

## **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 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 supersede over 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 periodic checks will be made by each department head to ensure that they are carried out. 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, or the practice or program **must be cancelled**.

Please refer to our website [delawarestmary.org](http://delawarestmary.org) for additional information from the National, Diocesan and Parish guidelines for Protecting God's Children.

**Criminal Background/Fingerprint Checks are required and to be on file **PRIOR** to volunteering/working with minors.**

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.

St. Mary Parish, Delaware, under the guidance of the Catholic Diocese of Columbus will conduct fingerprint checks and BCI&I checks to be adopted as a best practice.

All fingerprints are to be done through a webcheck location as recommended through the Catholic Diocese of Columbus. (Sheet enclosed) 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 sheet included)

IN ADDITION....

**OYYAM 200.30 ADULT CHAPERONES FOR YOUTH ACTIVITIES**

Parishes must follow a strategy of "two-deep" ministry with adolescents, where at least two adults are present at all youth ministry activities and situations, wherever possible. Where a one-to-one activity is required (e.g. counseling), such activities should take place in an open environment. Special attention should be given to provide a safe and confidential forum while following standards of prudence. Adult chaperones for youth activities must be at least 21 years of age. For youth ministry activities away from parish property, a ratio of one adult per ten youths must be followed. For overnight activities, a ratio of one adult per six youths must be followed. The ratio of male-to-female chaperones should closely parallel the ratio of male-to-female youths at an activity. This is particularly important for overnight activities. For overnight activities where private rooms are used, an adult chaperone must never share a room with a youth. (Except where a parent is serving as a chaperone and there are no other persons sharing the room.) No adult chaperone should ever enter a youth's room unless it is absolutely necessary. If circumstances require it, the chaperone must be accompanied by another adult and the door must remain open the entire time the adults are present. Both adult chaperones should be of the same sex as the youth(s) in the room. If this is not possible, one male and one female chaperone may be used. A youth must never be invited or instructed to enter the room of an adult chaperone.

Adopted 02/03

**BEST PRACTICES FOR MONITORING YOUTH MINISTRY 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. • Do not start any new programs without approval from the pastor.

- **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 or the practice or program must be cancelled.**
- **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](mailto:jconroy@delawarestmary.org)*