conduct a personal and professional reference check for the purposes of my application. You may, among other things, contact any references, church, youth organizations, agencies where volunteer service has been completed, and any individual or organization which might have information relevant to my desired position, including a consumer credit reporting agency (if my position entails handling money). I hereby release any person contacted from any and all liability for damages regarding statements given to you about me.

I also hereby give you permission to conduct a background check, including but not limited to, a criminal arrest records check, abuse registry check, and driving record check for the purposes of my volunteer services. I agree to cooperate as necessary with the background screening process. See separate Notice attached regarding Credit Reporting Agency check.

I understand and agree that information may be obtained from sources that I provided in the application and that this information need not be revealed to me.

I agree to observe all of the guidelines and policies relevant to the program for which I am applying, including, but not limited to, the Archdiocesan Policies on Professional and Ministerial Conduct and the Harassment and Sexual Harassment Policy.

I understand that you have a ZERO TOLERANCE for abuse of minors and vulnerable adults and take all allegations of abuse seriously. I further understand that you cooperate fully with the authorities to investigate all cases of alleged abuse. Abuse of minors or vulnerable adults is grounds for immediate dismissal and possible criminal charges.

I understand that I can withdraw from the application process at any time and that my acceptance as a volunteer gives me no rights to continued participation in any program as a volunteer or otherwise.

If at any time my volunteer activities involve driving my vehicle, I agree that I have applicable state motor vehicle insurance for my vehicle and that I am currently permitted to drive my vehicle under the laws of the State of New Jersey. I further agree to abide by all applicable state motor vehicle laws.

My signature indicates that I have read, understand and agree to all of the above.

**Do not sign until you have read and initialed the above and attached statements.**

Applicant Signature: ___________________________ Date: __________ /________ /________

Date of Birth: ___________ Social Security Number: ___________________________

I have reviewed this application and have noted any missing information
Screening Staff Member Signature: ___________________________
Date: __________ /________ /________
NOTICE REGARDING CREDIT REPORTING AGENCY CHECK

Please take notice that the position for which you are seeking to volunteer your services may involve a check, now or in the future, of your background by using the services of a Credit Reporting Agency. If so, you have rights under the Fair Credit Reporting Act.

I authorize you to obtain such a report.

Initials

Today's Date: __________________________

If name changed (through marriage or otherwise) print former name here

#465599v2
## Application for Employment

**Position Applying For:**

**Date:**

**Job Title:**

### PERSONAL DATA

(Please Print)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Last</th>
<th>First</th>
<th>Middle</th>
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<table>
<thead>
<tr>
<th>Mailing Address:</th>
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</table>

<table>
<thead>
<tr>
<th>No.</th>
<th>Street</th>
<th>City</th>
<th>Postal Code</th>
</tr>
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<table>
<thead>
<tr>
<th>Telephone</th>
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<table>
<thead>
<tr>
<th>Home:</th>
<th>Business:</th>
<th>Mobile:</th>
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<table>
<thead>
<tr>
<th>E-mail Address:</th>
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<table>
<thead>
<tr>
<th>Are you available to work</th>
<th>Full-Time</th>
<th>Part-Time</th>
<th>If PT, indicate</th>
<th>Mornings</th>
<th>Afternoon</th>
<th>Evenings</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>How did you learn about us?</th>
<th>Advertisement</th>
<th>Website</th>
<th>Relative</th>
<th>Friend</th>
<th>Other</th>
</tr>
</thead>
</table>

<table>
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<tr>
<th>Are you lawfully authorized to work in the United States?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Upon Employment, you will be required to produce documentation establishing your ability to work in the U.S.

<table>
<thead>
<tr>
<th>If you are under 18 years of age, can you provide required proof of your eligibility to work?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
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<tr>
<th>Have you ever been employed with us before?</th>
<th>Yes</th>
<th>No</th>
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<th>If yes, when:</th>
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<tr>
<th>Do you have any relatives working here?</th>
<th>Yes</th>
<th>No</th>
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<tr>
<th>If yes, relationship:</th>
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<table>
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<tr>
<th>Are you currently employed?</th>
<th>Yes</th>
<th>No</th>
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<table>
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<tr>
<th>May we contact your present employer?</th>
<th>Yes</th>
<th>No</th>
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<table>
<thead>
<tr>
<th>Date available for work</th>
<th>What is your desired salary range?</th>
<th>$</th>
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<table>
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<tr>
<th>Can you travel if a job requires it?</th>
<th>Yes</th>
<th>No</th>
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</table>
### EDUCATION AND TRAINING

<table>
<thead>
<tr>
<th>Name &amp; Location of Institution</th>
<th>Course of Study</th>
<th>Diploma/Degree</th>
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<tbody>
<tr>
<td>High School/GED</td>
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<tr>
<td>Commercial, Trade or</td>
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<td>Technical Training</td>
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<td>Undergraduate</td>
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<td>College/University</td>
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<td>Graduate/</td>
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<tr>
<td>Professional</td>
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<tr>
<td>Other</td>
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<tr>
<td>Continuing Education</td>
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<tr>
<td>Professional Qualifications/</td>
<td></td>
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<tr>
<td>Memberships/Licenses if</td>
<td></td>
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<tr>
<td>applicable:</td>
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### SPECIALIZED SKILLS

**A. COMPUTER/TECHNOLOGY SKILLS:**
- [ ] Word Processing
- [ ] Spreadsheet
- [ ] Database
- [ ] Keyboarding
- [ ] Other

**B. TRADES/MAINTENANCE SKILLS:**

**C. LANGUAGE SKILLS:**
Spoken: ________________________  Written: ________________________

**D. If you are applying for a position requiring a driver's license, please complete the following:**

Do you have a valid driver's license? Yes [ ] No [ ] Class: __________

**E. State any additional information you feel may be helpful to us in considering your application.**
(Please exclude organizations, which indicate national origin, gender, handicap or other protected status.)

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

March 19, 2013
Page 2
<table>
<thead>
<tr>
<th>Name of Employer:</th>
<th>Address:</th>
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</thead>
<tbody>
<tr>
<td>Last Position Held:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Name of Supervisor:</td>
<td>Reason for Leaving:</td>
</tr>
<tr>
<td>Period Employed: From:</td>
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Please use this space to enlarge upon other relevant information, skills, education, training, previous employment, special achievements, job interests, volunteer work, hobbies, or any additional information that you feel should be added to this application.

Please attach your resume. RESUME ATTACHED □

Applicant's Acknowledgment – I hereby understand and acknowledge:

1. At-Will Employment
   Unless I am applying for a Union position, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time for any reason and the Employer may discharge me at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically stated in writing by an authorized executive of this organization.

2. Compliance With Church Policies
   I must observe all the guidelines and policies relevant to the position for which I am applying, including, but not limited to, the Archdiocese of Newark’s Policies on Professional and Ministerial Conduct and the Harassment and Sexual Harassment Policy of the employer. Among other things, this means that I must exhibit the highest Christian ethical standards and personal integrity, and conduct myself in a manner that is consistent with the discipline, norms and teachings of the Roman Catholic Church.

Date ____________________________ Signature of Applicant ____________________________

March 19, 2013
Page 4
Please read and initial each of the statements below:

I have completed this application* truthfully and completely. If I have not fully and honestly completed this application, you may reject my application or dismiss me from employment at any time. (*This application includes any Resume which I have submitted to you.)

I authorize you to verify the facts I have set forth on this application and hereby release you and your personnel and all persons or entities supplying information to you from all liability and damage that may result from furnishing such information.

I authorize you to conduct a background check, including but not limited to criminal records check, abuse registry check and driving record check. I agree to cooperate as necessary with the background screening process, and I understand that if I am hired, additional screening checks may be made during my employment.

See separate Notice attached regarding Credit Reporting Agency check.

I authorize and give my consent to any person, firm, company, corporation, entity, government agency, school, college or university who or which may have control over my documents, records, or other information pertinent to my employment application to furnish such information to you, in order to facilitate your assessment of my qualifications. This includes the National Personnel Records Center and/or the Army/Navy Air Force/Marine Corps/Coast Guard and their Reserve Components. I release all persons/entities providing information about me from any liability or responsibility arising from the release of such information. This authorization shall serve as my authorization to release any and all information described, and for that purpose a photocopy shall be considered as valid as an original.

I understand and agree that information you obtain from sources that I have provided on my application need not be revealed to me.

I understand that you have a ZERO TOLERANCE for abuse of minors and vulnerable adults and take all allegations of abuse seriously. I further understand that you cooperate fully with the authorities to investigate all cases of alleged abuse. Abuse of minors or vulnerable adults is grounds for immediate dismissal and possible criminal charges.

Unless I am applying for a Union position (in which case the terms of the collective bargaining agreement, when applicable, shall control), I understand that the position for which I am applying is an "AT-WILL" position, which means that either you or I can terminate employment at any time for any reason.

I have read and fully understand and agree to the contents of the Application for Employment and this Declaration.

Signature

Name Printed

Date

March 19, 2013

Page 5
Please take notice that the position for which you are applying or which you desire as an employee may involve a check, now or in the future, of your background by using the services of a Credit Reporting Agency. If so, you have rights under the Fair Credit Reporting Act.

_________ I authorize you to obtain such a report.

Initials

Date ____________________________
APPENDIX C:
EXAMPLES OF BACKGROUND SCREENING RESULTS LETTER – ADVERSE ACTION LETTERS SHOULD BE SENT BY STERLING/VERIFIED VOLUNTEERS ($4 PER PERSON)
Dear ________________,

This letter is to inform you that the background screening/re-screening that you authorized has been completed and no potentially adverse information was reported.

Please keep this letter for future evidence of the completion of your background screening.

Thank you for cooperating in this process.

[signature]
APPENDIX D: USER GUIDES FOR BACKGROUND CHECKING
Sterling Backcheck
System User Guide
10/2014

For assistance while navigating through the system, please contact Client Services at:

RCAN@verifiedvolunteers.com - (855) 326-1860 - Option 1
Welcome to SterlingBackcheck

This system will be used for Employment Screening ONLY.

Log-in to your account directly at:


Note: Some browsers will not work properly with the Verified Volunteers website. For the best possible viewing experience, please use Internet Explorer 9 (IE9) or later or the latest versions of Chrome, Firefox or Safari. If you choose to use an alternate browser or a tablet, some content may be skewed or unavailable.
Invitations to Candidates

From your dashboard, enter in the candidate email address:

The majority of the required information will populate within the order.
You will be prompted to enter the basic information for the employee and select the package you would like to order:

Include an Applicant for Background Screening

Sterling's E-mail technology allows applicants to electronically consent to a background check. Additional application information such as previous employers and education can be collected, eliminating the data entry process. To proceed, enter the information below. An e-mail will be sent to the applicant and you will be notified via e-mail when the E-mail is complete.
Scroll to the bottom of the screen. You have the option of customizing the email message to the candidate. If you choose not to customize, the Sterling standard language will apply.

The invitation will be sent to the candidate automatically. They will be prompted to click on the link and submit their check. An email notification will be sent to you alerting you when a screening order is complete and ready for your review.

In some cases, you might need to manually enter in an order for a candidate. This can be done by entering in the SSN for the individual. You will be flagged if a duplicate order exists in the system for that SSN.

You will then be prompted for all of the relevant information for the candidate. The order will automatically go into processing.
Reviewing Candidate Reports

You will be sent an email when a background check is complete and ready for your review.

Log-in to your account at: https://login.sterlingdirect.com/Default.aspx

Your most recent selections can be seen on the right of the dashboard. The search function can be used to locate a specific candidate record. The Pending queue will list all orders currently in process. The Completed queue will list all of the orders that are complete and available for your review.
By clicking on the Complete queue, a list of orders will populate. Each name is a hyperlink to the candidate record:

The candidate record provides all of the information that was entered on the order and links to the results below. View the results by clicking on View Summary or View Detail. These reports can be printed but are also available on our system indefinitely. The report will state Clear/Consider. Consider reports should be reviewed in detail by the user so that a final determination can be made.

The full detail of the report can be reviewed by clicking the View Detail link.
The report will populate in a new window for your review:

Based on the information found on the report, the adjudication of the report should be performed based on the hiring policy of your organization. The adjudication choices are found in the upper right hand corner of the report.
Lifecycle of a Background Check

The many stages of the background check are shown on the Dashboard. The statuses displayed are unique to each view.

The typical flow of status that you will see on during this process is:

Open Invitation
Once an invitation has been sent to the recipient, the order will remain in this status until he or she accesses the site via the email invitation and completes an order for a background check.

Background Check Pending
This status will be displayed after an order has been created and the background check is in process. The amount of time it remains in this status is directly related to the results and research required to return a completed report.

Pending Review/Complete
When the background check report is complete, you will receive an email. The individual will remain in this status until you have reviewed and/or rated their report.

Eligible / Ineligible
After receipt of the email, or at any time during the process, you can log in to the site and go to the Dashboard. View the completed results that are ready to be rated and rate the results as either Eligible or Ineligible.

The typical flow of status that you will see orders follow is:

Processing
Clear / Consider

Note: The only time you will see volunteers in this view is when a background check has been ordered and/or when the check is complete but has not yet been rated.
For assistance while navigating through the system, please contact Client Services at:

RCAN@verifiedvolunteers.com - (855) 326-1860 - Option 1
Welcome to Verified Volunteers

This system will be used for Volunteer Screening ONLY.

https://www.VerifiedVolunteers.com

Choose the Log In option on the upper right-hand corner of the screen. The login window will be displayed as shown below. Enter your username and password on the left-hand side of the screen labeled Organizations.

Note: Some browsers will not work properly with the Verified Volunteers website. For the best possible viewing experience, please use Internet Explorer 9 (IE9) or later or the latest versions of Chrome, Firefox or Safari. If you choose to use an alternate browser or a tablet, some content may be skewed or unavailable.
Dashboard
Verified Volunteers has made it very easy for you to review newly completed background checks, send invitations to volunteers to become part of your volunteer community, and manage your volunteer pool, all through a single dashboard. The menu options available to you via the dashboard are highlighted briefly below and explained in further detail throughout this guide.

This view shows all volunteers that have a background check processing or a background check report that is complete and pending review. At the top of the screen, you will see two ways for you to drill down to view specific volunteers: (1) My Volunteers – those volunteers that have been invited to be a part of your community; or (2) Interested Volunteers – those volunteers that have shared their background check with you.

Once the background check status is listed as either Clear or Consider you will be able to click on the volunteer’s name to view and rate each volunteer’s report. Once you have designated the volunteer as either Eligible or Ineligible to work with your organization, the record will no longer be viewable from this tab, but will continue to appear in the volunteer pool of the Dashboard.

If a volunteer is designated as Ineligible, an Adverse Action notification will automatically be sent to them by Verified Volunteers in compliance with the FCRA.
The Manage My Volunteers view of the dashboard displays the entire volunteer pool.

When first accessing the Manage My Volunteers view, the standard columns will be displayed. You have the ability to customize the columns you view on this screen by clicking on the Show/Hide Columns dropdown button. Once you have selected the columns you would like to view on your dashboard, you can select the Remember My Choices option to save your current column selections.

Understanding that you may be working with quite a large group of volunteers, we have incorporated a number of tools on this view to make it easier for you to manage their data. You can page through the volunteers in your list and choose the number of volunteers you’d prefer to display on each page.

You have the ability to filter the volunteers to a more manageable list by clicking on the links in the circle chart legend. You can use the Search function to filter based on specific details as well.

Included in the Manage My Volunteers view is information regarding updates to current background checks. Clear background checks are updated on a monthly basis to ensure the data is accurate and compliant. If an update is returned on a monthly update, an email will be sent, prompting your review.

The task bar also has an Export option available that allows you to download a full list of your volunteer pool to a .CSV file on your system. Once the download is complete, just open the file in Excel to view all of the details specific to each volunteer (i.e. name, address, phone number, level, last screen date, current status, etc.).
Viewing the Volunteer’s Profile

To view a volunteer profile from the Manage My Volunteers view of the dashboard, simply click on a volunteer’s name. Note that only the names of those volunteers that have completed a background check will display as a link.

When you view a volunteer that has been marked as Eligible for your organization, the Badges section will display a blue icon indicating the level of check they have received for your organization, along with a badge that incorporates your organization’s name. Click on the blue icons or badges to display the background check report associated with that specific badge.

On the right-hand side of the Volunteer Profile screen, you will see the volunteer’s current status with your organization. You have the ability to change their eligibility directly from their profile by clicking on Change Eligibility. The options available to you will depend on the current status of this volunteer within your organization.

The right side of the volunteer profile also shows current positions assigned to this volunteer as well as an Activity Log that tracks communication between your organization and the specific volunteer. Finally, the Background Check Reports section lists all available reports along with their Report Type, Date, Status and a link to open and view a copy of the report. An additional link allows you to view the Consent language that the volunteer accepted when submitting their background check order.

Order Background Check(s)
Verified Volunteers realizes that there are times when a volunteer will need to be screened but cannot place the order on their own. If you need to order a check on behalf of a volunteer, you can do so via the Order Background Check(s) option on the Manage My Volunteers view of the dashboard.
Invitations to Volunteers

Inviting volunteers to become part of your volunteer pool is simple. You can choose from the following methods.

**Option 1 – Send Invitation**
You have the ability to send a manual invitation to one or more volunteers right from the **Communications** drop-down menu on the dashboard toolbar. If these volunteers are already loaded to the volunteer pool, you simply select the checkbox next to their name(s) and the system will automatically populate their first and last name, along with their email address on the Send Invitations screen shown below. To add individuals that are not currently in your volunteer pool, select Add Volunteer to enter additional first and last names and email addresses manually.

**Option 2 – Upload**
Use the **Upload** option on the dashboard toolbar to upload a file containing a large list of volunteers. We have provided a file format layout and client instructions for creating this file (see the Client Instructions link on the screen shown below). You have the ability to load the volunteers and send their invitations at the same time, or load the volunteers and send the invitations later, either individually or in groups based on the volunteer positions your organization requires.
Reviewing Background Results

You will be notified via email when a volunteer’s background check is complete. However, you don’t have to wait for that notification as the Dashboard contains a full listing of all volunteers affiliated with your organization and the status of each.

Step 1 – Review Background Checks view
Once you have logged into the system, the Review Background Checks view of the dashboard will be displayed. At the top of the screen, you will see two ways for you to drill down to view specific volunteers: (1) My Volunteers – those volunteers that have been invited to be a part of your community; or (2) Interested Volunteers – those volunteers that have shared their background check with you.

Step 2 – Select volunteer(s)
Select a volunteer or multiple volunteers by marking the checkbox(es) next to the desired name(s) or clicking the link for an individual volunteer’s name.
Step 3 – Review volunteer(s)

The background report for the volunteer you have selected will display, if multiple volunteers have been selected, you can move through their reports by clicking on the right and left arrows located at the top left-hand side of the screen.

If all of the volunteers selected have a Clear result on their report, you may choose Mark All Selected as Eligible from the Mark: All Selected Reports drop-down option. If not, you will need to individually move each of the clear reports to Eligible using the option from the Mark: Current Report. To rate the report as Ineligible, you will need to individually move each of the Consider reports to Ineligible by using the option Mark: Current Report.

An Adverse Action notification will automatically be sent to the volunteer per the FCRA requirement.
Background Check Report Details

How to Read Volunteer Background Check Reports

A background check report provides you with information regarding a potential or current volunteer's criminal history and other information of interest. It's important for you to be able to read - and understand - the report before determining whether an individual is fit to begin or continue volunteering with your organization. To that end, we have created a quick and handy guide to reading and making sense of your Verified Volunteers background check reports.

**Confidential Volunteer Background Check Report**

**Volunteer Information**

Rebecca Smith
1 Main Street, New York, NY 10001
E-mail: smith@email.com
Phone: 917-987-1234

**Monthly Update Status**

September 31, 2014

**Background Check Report Summary**

Level 1: Basic Criminal History Record Locator Search
- Government Watch List Search (OFAC)
- 50 State Sex Offender Search

**Government Watch List Search (OFAC)**

Status: CLEAR
Requested: September 23, 2014
Completed: September 23, 2014

Provided Data:
- Last Name: Smith
- First Name: Rebecca
- Middle Name: Not Provided
- SSN: xxx-xx-6789

Verified Data: No data found
1. Lists client name and account.
2. Gives the volunteer's name, order number and the effective date of the report (the date the background check report was ordered). If you should have a question regarding the report, you will be asked to reference this information when calling Verified Volunteers.
3. Gives volunteer information (address, SSN, email address, and phone number). For security reasons, personally identifiable information is not fully displayed.
4. Volunteer Quick View

**Overall Status:**
When you mark a volunteer as 'Ineligible' or 'Eligible' on your Volunteer Dashboard, that status will flow through to the first bullet under Volunteer Quick View on the background check report. The language in the bullet will not use the terms 'Ineligible' or 'Eligible,' but will let the volunteer know if you have completed your review, you need to review further (i.e. there was a hit or other information of concern to you), or you have not yet reviewed the report.

**Monthly Update Status:**
You will see either an '✓' or '✓', which reflect the most recent month's status (✓ indicates a Clear update; ✓ indicates a Consider hit on the record). If criminal history has been identified in a monthly update, the report will not continue to update and this section will read "No Further Update". If the report is new (has never been updated), 'n/a' will appear in the 'Monthly Update Status / Last' section.

**Level Information:**
Includes level of background check. A green checkmark indicates that all products within the package have been returned clear. A yellow exclamation point indicates a hit on one or more products.

Additional non-criminal searches (i.e. Motor Vehicle Record search, credit report, and/or personal or professional reference checks) are listed separately.

5. Lists each update and its associated status. A yellow exclamation point indicates a hit. You will see the details associated with this hit at the top of your report and in the Background Check Report Summary. If a hit is found at any time, or if the report has been updated for 11 months, you will see a statement in this section that reads, "No Further Updates."
6. Lists all products included in the background check report bundle, along with the locator products that were used to determine relevant jurisdictions for the volunteer. Also lists other included products such as alias and additional non-criminal searches (i.e. Motor Vehicle Record search, credit report, and/or personal or professional reference checks). Also lists locator products used to determine which jurisdictions should be searched for criminal history. There are no results associated with these locator products; they are used solely to aid and refine the search process.
7. Gives product name and status. A green checkmark indicates a clear result. A yellow exclamation point indicates a hit. A yellow exclamation point indicates that there is information in the report that requires further review.
8. Gives status, date search was requested, and date search was completed.
9. Shows PII given by the volunteer in order to conduct the search.
10. Gives results of the background check.

Also included on the background check report, but not pictured to the left, are 2 legal disclaimers:
- The General Disclaimer is located after the Background Check Report Summary.
- A Summary of Rights Under the Fair Credit Reporting Act is located at the end of the Background Check Report.
APPENDIX E: CODE OF CONDUCT (Form to be signed is on P. 23)
Document is also online at http://www.rcan.org/charter/NewarkConductPolicy-12-04.pdf
Archdiocese of Newark Policies on Professional And Ministerial Conduct

EFFECTIVE: JANUARY 1, 2012
Version 01/12
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Contact Information

In general, an allegation of the violation of any of the policies contained herein regarding abuse of minors should be reported to:

**Director of Communications**

**Archdiocese of Newark**

Phone (973) 497-4186  
Fax (973) 497-4185  
P.O. Box 9500  
Newark, New Jersey 07104

Personnel of the Archdiocese of Newark reporting an allegation of sexual abuse against a minor pursuant to the Memorandum of Understanding, described in Section VI.D. of this Policy, should immediately contact:

**Jim Goodness**

**Liaison pursuant to the Memorandum of Understanding**

Phone (973) 497-4186

Anyone with knowledge of suspected abuse of a person currently a minor is required by New Jersey State law to notify immediately the New Jersey Division of Youth and Family Services.

**New Jersey DYFS Hotline: 1-877 NJ ABUSE (652-2873)**

In addition to contacting the Archdiocese, anyone with information about sexual misconduct that may constitute a crime is encouraged to contact directly the Office of the Prosecutor in the county where the conduct occurred/is occurring:

- Bergen County Prosecutor – 201-646-2300
- Essex County Prosecutor – 973-621-4700
- Hudson County Prosecutor – 201-217-5380
- Union County Prosecutor – 908-527-4500

See [www.rcan.org](http://www.rcan.org):

- For a Spanish translation of this document
I. Principles of Ministerial Conduct: Code of Ethics

Relationships among people are a foundation of Christian ministry and are central to Catholic life. Defining healthy and safe relationships is not meant, in any way, to undermine the strength and importance of personal contact or the ministerial role. Rather, it is to assist all who fulfill the many roles that create the living Church to demonstrate their love and compassion for children and adults in the most sincere and genuine relationships.

It is with the intention that relationships in ministry be experienced at all times as charitable and without intention to do harm or allow harm to occur, that the following Code of Ethics has been adopted by the Archdiocese of Newark. All Church personnel are asked to carefully consider each standard in the Code and within the Policies on Professional and Ministerial Conduct before agreeing to adhere to the standards and continue in service to the Archdiocese.

- Church personnel shall exhibit the highest Christian ethical standards and personal integrity.

- Church personnel shall conduct themselves in a manner that is consistent with the discipline, norms and teachings of the Catholic Church.

- Church personnel shall not take advantage of a counseling, supervisory and/or authoritative relationship for their own benefit.

- Church personnel shall not abuse or neglect a minor.

- Church personnel shall share concerns about suspicious or inappropriate behavior with their supervisor or superiors.

- Church personnel shall adhere to the requirements of the law of the State of New Jersey and the Memorandum of Understanding, described in Section VI.D. of this Policy, regarding the reporting of any suspected abuse of a minor.

- Church personnel shall accept their personal responsibility in the protection of minors and adults from all forms of abuse.

All Church personnel are required to read and sign the agreement to abide by these policies and the Archdiocesan Code of Ethics (see Appendix B).
II. General Definitions

A. Church Personnel

For the purposes of this policy, the following are included in the definition of Church personnel:

1. Priests and Deacons (Clerics)
   a. Clerics incardinated in the Archdiocese of Newark.
   b. Clerics who are members of religious institutes or in other forms of consecrated life, and who are assigned to pastoral work in the Archdiocese or who are otherwise engaged in the care of souls, the public exercise of divine worship, and other works of the apostolate (c. 678).
   c. Clerics of other jurisdictions who are assigned to pastoral work in this Archdiocese, whether seeking incardination within the Archdiocese or not.
   d. Clerics who are otherwise legitimately residing within the territory of the Archdiocese, including retired clerics and those engaged in part-time or supply ministry.
   e. In addition to the provisions of these Policies, the above-mentioned clerics are also bound by the Supplemental Norms for Clergy.

2. Seminarians and Religious
   a. All seminarians legitimately enrolled in the seminary programs of the Archdiocese: Immaculate Conception Seminary, Redemptoris Mater Archdiocesan Missionary Seminary and the College Seminary of the Immaculate Conception (St. Andrew’s Hall).
   b. Those who are enrolled in the permanent diaconate formation program.
   c. Members of religious institutes or societies of apostolic life who are working for the Archdiocese, its parishes, schools or agencies, or who are otherwise engaged in the care of souls, the public exercise of divine worship, and other works of the apostolate (c. 678).
   d. Hermits and consecrated virgins legitimately residing within the Archdiocese.

3. The Lay Faithful
   a. All paid personnel whether employed in areas of ministry or other kinds of services by the Archdiocese, its parishes, schools or other agencies; also, those who contract their services to Catholic Church agencies.
   b. All volunteers. This includes any person who enters into or offers himself/herself for a Catholic Church related service of his/her own free will.
B. Types of Misconduct

For the purpose of this policy, misconduct includes but is not limited to the three types of behavior listed below:

1. Immoral conduct: Conduct that is contrary to the discipline and teachings of the Catholic Church and/or which may result in scandal to the faithful or harm to the ministry of the Catholic Church.

2. Exploitation: Taking advantage of a pastoral counseling relationship for the benefit of the pastoral counselor.

3. Abuse of minors: The definition of abuse of minors is further defined in Section V.A. and in the Supplemental Norms for Clergy.
III. Prevention of Immoral Conduct: Guidelines for Ethical Behavior

A. Definitions

1. Immoral conduct is conduct contrary to the discipline and teachings of the Catholic Church and may result in scandal to the faithful or harm to the ministry of the Catholic Church.

2. Scandal is an attitude or behavior which leads another to do evil. Scandal damages virtue and integrity. It is a grave offense if by deed or omission another is deliberately led into a grave offense (*Catechism of the Catholic Church*, No. 2284).

B. Standards of the Archdiocese as to Prevention of Immoral Conduct

1. Church personnel enjoy a public trust and confidence. It is essential that Church personnel view their own actions and intentions objectively to assure that no observer would have grounds to believe that irregularity in conduct exists. All Church personnel have a responsibility to strive to uphold the standards of the Catholic Church in their day-to-day work and personal lives.

2. Further, it is fundamental to the mission of the Archdiocese that Church personnel exhibit the highest ethical standards and personal integrity. The purpose of this policy is to insure that all Church personnel follow the ethical standards of the Catholic Church. Therefore, Church personnel are prohibited from engaging in the following conduct:
   a. Immoral conduct.
   b. Procurement or participation in the procurement of abortion, or committing homicide or euthanasia.
   c. Possession or distribution of pornographic material.
   d. Adultery, flagrant promiscuity or illicit co-habitation.
   e. Abuse of alcohol, drugs or gambling.
   f. Theft, fraud, or any other form of misappropriation or misuse of Church funds or property.
   g. Sexual exploitation or abuse.
   h. Physical assault and fighting.
   i. Conduct which is illegal under the laws of our country, state or local government.

3. Church personnel should not harm the reputation of others by:
   a. Disclosing without legitimate cause the faults or failings of others to persons who have no cause to know them.
   b. Making false allegations against another.
IV. Prevention of Exploitation: Guidelines for Pastoral Counseling

A. Definitions

1. Pastoral counseling occurs when Church personnel offer spiritual direction or advice concerning moral or spiritual matters. The Church personnel may or may not be a certified spiritual director or trained, licensed or degreed in professional counseling.

2. Exploitation occurs when Church personnel take advantage of the pastoral counseling relationship for the benefit of the pastoral counselor.

3. Sexual exploitation is sexual contact between Church personnel and the recipient of their pastoral counseling services, regardless of who initiates the contact.

4. Sexual intimacies are consensual sexual physical contact, forced (non-consensual) sexual physical contact or sexually explicit conversations not related to pastoral counseling issues.

5. A conflict of interest occurs when Church personnel take advantage of pastoral counseling relationships in order to further their own interest.

B. Standards of the Archdiocese in Prevention of Exploitation

1. Church personnel shall recognize their limitations in pastoral counseling situations and shall refer people to other professionals when appropriate.

2. Church personnel shall not require monetary compensation in exchange for pastoral counseling unless the fees, terms and conditions of such counseling are agreed upon in writing prior to the commencement of the counseling relationship.

3. Church personnel shall not engage in exploitation, sexual exploitation, and/or sexual intimacies with persons whom they counsel. Church personnel are also prohibited from engaging in situations or conduct that can give the appearance of exploitation, sexual exploitation, or sexual intimacies.

4. Church personnel shall not engage in exploitation, sexual exploitation, and/or sexual intimacies with relatives or friends of someone with whom they have a counseling relationship.

5. Church personnel shall set and maintain clear, appropriate boundaries in all pastoral counseling relationships.

6. Pastoral counseling should be conducted in appropriate settings at appropriate times and should not be held at places or times that would cause confusion about the nature of the relationship for the person being counseled.

7. No pastoral counseling should be conducted in the counselor’s private living quarters. Pastoral counseling should be conducted in the private living quarters of the individual being assisted only when the physical condition of the individual so requires. In the latter case, an effort should be made for the individuals to be visible (but not audible) to others.
C. Reporting of Pastoral Counseling Exploitation

Exploitation of pastoral counseling involving religious violates canon law. Therefore pastoral counseling exploitation shall be reported as follows:

1. Pastoral counseling exploitation involving Deacons should be reported to the Director of Deacon Personnel.

2. Pastoral counseling exploitation involving a priest, brother or nun should be reported to the Director of Clergy Personnel.

D. Standards of the Archdiocese as to Confidentiality

1. In accordance with the norm of canon law (c.983), the sacramental seal is inviolable by divine mandate; therefore, it is absolutely forbidden for a confessor to betray the confidence of a penitent in any way and for any reason. This is applicable both while the penitent is living and, if applicable, after he or she has died.

2. Information disclosed to Church personnel during the course of counseling, advising, or spiritual direction shall be held in the strictest confidence possible, with due regard for the norm of civil and/or canon law.

3. Church personnel should discuss the nature of confidentiality, including its limitations, with each person who seeks pastoral counseling.

4. If there is clear and imminent danger, the Church personnel is to disclose the information necessary to protect the parties involved and to prevent harm.

5. If disclosure must be made, if feasible, the Church personnel should inform the person being counseled about the disclosure.

6. With the exception of knowledge gained in the Sacrament of Penance, knowledge that arises from professional contact may be used in teaching, delivering homilies, or other public presentations only when effective measures have been taken to absolutely safeguard both the individual’s identity and the confidentiality of the disclosures. In the rare event that such disclosures are used, good pastoral judgment is of the utmost importance when making decisions about the use of information in public ministry.

7. If Church personnel discover, while counseling a minor, that there is a serious threat to the welfare of the minor and that communication of confidential information to a parent or legal guardian is essential to the child’s health, safety and well-being, the Church personnel should disclose only the information necessary to protect the health, safety and well-being of the minor.
E. Standards of the Archdiocese as to Conflicts of Interest

1. Church personnel shall avoid pastoral counseling that might present or appear to present a conflict of interest. Even the appearance of a conflict of interest can call into question integrity and professional conduct.

2. If a conflict of interest exists or arises, Church personnel should inform all parties. Resolution of the issues must protect the person being counseled.

3. Church personnel shall establish clear, appropriate boundaries with anyone with whom they have a business, professional, or social relationship.
V. Prevention of Abuse of Minors: Guidelines for Working with Minors

A. Definitions

1. A minor is anyone under the age of 18.

2. Abuse is physical abuse, sexual abuse and/or emotional abuse.

3. Physical abuse is non-accidental injury that is intentionally inflicted upon a minor.

4. Sexual abuse is any contact of a sexual nature that occurs between a minor and an adult. This includes any activity that is meant to arouse or gratify the sexual desires of the adult.

5. Emotional abuse is mental or emotional injury to a minor that results in an observable and material impairment in the minor’s growth, development or psychological functioning.

6. Neglect is the failure to provide for a minor’s basic needs or the failure to protect a minor from harm.

B. Standards of the Archdiocese as to Abuse and/or Neglect of Minors

The following standards are intended to assist Church personnel in making decisions about interactions with minors in Church sponsored and affiliated programs. They are not designed or intended to address interactions within the family. For clarification of any policies or regarding behaviors not addressed here, contact your pastor, agency director, principal or the Director of Communications. (Contact information for the Director is on page 2 of these policies.)

1. Abuse and neglect of minors are contrary to the teachings of the Church and are prohibited. Church personnel have a responsibility to protect minors from all forms of abuse and neglect. Church personnel are prohibited from:

   a. Using, possessing, or being under the influence of alcohol or illegal drugs while in the presence of minors. This prohibition does not exclude the consumption of alcoholic beverages at Archdiocesan social functions and parish-wide social functions approved by the pastor.

   b. Swearing in the presence of minors.

   c. Speaking to minors in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.

   d. Discussing their own sexual activities with minors.
e. Engaging in any sexually oriented conversations with minors unless the conversations are part of a legitimate lesson and discussion for teenagers regarding human sexuality issues. On such occasions, the lessons will convey to youth the Church’s teachings on these topics. If youth have further questions not answered or addressed by their individual teachers they should be referred to their parents or guardians for clarification or counseling.

f. Being nude in the presence of minors.

g. Possessing sexually oriented or morally inappropriate printed materials (magazines, cards, videos, films, clothing, etc.).

h. Sleeping in the same beds, sleeping bags or small tents with minors unless the adult is an immediate family member of the minor.

2. Church personnel are responsible for releasing minors in their care only to parents, legal guardians, or other persons designated by parents or legal guardians at the close of services or activities. In the event that Church personnel are uncertain of the propriety of releasing a minor, they should immediately contact their immediate supervisor before releasing the child.

3. Church personnel should report uncontrollable or unusual behavior of minors immediately to parents.

4. Ordinarily a confirmation candidate should select his or her own sponsor. If the parish assigns or assists in the selection of sponsors, they are considered volunteers and must abide by these Archdiocesan policies.

5. Church personnel must be aware of their own and others’ vulnerability when working alone with minors. A team approach should be used to manage child and youth activities and other contacts with minors. For example:
   - Two adults should be present if altar servers require assistance putting on their robes in preparation for Mass.
   - If a youth requires a ride home after working in the rectory, the parent should be encouraged to send a family member to pick up the youth, or another adult should accompany the driver.
C. Standards of the Archdiocese as to Offsite and/or Overnight Events

1. The following standards shall be observed when Church personnel are involved in the transportation of minors:
   a. Church personnel are prohibited from transporting minors without written permission of their parent or guardian.
   b. Church personnel are prohibited from unnecessary and/or inappropriate physical contact with minors while in vehicles.
   c. Minors should be transported directly to their destination. No stops should be made unless approved by the director of the program.
   d. Church personnel assigned to transport minors must be at least 24 years old and have a valid driver’s license.

2. Church personnel are prohibited from having minors stay overnight at their residence.

3. Changing and showering facilities or arrangements for adults must be separate from facilities or arrangements for minors.

D. Standards of the Archdiocese as to Physical Contact with Minors

1. Church personnel are prohibited from using physical discipline in any way for behavior management of minors. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behavior by minors.

2. Appropriate affection between Church personnel and minors is important for a child’s development. It also constitutes a positive part of Church life and ministry. However, Church personnel should always be aware that physical contact with minors can be misconstrued and should occur (a) only when completely nonsexual, when there is no possibility of others perceiving it as sexual, and when such contact is otherwise appropriate, and (b) never in private.

3. The following forms of affection are regarded as appropriate examples of affection for most Church sponsored and affiliated programs:
   - Hugs.
   - Pats on the shoulder or back.
   - Hand-shakes.
   - “High-fives” and hand slapping.
   - Verbal praise.
   - Touching hands, faces, shoulders and arms of minors.
   - Arms around shoulders.
   - Holding hands while walking with small children.
   - Sitting beside small children.
   - Kneeling or bending down for hugs with small children.
   - Holding hands during prayer.
- Pats on the head when culturally appropriate. (For example, this gesture should typically be avoided in some Asian communities.)

4. Some forms of physical affection have been used by adults to initiate inappropriate contact with minors. In order to maintain the safest possible environment for minors, the following are examples of affection that are not to be used in Church sponsored and affiliated programs:

- Inappropriate or lengthy embraces.
- Kisses on the mouth.
- Holding minors on the lap.
- Touching buttocks, chests or genital areas.
- Showing affection in isolated areas such as bedrooms, closets, staff-only areas or other private rooms.
- Being in bed with a minor.
- Touching knees or legs of minors.
- Wrestling with minors.
- Tickling minors.
- Piggyback rides.
- Any type of massage given by minor to adult.
- Any type of massage given by adult to minor.
- Any form of unwanted affection.
- Compliments that relate to physique or body development.

E. Standards of the Archdiocese as to Screening of Church Personnel Who Come Into Contact With Minors.

1. Without exception, all applicants for Church personnel positions that will involve coming into contact with minors must comply with the following procedures

   a. Reading and signing an agreement to abide by these Policies and the Archdiocesan Code of Ethics (See Appendix B).

   b. Cooperating, as necessary, with a criminal records check in accordance with Archdiocesan policy. This criminal records check shall be conducted after the hire but prior to the start of employment and prior to the start of ministry or volunteer work.

   c. Attending the Protecting God’s Children program.

   d. The above procedures apply to all church personnel who may come into contact with minors where the church personnel could be alone with a minor, i.e., not in the company of other church personnel who have met the applicable procedures above. For instance, the mother of a school age child who volunteers to read for an hour to the children in class would not be subject to these provisions because the school teacher, who has achieved compliance with these procedures, would always be present in the class and the parent would never be alone in class.
with the children. On the other hand, all school employees and all parish employees must comply with these procedures since they could conceivably be alone with a child on school or church property. Furthermore, all volunteers who are expected to be alone or could be alone with minors must also comply with these procedures, for instance unpaid youth program leaders, catechetical teachers, field trip or retreat chaperones, church ushers and the like.

2. Before being placed in a volunteer position that involves work with or ministry to minors, volunteers should be registered members of the parish for at least six months. After consultation with the Director of Communications, exceptions in extraordinary circumstances may be made by the pastor or principal.

3. Church personnel who transfer from one parish or school within the Archdiocese to another parish or school within the Archdiocese may request that their Church personnel application be transferred to the new parish or school. The six-month wait will not apply to these transfers.

**F. Standards of the Archdiocese as to Training for Church Personnel who Work with Minors**

1. Church personnel, as noted in V.E.I.c. above, who are involved with minors must participate in training by attending the Protecting God’s Children program as soon as possible, but no later than 30 days after they assume their position. Failure to participate in such training as provided by the Archdiocese may lead to termination of employment or expulsion as a volunteer.

**G. Standards of the Archdiocese as to Supervision of Programs that Involve Minors**

1. Parents have a right to observe programs and activities in which their children are involved. However, parents who desire to participate in or have continuous, ongoing contact with their child’s programs in the Church shall fulfill the requirements of the volunteer application process as stated in this Section.

2. Programs for minors shall be sponsored or administered by at least two adults.

3. Church personnel under the age of 21 shall work under the direction of an adult supervisor who is age 21 or older.

4. Church personnel in leadership roles shall be aware of all programs for minors that are sponsored by their parish or school. A list of these programs shall be maintained in the central office and include activities, purpose, sponsors or coordinators of the programs, meeting times and locations. Leaders shall regularly examine these programs and consider whether they have adequate supervision.

5. All new programs for minors must be approved in writing by the pastor and/or principal.
VI. Reporting of Violations of the Policies on Professional and Ministerial Conduct

A. The Reporting of Violations of the Policies on Professional and Ministerial Conduct Shall be as Follows:

1. Regarding pastoral exploitation by clergy – as set forth in Section IV. C above.

2. Regarding crimes and matters set forth in the Memorandum of Understanding (MOU) between the Prosecutor’s Office and the Archdiocese – as set forth in Section VI. D below.

3. All matters regarding minors – as set forth in Section VI. B&C below.

4. Regarding crimes or other illegal actions by church personnel, which do not fall into one of the foregoing categories, as follows:

   A. Report crimes to the police and also report: (a) in accordance with the whistleblower policies of the organization; and (b) to Archdiocesan Risk Management.

   B. Report illegal activities other than crimes as follows: (a) to the organization in accordance with its whistleblower policies; and (b) to Archdiocesan Risk Management.

   • If there are questions about the applicability of these policies, consult your supervisor or superior.

   • If infractions are confirmed, Church personnel will be subject to disciplinary action up to and including termination.

B. Reporting of Suspicious or Inappropriate Behavior Involving Minors

1. If Church personnel observe any suspicious or inappropriate behaviors with minors on the part of other Church personnel, they shall immediately report their observations to their supervisor. If the supervisor is engaging in the inappropriate behavior, the supervisor may be by-passed and the behavior reported to any supervisor.

2. If at any point in gathering information about suspicious or inappropriate behavior, a concern arises that there is a possibility of abuse of a minor, the New Jersey Division of Youth and Family Services (DYFS) shall be contacted immediately. DYFS maintains a 24-hour child abuse hotline at 1-877-NJ ABUSE (652-2873). See Section VI. C. below for additional procedures in the event that there is a suspicion of abuse of minors.

3. In addition, Church personnel shall comply with the reporting requirements under the Memorandum of Understanding (see Section VI. D. below) by immediately contacting the MOU Liaison (See contact information at page 2) if there is any indication that the crimes involving minors and listed in the MOU are being or have been committed.
4. Inappropriate behaviors or policy violations that relate to interactions with minors also shall be reported to the Director of Communications. (See contact information at page 2.)

5. If there are questions about the applicability of these policies, consult your superior, any supervisor or the Director of Communications. (See contact information is at page 2.)

6. When suspicious or inappropriate behaviors are reported to a supervisor, he or she shall report the matter to the highest person in the organization and that person shall gather additional information about the nature of the concern and contact the Director of Communications for consultation. Regardless of the outcome of initial information gathering, a Notice of Concern (See Appendix A) shall be completed and sent to the Director.

7. If at any point policy violations with minors are confirmed, lay Church personnel shall be subject to disciplinary action, up to and including termination. Clergy shall be subject to discipline in accordance with Church policies and Canon law.

C. Reporting Abuse of Minors

1. In accordance with New Jersey law, any citizen who has cause to believe a minor may have been or is being abused is required to report his or her suspicions to the New Jersey Division of Youth and Family Services. DYFS maintains a 24-hour child abuse hotline at 1-877-NJ ABUSE (652-2873). The Notice of Concern form (See Appendix A) shall be used to document the report.

2. In addition to reporting to the New Jersey Division of Youth and Family Services, Church personnel shall immediately report any suspected or known abuse of minors to the Liaison under the Memorandum of Understanding. (See Section VI. D. below for information about the MOU and page 2 for Liaison contact information.)

3. In addition to reporting to the New Jersey Division of Youth and Family Services (DYFS) and the MOU Liaison, Church personnel shall report any suspected or known abuse of minors that may have been perpetrated by Church personnel directly to the Director of Communications. (See contact information at page 2). Reports of suspected abuse will be treated as confidential to the extent possible.

4. With regard to minors, and consistent with its obligations under the MOU, the Archdiocese will cooperate fully with investigations by all civil authorities.

5. During investigations by civil authorities or otherwise, Church personnel who is the subject of the investigation will be temporarily removed from Church responsibilities and duties in appropriate cases.

6. Investigations will be documented. Documentation will be stored in the appropriate personnel file(s).

7. If an infraction of these policies with regard to the abuse of a minor is confirmed, lay Church personnel will be subject to termination. In cases where abuse of a minor is alleged against a
the provisions of universal and particular ecclesiastical law will govern the preliminary investigation and any subsequent actions or processes.

**D. Reporting Obligation of Archdiocesan Personnel**

1. Pursuant to a Memorandum of Understanding ("MOU") between the Archdiocese of Newark and New Jersey State’s County Prosecutors, church personnel within the Archdiocese are required to report immediately certain crimes to the MOU Liaison.

2. The name of the MOU Liaison and contact information are provided at page 2 above.

3. For purposes of the MOU, Church personnel within the Archdiocese who must report include: clergy, anyone working for the Archdiocese, a Roman Catholic school or parish in the Archdiocese. It does not include employees of any health care or skilled nursing facility, college or university owned or operated under the auspices of the Archdiocese. If there is any doubt as to whether an individual is subject to the MOU reporting obligation, the individual should consult his/her supervisor or the Archdiocesan MOU Liaison (see page 2).

4. The MOU reporting obligation applies to Church personnel when they are engaged in activities as employees or acting as representatives of the Archdiocese, or Roman Catholic schools or parishes within the Archdiocese. If in doubt as to whether the policies and procedures apply in a given situation, Church personnel should err on the side of assuming that they do apply.

5. The MOU reporting obligation is in addition to any other reporting obligation noted in Sections VI. A, B and C above.

6. Crimes that must be reported against an adult or a minor under the MOU include the following:
   a. Sexual assault and aggravated sexual assault;
   b. Criminal sexual contact and aggravated criminal sexual contact;
   c. Child abuse, including any act that endangers the welfare of a child. This would include:
      i) sexual conduct that would impair or debauch the morals of the child,
      ii) the offense of photographing or filming a child engaged in a prohibited sexual act,
      iii) the offense of distribution of child pornography,
      iv) the offense of knowing possession or viewing of child pornography,
      v) the offense of luring or enticing a child into a motor vehicle, structure or isolated area, or to meet or appear at any other place, with a purpose to commit a criminal offense with or against the child, and
      vi) the offense of lewdness (the exposure of one’s intimate parts for the purpose of arousing or gratifying the sexual desire of the actor or of any other person) where the offense involves a victim who at the time of the offense was less than 18 years of age.

   If an employee is in doubt as to whether certain conduct is a reportable crime under the MOU, he/she should err on the side of reporting the conduct.
7. Each of these crimes is more specifically defined in New Jersey State law. If you have any question as to whether certain conduct falls under one of the above categories and must be reported, please contact the MOU Liaison. (See contact information at page 2)

8. If Church personnel has received or discovered information which causes him/her to believe that a minor has been, is, or is about to be kidnapped, the person must immediately notify the local police department by calling the 9-1-1 emergency telephone number.

9. Church personnel must report any crime listed under the MOU when he/she is notified by a victim of such a crime or notified by a person who claims to be the parent, guardian or legal custodian of an individual alleged to be the victim of such a crime.

10. Church personnel must report suspected crimes under the MOU even if the alleged victim, the alleged victim's parent or legal guardian (if the alleged victim is under 18 years of age) or the person providing information about the crime does not agree to such reporting.

11. Church personnel must try to obtain and report to the MOU Liaison all relevant information with respect to the incident or incidents at issue including, but not limited to:

   (a) the name, address and age of the victim;
   (b) in the case of a victim under 18 years of age, the name and address of the victim's parent, guardian or other person having custody and control of the victim;
   (c) the nature and extent of any injuries suffered by the victim, including information concerning any previous injuries or abuse;
   (d) the identity and present whereabouts of the person suspected of committing the offense; and
   (e) any other information that may be helpful with respect to a full and prompt investigation of the matter.

12. The parties to the MOU intend and expect that all information that is ultimately forwarded to a county prosecutor will be kept strictly confidential and will only be used for law enforcement investigative purposes.
VII. The Church’s Pastoral Response to Alleged Sexual Abuse of Minors

A. Pastoral Response

The Director of Communications shall coordinate the investigation of any allegation. When applicable, the response to an allegation shall be conducted in conformity with the Policy of the Archdiocese of Newark in Response to Complaints of Sexual Abuse (available on the internet at www.rcan.org or by contacting the Director of Communications as indicated at page 2.)

B. Pastoral Care of a Victim

1. The Archdiocese will offer counseling services to the alleged minor victim of abuse. This assistance is provided in accordance with the Archdiocesan Counseling Assistance Policy and may vary with the circumstances of each allegation.

2. The Archdiocese shall inform the victim or other individual who made an allegation that it is responding to the allegation.

3. The Archdiocese will maintain confidentiality with respect to an allegation of a violation of these Policies to the extent possible. Information reported to the Archdiocese about inappropriate sexual behavior is kept confidential, except to the extent necessary:
   a. to inform the accused of the allegation that has been reported against him/her, including the name(s) of the person filing the report (and the victim(s), if other than the person filing the report),
   b. to comply with current laws and reporting agreements that the Archdiocese has reached with government prosecutors, and
   c. to the extent necessary in connection with canonical proceedings with respect to clergy ministry, or civil or criminal litigation, if any.

4. The Archdiocese will not retaliate against any personnel who reports in good faith an allegation of misconduct.

C. Care of Church Personnel Accused of Misconduct

1. The rights of the accused shall be taken into consideration throughout the investigation process. Effort will be made to protect the interests of an individual who may be falsely accused.

2. During investigation of allegations, the accused may be removed from contact with alleged victim(s) to insure the integrity of the investigation and the safety of the alleged victim(s) during the information-gathering process. This action should in no way be interpreted as a presumption of guilt. If the information-gathering process does not produce a basis to remove the person from his/her position or ministry, the accused Church personnel will resume his or her position as quickly as possible.

1/2012
3. In the event that an allegation is founded and the accused is not permitted to resume employment or ministry, the Archdiocese may offer pastoral care to the extent that it is appropriate to the accused.

4. Any allegation of misconduct involving a priest or deacon shall be investigated in accord with canon law and the Policy of the Archdiocese of Newark in Response to Complaints of Sexual Abuse. The Archbishop, in reaching final decisions, shall be guided by the appropriate norms of canon law.

5. The accused shall be informed of an allegation and of any disciplinary action taken.

D. Care of the Community Affected by Misconduct

1. Information about an allegation against a member of the affected faith community (Chancery, parish, school or other agency) shall be provided in a pastorally appropriate manner, while respecting the privacy and confidentiality of the victim and the accused, and/or any applicable civil and canon laws.

2. The Archdiocese may provide pastoral care to the members of the affected faith community.

E. Role of the Archdiocesan Communications Office

1. The Communications Office shall work with Church personnel and the public to provide information that will increase the awareness and understanding of the need for ethics and integrity in ministry, especially in regard to the prevention, identification and treatment of child abuse and neglect.

2. The Communications Office shall provide information and support to parishes, schools and Archdiocesan offices on safe environment programs and on ongoing implementation of the Policies on Ethics and Integrity in Ministry.

3. Communications with an affected faith community (parish, school or other agency), the media and the broader Archdiocesan community shall be made at the appropriate time and shall be clear. These communications shall attempt to respect the confidentiality and privacy of all involved, in a manner that promotes collaboration in the community and in accord with any applicable civil and canon laws.

4. The Director of Communications shall work with the Archbishop, the Archdiocesan Chancellor and other appropriate Archdiocesan and/or parish personnel in providing information to the staff of the affected faith community and the broader faith community when an allegation is made.

5. The Director of Communications shall be responsible for coordinating all contacts with the media. The staff of an affected faith community shall be made aware of the requirement to direct all media inquiries to the Director of Communications and be provided with essential contact information for the Director. The staff shall also contact the Communications Director if they
receive any media inquiries, to facilitate communication between the Archdiocese and the media. Media personnel shall always be given professional courtesy and receive a response from the Archdiocesan Communications Office.
Appendix A.
Confidential Notice of Concern

Date of occurrence: ____________ Time of occurrence: ____________

Type of Concern:
____ Policy violation with a minor
____ Known or suspected abuse.
____ Exploitation
____ Possible risk of abuse

Has this been reported to NJ DYFS at 1-877-652-2873 and/or police?
If yes, Report # ________________ Time/Date of Report ________________
Other concern: ______________________________________________________

Describe the situation: What happened, where it happened, when it happened, who was involved, who was present, who was
notified? If reported to NJDYFS or police, what was their recommendation about investigating?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Has this situation ever occurred previously? ____________ If yes, when ____________

What action was taken? How was the situation handled, who was involved, who was questioned, were police called?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

What is the follow-up plan? Does anyone else need to be notified? Will the situation need monitoring? Would you like
someone to call you to discuss this situation?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Submitted by: ______________________ Home Phone: ________________
Work Phone: ______________________ Cell Phone: ______________________

Location and address: __________________________________________________

Signature: ______________________ Date: ________________

Reviewed by: ______________________ (Director’s signature)
Appendix B.

Archdiocesan Code of Ethics

Church personnel shall exhibit the highest Christian ethical standards and personal integrity.

Church personnel shall conduct themselves in a manner that is consistent with the discipline, norms and teachings of the Catholic Church.

Church personnel shall not take advantage of a counseling, supervisory and/or authoritative relationship for their own benefit.

Church personnel shall not abuse or neglect a minor.

Church personnel shall share concerns about suspicious or inappropriate behavior with their supervisor, superior, or the Director of the Office of Child & Youth Protection.

Church personnel shall adhere to the requirements of the law of the State of New Jersey and the Memorandum of Understanding, described in Section V.I.D. of the Policies on Professional and Ministerial Conduct, regarding the reporting of any suspected abuse of a minor.

Church personnel shall accept their personal responsibility in the protection of minors from all forms of abuse.

Acknowledgment of Compliance with The Policies on Professional and Ministerial Conduct, including the Archdiocesan code of Ethics

My signature below indicates that I have received a copy of the Policies on Professional and Ministerial Conduct adopted by the Archdiocese of Newark; and that I have read and understand those Policies, including the Archdiocesan Code of Ethics, and agree to abide by all of the Policies and the Code of Ethics.

PLEASE PRINT

Date  

Name  

Position  

Signature  

Name of Parish, School, or Other  

City  

Daytime Phone  

(Version 1/12)