

Appendix XI

Checklists for Pastors, School, Parish, Diocesan Place of Business Administrator/Director

Check list for Employees, Clergy, and Religious Brother/Sisters:

Base File ---

- * Application completed
- Safe Environment Training (SET) completed prior to service if working with minors, within one month of beginning service if not working with minors. (copy of official certificate certified by the Office of Save Environment); must be in file
- Code of Ethics (Appendix III) signed. (copy to be kept in file)
- * Reference Check – Two received and the review annotated by reviewer.
- Background clearance (Appendix V) completed, results received, reviewed and annotated prior to service with minors (copy to be kept on file)
- * Face to face interview – completed and documented for record
- Fingerprinting completed only if required by job description or for licensing.
- Driver Information sheet (Appendix IX) completed – if required.

Recurring documentation ---

- SET (renewal/ongoing) **annually**
- Background clearance every 5 years
- Sign Code of Ethics again annually with review of all pertinent published policies.
- Face to Face Interviews - periodic/if selected

Check list for *Affected Volunteers*: (volunteers working with minors or in positions of authority)

Base File ---

- * Volunteer Application (Appendix VI) completed or Youth Volunteer Acknowledgment form (Appendix VII) completed
- SET prior to service working with minors. (copy of official certificate certified by the Office of Save Environment); must be kept in file
- Code of Ethics (Appendix III) signed. (copy to be kept on file)
- * Face to Face Interview (Appendix XIV) completed
- Background clearance (Appendix V) completed, results received, reviewed and annotated prior to service with minors (copy to be kept on file)
- Fingerprinting completed only if required by job description or for licensing.
- * Reference Checks– two received and the review annotated by reviewer.
- Driver Information sheet (Appendix IX) completed if driving on behalf of the parish, mission, school or agency or if driving minors

Recurring documentation ---

- SET (renewal/ongoing) **annually**
- Background clearance every 5 years
- Sign Code of Ethics again only if a major change in pertinent published policies.
- Face to Face Interviews - periodic/if selected

*Checklists for Pastors, School, Parish, Diocesan Place of Business Administrator/Director
(continued)*

Check lists for Minors:

A. Group Files for school classes or religious education groups)

- ___ Maintain class roster of names and names of associated instructors
- ___ Maintain list of students by classes receiving their SET within the academic year.
- ___ Maintain by classes the letters of parental consent for SET education.
- ___ Maintain by classes the documentation of parental opt-out for SET education.
- ___ Maintain by classes the memoranda for parents refusing to sign the SET opt-out.

B. Group Files Youth Volunteers for short-term events (not over a year)

- ___ Volunteer Acknowledgement Form for each minor
- ___ Documentation of age appropriate SET (if not received in school or RE)

C. Individual Files for Long-Term Positions (example: altar servers)

- ___ Volunteer Acknowledgement Form
- ___ Documentation of age appropriate SET annually (if not received in school or RE)

D. Individual Files for Peer-Leader Positions

- ___ Volunteer Acknowledgement Form
- ___ Code of Ethics document signed (only once)
- ___ Documentation of age appropriate SET annually (if not received in school or RE)

Check list for Outside Organizations on diocesan property:

- ___ Safe Environment Compliance Form completed and on file prior to service (Outside Organization Appendix X)
- ___ Outside Organizations in contact or interact in any way with minors must complete:
 - ___ Annual SET training or on-going education
 - ___ Annual update of Outside Organization Compliance Form (Appendix X)
 - ___ Face to Face interview (Appendix XIV)
 - ___ Reference checks in advance of activity
 - ___ Leaders signature on Code of Ethics.
 - ___ Background checks for leader(s) in advance of activity.

Record Location: All clergy files are kept at the Chancery and also the files of religious brothers and sisters who do not have an organization office in the Diocese with a designated supervisor. All others are kept at the parish, school, or other organization office. (The Office of Safe Environment should be contacted to resolve any question as to who maintains a record.)

NOTE: (*) Existing employees/volunteer (those engaged in ministry prior to the effective date of this policy (1 July 2016) are exempt from current applications forms, references and face to face interviews if not done previously. Background checks, Code of Ethics and SET are required to be eligible for ministry. Files for minors have no exceptions and must be brought up to date with all prescribed documents.