

BEST PRACTICES POLICY WILL BE FOLLOWED BY ALL VOLUNTEERS AT ST. MARY PARISH



Volunteer Positions Including but not limited to:

Arts and Crafts Volunteer
Audio-Visual Volunteers (Medium Risk if responsibilities include training children/youth)
Children/Youth Choir Director – Music Leader Volunteer
Religious Education Office Helper
Reception/Hospitality Volunteer
Parish Event volunteers
Sunday Child Care
Sports Statistician
Youth Ministry Event Volunteer (Occasional activities held in public at parish)
Athletic Director
Parking Lot Volunteer
Religious Education Office Receptionist
Sports Official
Teacher/Catechist Aide
Youth Ministry Team Volunteer (Regular activities held in public at parish)
Altar Server Trainer/Liturgical Ministries Trainer
Catechists (Medium Risk if an aide or another adult is present)
Catholic Scouting Leaders* (Boy Scouts, Girl Scouts, Camp Fire)
Coach, Assistant Coach, Trainer (All Levels, All Sports)
Coordinator/Director of Youth Ministry
Coordinator/Director of Religious Education
Substitute Teacher/Catechist (Medium Risk if an aide or another adult is present)
Youth Ministry Chaperones (Occasional or regular activities held outside of parish)

*All adult leaders must comply with all Diocesan Safe Environment policies in addition with the Boy Scouts of America and the Girl Scouts of the USA who have their own policies and procedures that address some or all of these best practices. St Mary Safe Environment rules and regulations supersede these organizations.

IMPLEMENTATION PROCEDURES OF BEST PRACTICES POLICIES FOR PROTECTING GOD'S CHILDREN AT ST. MARY PARISH

All Procedures and best practices policies will be followed by volunteers and staff and must be carried out through the head of each department. Standard applications from the Diocese will be filled out and checked by each department head. The applications will be kept on file in the parish office. BCI background checks and the results will be kept on file in the main parish office and departments will be notified of approved volunteers.

Volunteers for the School/Parish will be advised of the Catholic Diocese of Columbus' website to review the Diocesan policy booklet. The recommended practices are policy and will be followed.

TWO DEEP AT ALL TIMES.....

In addition, all volunteers will be working with at least one other approved volunteer (who is compliant by having a BCI report and PGC session on hand) and to assure our children's safety all parents should walk their children into events to assure that proper supervision will be offered. If not, the parent should arrange to stay and help if approved with background check and PGC on file, or the practice or program **must be cancelled**.

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Parishes/schools/agencies must follow a strategy of “two-deep” ministry with minors, where at least two (2) adults who are in full compliance with Diocesan safe environment policies are present at all activities and situations. This includes, but is not limited to, transporting minors in motor vehicles for field trips, practices, sporting events, mission trips, and so forth.

This does not apply to situations where the driver is the parent or legal guardian of **ALL** the minors in the motor vehicle.

For the purposes of this policy, “full compliance with Diocesan safe environment policies” means: (1) the person’s criminal background report is on file with the Safe Environment Office; and, (2) the person has **completed** the VIRTUS *Protecting God’s Children* training.

Please refer to our website delawarestmary.org for additional information from the National, Diocesan and Parish guidelines for Protecting God’s Children. Diocesan website: <https://columbuscatholic.org/protecting-gods-children>.

Confirming... Criminal Background/Fingerprint Checks and completion of a Protecting God’s Children session (PGC) are required AND must be on file with the Diocesan Safe Environment office **PRIOR to volunteering/working with minors. (Instructions are available on the parish and Diocesan websites and through the parish/school and PSR offices.)**

All persons who apply to serve as a volunteer in a position in which the person will have unsupervised access to a child on a regular basis must follow these guidelines.

All fingerprints are to be done through a webcheck location as recommended through the Catholic Diocese of Columbus. In Delaware, for our parishioners and staff we encourage you to use the services of the Delaware City School’s Administration offices located at 74 W William St, and it is also conveniently located.

All results are to be submitted to the Diocese of Columbus, Regina Quinn, Manager of the Safe Environment Program, 197 E. Gay St., Columbus, OH 43215. Regina’s office will, in turn, notify our parish office. All records will be held in confidence. (instruction’s available)

BEST PRACTICES FOR MONITORING FACILITIES

Child molesters look for ways to spend time alone with children. If they know someone is watching, they have more trouble finding opportunities to abuse without getting caught. The following steps can help create a safer environment for our children, youth, and adults. • Identify secluded areas, lock empty rooms. • Develop policies regarding use of secluded areas. • Do not permit youth to enter staff-only areas. • Only meet with youth where other adults can pass by. • Supervisors should look in on activities. • Make sure enough adult volunteers are present for all programs. • Encourage parents to visit and participate in programs and activities. • No one may start any new programs without approval from the pastor.

- We **must** communicate when we have concerns about inappropriate behavior or suspected abuse.
 - Talk to the person involved**
 - Speak to their supervisor**
 - Notify a church official**
 - Call the child abuse hotline**
 - Call the police**

- We can create a safer world for our children when we work together as a Catholic community.
- We must alter our behavior to make the behavior of an offender easier to identify.

COLUMBUS DIOCESAN NUMBERS TO CALL:

**Diocesan Victims Assistance Coordinator
The Reverend Monsignor Stephan J. Moloney
614-224-2251
866-448-0217
helpisavailable@columbuscatholic.org**

**Contact Us
Regina Quinn
Activities and Safe Environment Consultant
614-241-2568 ex. 1543
rquinn@columbuscatholic.org**

Thank you for your service to St. Mary Parish. After review, should you have any questions, please feel free to contact Janet Conroy, St. Mary Safe Environment Coordinator, at the parish office. 740-363-4641 ext 101 or email jconroy@delawarestmary.org or the Diocesan representative, Regina Quinn as mentioned above.

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