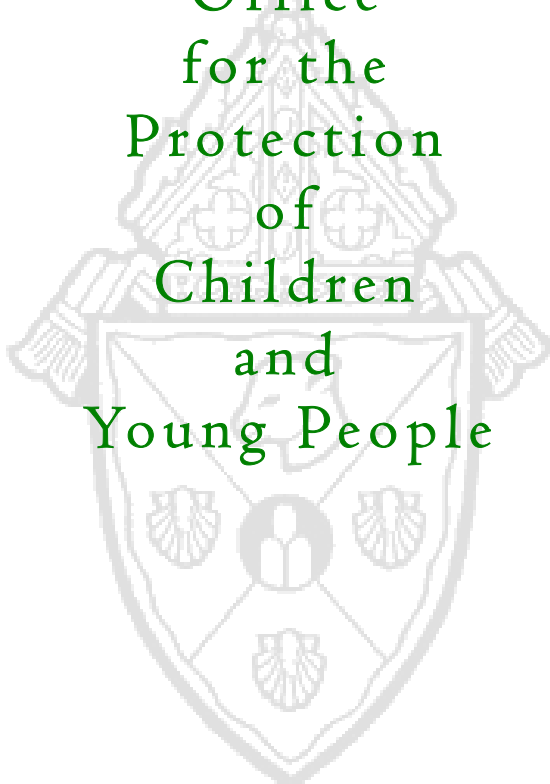


Office
for the
Protection
of
Children
and
Young People



Diocesan Child Protection Policy
2006
Revised

P.O. Box 9023 – 50 North Park Avenue
Rockville Centre, New York 11571-9023
516.678.5800 Ext. 573

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- Employees or volunteers in a residential care facility defined by State Statute 412(7)
- Providers of family or group family day care
- Any other child care or foster care workers
- District Attorneys or Assistant District Attorneys or investigators employed in the office of the D.A. or other law enforcement official
- Substance Abuse Counselors
- Psychologists
- Psychiatrists
- Other mental health professionals
- Registered Nurses
- School officials, Teachers
- Social service workers
- Day care center workers

Persons/Agencies to Contact when Child Abuse/Neglect is Suspected:

1. New York State Child Protective Services

Child Abuse and Maltreatment Reporting Center:
1-800-342-3720

2. Nassau County Police Department

Special Victims Unit:
516-573-8055

3. Suffolk County Police Department

Special Victims Unit:
631-852-6272

4. Nassau County District Attorneys' Office

516-571-3800

5. Suffolk County District Attorneys' Office

631-853-4161

SECTION II: DEFINITIONS

Definitions for the purpose of this policy are:

Accused

A person charged with or alleged to have committed an act of child abuse, a serious violation of these policies and procedures, or a crime or wrongdoing.

Administrative Leave

Relieving the accused of assigned duties pending the results of the preliminary investigation.

Allegation

An accusation against someone asserting a violation of civil, criminal and/or canon law and/or policies or procedures or other misconduct involving children.

Background Check

The verification of information provided on the Application for Employment or Volunteer Service, including reference contacts (minimum 2) and a criminal history background check.

Canonical Advocate

An advocate is a person approved by ecclesiastical authority who safeguards the rights of a party in a canonical process

Canon Law

The official body of laws for the Catholic Church.

Child

Any person under the age of eighteen (18).

Child Abuse

Consists of any of the following:

1. ***Sexual Abuse*** includes any act or interaction which involves sexual conduct involving a child and a parent or any other person who has responsibility for the supervision of a child, whether or not it involves genital or physical contact, with or without the child's consent and even if initiated by the child, and whether or not physical injuries are sustained. Sexual abuse is defined to include but not limited to:

APPENDIX G: GUIDELINES

DIOCESAN REVIEW BOARD

GUIDELINES

- ◆ The Diocesan Review Board will convene after an allegation of sexual abuse of a minor by a priest or deacon of the Diocese of Rockville Centre has been received and a preliminary investigation has been completed.
- ◆ The Diocesan Review Board will review the following:
 1. Complete written record of the allegation made against the priest or the deacon.
 2. Detailed description of the interviews of alleged victims and the response of priest or deacon to the allegation.
 3. May interview accused priest or deacon or alleged victim.
 4. Information pertinent to the allegation from the personnel file.
 5. The accused priest or deacon and/or the alleged victim (s) may choose to make a presentation in person or in writing to the Diocesan Review Board.
- ◆ The Diocesan Review Board will be required to access the credibility of the allegations and whether or not the allegations conform to the definition of sexual abuse of a minor.
- ◆ The Diocesan Review Board will evaluate the suitability of the priest or deacon for future ministry.
- ◆ The Diocesan Review Board will forward their recommendations to the Bishop for consideration in determining the disposition of the case.
- ◆ A summary indicating the purpose of the meeting, the individuals in attendance, and individual written recommendations will be retained by the Director, Office for the Protection of Children and Young People.

At the conclusion of the meeting, all documents distributed for review will be collected.

priate limitation of movement to promote the safety of the child.

3) *Neglect* includes:

- a. Abandonment of a child by a parent, custodian or guardian.
- b. Lack of care by not providing appropriate and necessary food, shelter, clothing, education and supervision.
- c. Not providing care or control in respect to physical or emotional health; the refusal or inability to discharge parental or custodial obligations; and expressions of intention by parent, guardian or institution to discontinue care.

Civil Authorities

Representatives of the state charged with responsibility for the investigation of allegations of suspected child abuse including the state's child protection agency and local law enforcement agencies, which are responsible for investigating allegations of abuse when the victim is currently under the age of 18.

Credible Accusation

An allegation that, based upon the facts of the case, meets one or more of the following thresholds:

- a. believable and plausible
- b. natural, reasonable and probable
- c. corroborated with other evidence or another source and/or
- d. acknowledged/admitted to by the accused

Criminal History Record Check

A criminal background check is designed to provide information on the existence and content of a criminal arrest record.

Diocesan Personnel and Volunteers

Priests, religious, deacons, and lay employees or contract workers, employed by the Diocese of Rockville Centre, and volunteers participating in Church endeavors.

Laicization/Dismissal from the Clerical State

Common term for the process of officially returning a cleric to the lay state. The cleric is prohibited from exercising the power

time.

- Pose any health risk to children and/or youth (i.e., no fevers or other contagious situations).
 - Strike, spank, shake, or slap children and/or youth.
 - Humiliate, ridicule, threaten, or degrade children and/or youth.
 - Touch a child and/or youth in a sexual or other inappropriate manner.
-
- Use any discipline that frightens or humiliates children and/or youth.
-
- Use profanity in the presence of children and/or youth.

I understand that as a volunteer working with children and/or youth, I am subject to a thorough background check including criminal history. I understand that any action inconsistent with this *Code of Conduct* or failure to take action mandated by this *Code of Conduct* may result in my removal as a volunteer with children and/or youth.

Volunteer's Printed Name

Volunteer's Signature

Date

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intimidating, hostile or offensive working environment. This type of harassment has been commonly described as "hostile environment sexual harassment."

Sexual Misconduct

Three related forms of sexual transgressions including:

1. sexual abuse
2. sexual exploitation
3. sexual harassment

As an inclusive term, "sexual misconduct" emphasizes the commonality between these aberrant behaviors-abuse of power or authority in a sexual setting or to obtain sexual gratification.

Temporary Care or Custody or Responsibility of a Child

Includes all Diocese of Rockville Centre personnel or any adult who has been given responsibility for temporary care or supervision of a child for a church, school or related activity.

justly in the day-to-day administrative operations of their ministries.

9.1 Personnel and other administrative decisions made by clergy, staff, and volunteers shall meet civil and canon law obligations and also reflect Catholic social teachings and this *Code of Pastoral Conduct*.

9.2 No clergy, staff, or volunteer shall use his or her position to exercise unreasonable or inappropriate power and authority.

9.3 Each volunteer providing services to children and youth must read and sign the Volunteer Code of Conduct before providing services.

10. Staff or Volunteer Well-being

Clergy, staff, and volunteers have the duty to be responsible for their own spiritual, physical, mental, and emotional health.

10.1 Clergy, staff, and volunteers should be aware of warning signs that indicate potential problems with their own spiritual, physical, mental, and/or emotional health.

10.2 Clergy, staff, and volunteers should seek help immediately whenever they notice behavioral or emotional warning signs in their own professional and/or personal lives.

10.3 Clergy, staff, and volunteers must address their own spiritual needs. Support from a Spiritual Director is highly recommended.

10.4 Inappropriate or illegal use of alcohol and drugs is prohibited.

Church Personnel-Print Name

Church Personnel- Signature

Date

personnel and volunteers who have substantial contact with children and young people.

EDUCATIONAL CURRICULUM

Diocesan and religious priests and deacons shall attend scheduled in-service sessions that include but are not limited to the following topics:

- a. Appropriate boundaries and prohibitions in ministry
- b. Nature of child abuse problems
- c. Signs and symptoms of abuse in children and youth
- d. Laws, policies and procedures to report child abuse by clergy, Church personnel and volunteers and others who come in contact with children and young people
- e. Policies and procedures to prevent child abuse on any Church owned property or at Church sponsored events and activities
- f. Types of disclosures and how to respond appropriately
- g. Policies and Procedures to respond to allegations of abuse
- h. Ministering to adults and children about the prevention of abuse and exploitation
- i. Ministering to victims of abuse
- j. Penitential privilege and seal of confession

Staff and volunteers shall attend scheduled in-service sessions that include but are not limited to the following areas:

- a. Appropriate boundaries and established prohibitions in ministry
- b. Nature of the abuse problem in children and youth
- c. Signs and symptoms of abuse in children and youth
- d. Laws, policies and procedures to report child abuse

institute, or organization shall be regarded as private and shall be maintained in strictest confidence.

7. Conflicts of Interest

Clergy, staff, and volunteers should avoid situations that might present a conflict of interest. Even the appearance of a conflict of interest can call integrity and professional conduct into question.

7.1 Clergy, staff, and volunteers should disclose all relevant factors that potentially could create a conflict of interest.

7.2 Clergy, staff, and volunteers should inform all parties when a real or potential conflict of interest arises. Resolution of the issues must protect the person receiving ministry services.

7.2.1 No clergy, staff, or volunteer should take advantage of anyone to whom they are providing services in order to further their personal, religious, political, or business interests.

7.2.2 Pastoral counselors should not provide counseling services to anyone with whom they have a business, professional, or social relationship. When this is unavoidable, the client must be protected. The counselor must establish and maintain clear, appropriate boundaries.

7.2.3 When pastoral counseling or spiritual direction services are provided to two or more people who have a relationship with each other, the Pastoral Counselor or Spiritual Director must:

- Clarify with all parties the nature of each relationship
- Anticipate any conflict of interest
- Take appropriate actions to eliminate the conflict, and
- Obtain from all parties written consent to continue services.

7.3 Conflicts of interest may also arise when a Pastoral Counselor's or Spiritual Director's independent judgment is impaired by:

- Prior dealings,
- Becoming personally involved, or
- Becoming an advocate for one (person) against another.

In these circumstances, the Pastoral Counselor or Spiritual Director

Children and young people will attend scheduled programs that include but are not limited to the following topics:

- a. Basic safety skills
- b. Recognition of abusive and dangerous situations
- c. Appropriate and inappropriate physical contact and other interpersonal boundary violations
- d. Ability to say "no" to unwanted situations
- e. Ability to identify trusting adults with whom to speak
- f. Importance of disclosure if inappropriate or unwanted actions are directed toward self or others
- g. Recognition that abusive situations are never the fault of the child

GUIDELINE FOR COMPLETING IN-SERVICE

New staff and new volunteers will enroll in appropriate preventive education programs at the earliest possible date and no later than thirty (30) days following the assumption of their duties.

Pastors/parochial administrators, principals and agency directors will ensure that all personnel and volunteers required to receive training do so within the requisite time period or are removed from contact with children for failure to attend mandated training.

Parishes, schools and agency offices will maintain a roster of those who have completed the required training. A copy of this roster should also be forwarded to the Diocesan Office for the Protection of Children and Young People at 50 North Park Avenue, Rockville Centre, N.Y.

CONTINUING EDUCATION PROGRAM

Training will be available at the local and diocesan organization level. New staff and new volunteers may:

- a. attend a training session in the diocesan office, parish, school or agency and

4.2 Staff and volunteers who provide pastoral counseling or spiritual direction services must avoid developing inappropriately intimate relationships with minors, other staff, or parishioners. Staff and volunteers must behave in a professional manner at all times.

4.3 No clergy, staff, or volunteer may exploit another person for sexual purposes.

4.4 Allegations of sexual misconduct should be taken seriously and reported to Diocesan Office for the Protection of Children and Young People (516-678-5800 ext. 573) and to civil authorities if the situation involves a minor.

The Diocese of Rockville Centre procedures will be followed to protect the rights of all involved.

4.5 Clergy, staff, and volunteers should review and know the contents of the child abuse regulations and reporting requirements for the state of New York and should follow those mandates.

5. Harassment

Clergy, staff, and volunteers must not engage in physical, psychological, written, or verbal harassment of staff, volunteers, or parishioners and must not tolerate such harassment by other Church staff or volunteers.

5.1 Clergy, staff, and volunteers shall provide a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.

5.2 Harassment encompasses a broad range of physical, written, or verbal behavior, including without limitation the following:

- Physical or mental abuse.
- Racial insults.
- Derogatory ethnic slurs.
- Unwelcome sexual advances or touching.
- Sexual comments or sexual jokes.
- Requests for sexual favors used as:
 - a condition of employment, or
 - to affect other personnel decisions, such as promotion or

SECTION IV: **EMPLOYMENT SCREENING: CHURCH** **PERSONNEL AND VOLUNTEERS**

- f. Participant evaluations of training content and learning opportunities

STANDARD

The Diocese of Rockville Centre recognizes that background information including criminal history record checks are a critical element in ensuring the safety of children and protecting them from inappropriate actions or behaviors of others.

All potential employees and volunteers of the diocese will complete the a) Application for Employment or Volunteer Services, b) authorize a criminal history record check, and c) provide at least two references.

COMPLETION OF CLEARANCE REQUIREMENTS

The pastor/parochial administrator, principal, agency director or hiring authority will ensure that all new employees and new volunteers in the parish, school or agency have complied with the Employment Screening requirements. This policy is effective September, 2003 for the diocesan Pastoral Center and will be implemented in other diocesan entities by year's end.

The director of the Office for the Protection of Children and Young People will review all negative background check results, consult with the pastor/parochial administrator, principal or agency director regarding any unsuitable applicants and maintain a roster of persons found not suitable for employment or not allowed to provide volunteer services due to the results of the background investigation.

2.1 Information obtained in the course of sessions shall be confidential, except for compelling professional reasons or as required by law.

2.1.1 If there is clear and imminent danger to the client or to others, the Pastoral Counselor or Spiritual Director may disclose only the information necessary to protect the parties affected and to prevent harm.

2.1.2 Before disclosure is made, if feasible, the Pastoral Counselor or Spiritual Director should inform the person being counseled about the disclosure and the potential consequences.

2.2 Pastoral Counselors and Spiritual Directors should discuss the nature of confidentiality and its limitations with each person in counseling.

2.3 Pastoral Counselors and Spiritual Directors should keep minimal records of the content of sessions.

2.4 Knowledge that arises from professional contact may be used in teaching, writing, homilies, or other public presentations only when effective measures are taken to absolutely safeguard both the individual's identity and the confidentiality of the disclosures.

2.5 While counseling a minor, if a Pastoral Counselor or Spiritual Director discovers 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 and well-being, the Counselor or Spiritual Director should:

- Attempt to secure written consent from the minor for the specific disclosure.
- If consent is not given, disclose only the information necessary to protect the health and well-being of the minor.

Consultation with the appropriate Church supervisory personnel is required before disclosure.

2.6 These obligations are independent of the confidentiality of the confessional. Under no circumstances whatsoever can there be any disclosure—even indirect disclosure—of information received through the confessional.

MINISTRY TO EXTERN PRIESTS OR RELIGIOUS PRIESTS

No pastor/parochial administrator, associate pastor or director of any diocesan institution or facility in the Diocese of Rockville Centre is permitted to grant residence or full time or part time or regular weekend ministry to an extern priest or religious priest until a letter has been received from the Director of Priest Personnel assuring that the required criminal history record check and background check have been obtained and are consistent with the policies and procedures of the Diocese of Rockville Centre.

EXTERN PRIESTS AND VISITING SEMINARIANS

In order to be considered for service in the Diocese of Rockville Centre, an extern priest or visiting seminarian will be required to provide the following: a) written approval from the Director of Priest Personnel, b) written testimonials and references from the bishop and home diocese, c) authorization for a criminal history investigation.

AUTHORITY OF THE VICAR GENERAL

The Vicar General will authorize routine audits to assure compliance with this policy.

I. PREAMBLE

Priests, deacons, pastoral ministers, administrators, staff, and volunteers in our parishes, religious communities/institutes, and organizations must uphold Christian values and conduct. The *Code of Pastoral Conduct for Priests, Deacons, Pastoral Ministers, Administrators, Staff, and Volunteers (Code of Pastoral Conduct)* provides a set of standards for conduct in certain pastoral situations.

II. RESPONSIBILITY

The public and private conduct of clergy, staff, and volunteers can inspire and motivate people, but it can also scandalize and undermine the people's faith. Clergy, staff, and volunteers must, at all times, be aware of the responsibilities that accompany their work. They must also know that God's goodness and grace supports them in their ministry.

Responsibility for adherence to the *Code of Pastoral Conduct* rests with the individual. Clergy, staff, and volunteers who disregard this *Code of Pastoral Conduct* will be subject to remedial action by the Diocese of Rockville Centre. Corrective action may take various forms—from a verbal reproach to removal from the ministry—depending on the specific nature and circumstances of the offense and the extent of the harm.

III. PASTORAL STANDARDS

1. Conduct for Pastoral Counselors and Spiritual Directors³

Pastoral Counselors and Spiritual Directors must respect the rights and advance the welfare of each person.

1.1 Pastoral Counselors and Spiritual Directors shall not step beyond their competence in counseling situations and shall refer clients to other professionals when appropriate.

1.2 Pastoral Counselors and Spiritual Directors should carefully consider the possible consequences before entering into a counseling relationship with someone with whom they have a pre-existing relationship (i.e., employee, professional colleague, friend, or other pre-existing relationship). [See Section 7.2.2]

1.3 Pastoral Counselors and Spiritual Directors should not audiotape or videotape sessions.

the preliminary internal investigation.

In an effort to ensure a response to those who wish to report incidents of sexual abuse of minors by members of the clergy, the Diocese of Rockville Centre has installed a dedicated telephone line for the reporting of all cases. That phone number is (516) 594-9063. If the caller does not reach someone directly, messages can be left on an answering machine connected to the phone. Those messages will be retrieved by a member of the Intervention Team and returned as soon as possible.

The allegation is immediately forwarded to the appropriate law enforcement agency which follows its own procedures. The Diocese of Rockville Centre will comply with all applicable civil laws with respect to the reporting of allegations of sexual abuse of minors to civil authorities and will cooperate in their investigation. At all times, the diocese will advise and support a person's right to make a report to public authorities.

The alleged victim (s) is offered counseling and appropriate assistance.

If the allegation is against a priest or deacon, a preliminary investigation in harmony with canon law is then initiated and the Promoter of Justice is informed.

Steps in the Preliminary Ecclesiastical Investigation

1. The Preliminary Investigation according to the norms of Church law is carried out by the diocesan Office for the Protection of Children and Young People.
2. All appropriate steps will be taken to protect the reputation and privacy of those involved: complainants, victim (s) and the accused.
3. These parties will likewise be encouraged to retain the assistance of civil and canonical counsel.
4. The accused priest or deacon is asked voluntarily to refrain

ATTESTATIONS

(Please read and initial each item below before signing this application.)

- _____ I declare that I have read and fully understand the questions asked in this application.
- _____ I declare that all statements contained in this application and, if I have provided such, on other documents, are true, complete and accurate and understand that any misrepresentation or omission on this application or other documents will be sufficient cause for denying me volunteer service or for terminating my service.
- _____ I agree to inform the Parish/School of any changes to the foregoing information.
- _____ I understand that, if I am offered a volunteer service opportunity, I must at all times comply with the policies, rules and precepts of the Diocese of Rockville Centre and/or Parish/School.
- _____ I understand that a personal and professional background screening will be conducted prior to and/or during my volunteer service. I grant permission for the Diocese of Rockville Centre and/or Parish/School to conduct such a screening, authorize investigation of all statements contained in this application and other documentation I have provided in connection with such screening, and grant permission for the Diocese of Rockville Centre and/or Parish/School to contact my references concerning my suitability for volunteer service.
- _____ I authorize persons, educational institutions, employers and organizations to provide any relevant information regarding my suitability for volunteer service with the Diocese of Rockville Centre and/or Parish/School. I hereby release the Diocese of Rockville Centre and Parish/School and all affiliated persons, as well as any person, employer or institution that provides the Diocese of Rockville Centre and/or Parish/School with any information about me, from any and all liability whatsoever resulting from any such inquiry, investigation, communication, or response.
- _____ A photocopy of the authorizations and releases set forth above may serve in place of the original.

By affixing my signature below, I attest that I have read, understood and agreed to the above.

 Print Name-Volunteer

 Signature

 Date

the employ of the Diocese of Rockville Centre. At least one member should be a priest who is an experienced and respected pastor of the diocese. At least one member should have particular expertise in the treatment of the sexual abuse of minors. The members will be appointed for a term of five years, which can be renewed (USCCB Norms).

- 5. After consultation with the Promoter of Justice the Diocesan Bishop decides, and documents his decision, to proceed administratively or to initiate an ecclesiastical trial. In either case, the norms of Church law are carefully followed.
- 6. No priest or deacon will be returned to pastoral ministry in the Diocese of Rockville Centre who has committed even a single act of sexual abuse of a minor or who evidences psychopathology that poses a danger to minors.

When an act of sexual abuse by a priest or deacon is admitted or is established by canonical process:

- 1. The offending priest or deacon will be removed permanently from ecclesiastical ministry. The priest will not be permitted to celebrate Mass publicly or to administer the sacraments. The priest is prohibited from wearing clerical garb or presenting himself publicly as a priest. Faculties are removed.
- 2. No permission will be given for the offending priest or deacon to exercise ministry outside the Diocese of Rockville Centre.
- 3. The priest or deacon may at any time request a dispensation from the obligations of the clerical state. In cases of serious scandal or harm, the Diocesan Bishop may request of the Holy Father the dismissal of the priest or deacon from the clerical state ex officio, even without the consent of the priest or deacon.

Should an offending priest or deacon decide to reside outside the

EMPLOYMENT HISTORY

(List in Reverse Chronological Order)

From Mo/Yr	To Mo/Yr	Name of Employer	Address, City, State	Your Position

VOLUNTEER AND/OR MINISTRY EXPERIENCE

(Include both Church and Non-Church Related Activities)

From Mo/Yr	To Mo/Yr	Name of Organization	Address, City, State	Your Position or Duties

What gifts, talents and/or skills do you bring to Church ministry?

What are some of the reasons why you are involved or want to be involved in volunteer ministry?

No priest or deacon who is the subject of a credible accusation of sexual abuse of a minor will be temporarily released or incardinated or permanently transferred for ministerial assignment to another diocese/eparchy. Before a priest or deacon of the Diocese of Rockville Centre may reside in another diocese/eparchy, the Diocesan Bishop will forward to the local bishop/eparch of the proposed place of residence any and all information concerning any act of sexual abuse of a minor and any other information regarding past incidents of misconduct. This requirement will apply even if the priest or deacon will reside in a local community of an institute of consecrated life or society of apostolic life.

STORAGE OF INFORMATION

All records of actions taken and notification by the diocese and/or other Church authorities in response to such reports, and of evidence and relevant comment shall be kept on file in confidence. Such records or portions of them may be required by civil, criminal and canonical proceedings at the time of the allegation or future date.

sample

ATTESTATIONS

(Please read and initial each item below before signing this application.)

_____ I declare that I have read and fully understand the questions asked in this application.

_____ I declare that all statements contained in this application and, if I have provided one, on my resume are true, complete and accurate and understand that any misrepresentation or omission on this application will be sufficient cause for denying me employment or, if I am hired, for terminating my employment.

_____ I understand that neither this application nor prior or future communications, whether oral or written, (unless such written communication is specifically identified as an employment agreement and signed by a representative of the Diocese or employing entity authorized to enter into such an agreement) have been, are or will be intended as a contract of employment, nor should they be construed as such.

_____ I understand that, if I am hired, my employment is “at will”, meaning that my employment is not for a specified period of time and that either I or the Diocese or employing entity thereof may terminate my employment at any time, with or without cause or prior notice.

_____ I understand that, if I am hired, I must at all times comply with the policies and rules of the Diocese and the employing entity regarding performance standards, personal behavior and lifestyle and business conduct and that failure to do so can result in the termination of my employment.

_____ I understand that the Diocese of Rockville Centre, employing entities thereof and all plan administrators shall have the maximum discretion permitted by law, to administer, interpret, modify, discontinue, enhance or otherwise change all policies, procedures, benefits or other terms and conditions of employment.

_____ I understand that a personal and professional background screening will be conducted prior to and/or during my employment. I grant permission for the Diocese of Rockville Centre and/or an employing entity thereof to conduct such a screening, authorize investigation of all statements contained in this application and my resume in connection with such screening, and grant permission for the Diocese of Rockville Centre and/or employing entity thereof to contact my personal and professional references concerning my suitability for employment.

_____ I authorize persons, educational institutions, employers and organizations to provide any relevant information regarding my suitability for employment with the Diocese of Rockville and/or employing entity thereof. I hereby release the Diocese of Rockville Centre and employing entities thereof and all affiliated persons, as well as any person or institution that provides the Diocese of Rockville Centre and/or employing entity thereof with any information about me, from any and all liability whatsoever resulting from any such inquiry, investigation or communication.

By affixing my signature below, I attest that I have read, understood and agreed to the above and am signing of my own free will.

Print Name-Church Personnel Signature Date

SECTION VII: VICTIM ASSISTANCE

INFORMING THE COMMUNITY

The diocese will, in consultation and with consent from the individual falsely accused, inform the faith community at the local parish, school or agency of the outcome of the investigation.

STANDARD

The Diocese of Rockville Centre recognizes that a sacred trust is broken and profound harm is inflicted when clergy or other Church personnel or volunteers abuse children notwithstanding the lack of liability under civil law. The diocese further recognizes the Church’s responsibility to reach out to every person who has been the victim of abuse as a minor by anyone working for the Church, whether the abuse was recent or occurred in the past. In order to promote healing, the diocese will offer compassionate and timely assistance to victims of child abuse, the victims’ immediate families and the affected faith communities.

Through pastoral care, as well as ongoing education and training for clergy and other Church personnel and volunteers, the Diocese of Rockville Centre will continue to work to promote a safe community of faith.

OUTREACH TO VICTIMS, FAMILIES AND THE COMMUNITY

The diocese will provide supportive responses to victims, families, parishes and communities that are essential to begin the healing process. These may include:

- a. expressions of compassion
- b. support groups
- c. acknowledgement and acceptance of feelings of anger, pain and mistrust
- d. education of the parish and the community in order to

POSITION INFORMATION

Position for Which You are Applying _____ Other Position(s) Which You Would Consider _____

Type of employment sought: (Check all that apply):

Full Time Part Time Temporary Per Diem If part time, hours per day or week

Salary or Salary Range Sought _____ Date You Would Be Available _____

Any Work Schedule or Job Duty Restrictions? (Work Hours/Days, Contracted/Court Ordered Prohibitions, etc.)

EDUCATIONAL BACKGROUND

Type of School or Program	Name of School or Program	Location (City and State)	Years Completed	Diploma, Degree, or Certification Received	Program or Major
High School					
College					
College					
Graduate					
Professional					
Business/Trade					
Other					

Licensing Organization	Registration Number and State	Expiration Date

- a. Identification of the victims’ needs
- b. Availability and provision of services and supports that are responsive to the victims’ needs
- c. Financial costs accrued to the victim assistance program
- d. Child protection In-Service for diocesan personnel and volunteers
- e. Availability and provision of resources for guidance, support and intervention with secondary victims such as family members
- f. Compliance with the Diocesan Policy and Procedures for the Protection of Children and Young People

*In accord with *Sacramentorum sanctitatis tutela* (SST), article 4 §1, sexual abuse, for purposes of this *Charter*, shall include any offense by a cleric against the Sixth Commandment of the Decalogue with a minor as understood in the *Code of Canon Law*, c. 1395 §2 (“A cleric who in another way has committed an offense against the sixth commandment of the Decalogue, if the delict was committed by force or threats or publicly or with a minor below the age of sixteen years [raised in SST to eighteen years which has been the age of majority for the USA since 1994], is to be punished with just penalties, not excluding dismissal from the clerical state if the case so warrants”) and the *Code of Canons of the Eastern Churches*, c. 1453 §1 (“A cleric who lives in concubinage or gives permanent scandal by publicly sinning against chastity is to be punished with a suspension, to which, other penalties can be gradually added up to deposition, if he persists in the offense”).

If there is any doubt whether a specific act qualifies as an external, objectively grave violation, the writings of recognized moral theologians should be consulted, and the opinions of recognized experts should be appropriately obtained (*Canonical Delicts Involving Sexual Misconduct and Dismissal from the Clerical State*, 1995, p. 6). Ultimately, it is the responsibility of the diocesan bishop/eparch, with the advice of a qualified review board, to determine the gravity of the alleged act.

The document *Charter for the Protection of Children and Young People* was developed by the Ad Hoc Committee for Sexual Abuse of the United States Conference of Catholic Bishops (USCCB). It was approved by the full body of U.S. Catholic bishops at its June 2005 General Meeting and has been authorized for publication by the undersigned.

Msgr. William P. Fay
General Secretary, USCCB

Scripture texts used in this work are taken from the *New American Bible*, copyright © 1991, 1986, and 1970 by the Confraternity of Christian Doctrine, Washington, DC 20017 and are used by permission of the copyright owner. All rights reserved.

Although it is usually possible to identify variations in individual performance that contributed to a particular incident, the ultimate safety of children and young people is best served when the diocese identifies systems, processes and areas of risk that precede and contribute to child abuse. The diocese will study the opportunities of improvement in operation systems, processes and risk areas and develop, implement and monitor plans of correction and prevention that reflect these opportunities.

ANNUAL REPORT

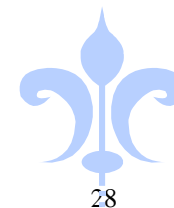
Each Cabinet Secretary and agency in the diocese will submit an annual report to the Diocesan Bishop summarizing actions taken to implement the Diocese of Rockville Centre’s policy for the Protection of Children and Young People. The report will identify any specific child abuse allegations that occurred in each one’s jurisdiction and the extent to which the policy was followed. The report should include performance improvement activities such as employee and volunteer training, community education and outreach to victims as well as systems changes that were implemented to prevent child abuse in the future.

POLICY COMPLIANCE

All Church personnel and volunteers of the Diocese of Rockville Centre are expected to adhere to this policy. Failure to adhere to this Diocesan Policy for the Protection of Children and Young People will result in disciplinary action.

ANNUAL REPORT TO THE PARISHIONERS

The Diocesan Bishop will present a public report of the status of the diocesan child protection activities in the diocesan newspaper and through the parish bulletins.



ordinate their roles concerning the issue of allegations made against a cleric member of a religious institute ministering in a diocese/eparchy.

ARTICLE 16. Given the extent of the problem of the sexual abuse of minors in our society, we are willing to cooperate with other churches and ecclesial communities, other religious bodies, institutions of learning, and other interested organizations in conducting research in this area.

ARTICLE 17. We pledge our complete cooperation with the Apostolic Visitation of our diocesan/eparchial seminaries and religious houses of formation recommended in the Interdicasterial Meeting with the Cardinals of the United States and the Conference Officers in April 2002.

We commit ourselves to work individually in our dioceses/eparchies and together as a Conference, through the appropriate committees, to strengthen our programs both for initial priestly formation and for the ongoing formation of priests. With new urgency, we will promote programs of human formation for chastity and celibacy for both seminarians and priests based upon the criteria found in *Pastores Dabo Vobis*, the *Program of Priestly Formation*, and the *Basic Plan for the Ongoing Formation of Priests*. We will continue to assist priests, deacons, and seminarians in living out their vocation in faithful and integral ways.

We bishops and eparchs commit ourselves to work as one with our brother priests and deacons to foster reconciliation among all people in our dioceses/eparchies, especially with those individuals who were themselves abused and the communities that have suffered because of the sexual abuse of minors that occurred in their midst.

Conclusion

As we wrote three years ago, “It is within this context of the essential soundness of the priesthood and of the deep faith of our brothers and sisters in the Church that we know that we can meet

even more tragic when it leads to a loss of the faith that we have a sacred duty to foster. We make our own the words of His Holiness, Pope John Paul II: that the sexual abuse of young people is “by every standard wrong and rightly considered a crime by society; it is also an appalling sin in the eyes of God” (Address to the Cardinals of the United States and Conference Officers, April 23, 2002).

Along with the victims and their families, the entire Catholic community in this country has suffered because of this scandal. In the last three years, the intense public scrutiny of the minority of the ordained who have betrayed their calling has caused the vast majority of faithful priests and deacons to experience enormous vulnerability to being misunderstood in their ministry and even to the possibility of false accusations. We share with them a firm commitment to renewing the image of the vocation to Holy Orders so that it will continue to be perceived as a life of service to others after the example of Christ our Lord.

We, who have been given the responsibility of shepherding God’s people, will, with his help and in full collaboration with all the faithful, continue to work to restore the bonds of trust that unite us. Words alone cannot accomplish this goal. It will begin with the actions we take in our General Assembly and at home in our dioceses and eparchies.

We feel a particular responsibility for the “the ministry of reconciliation” (2 Cor 5:18) which God, who reconciled us to himself through Christ, has given us. The love of Christ impels us to ask forgiveness for our own faults but also to appeal to all—to those who have been victimized, to those who have offended, and to all who have felt the wound of this scandal—to be reconciled to God and one another.

Perhaps in a way never before experienced, we have felt the power of sin touch our entire Church family in this country; but as St. Paul boldly says, God made Christ “to be sin who did not know sin, so that we might become the righteousness of God in him?” (2 Cor 5:21). May we who have known sin experience as

seek and obtain, in writing, the endorsement of the candidate's diocesan bishop. The Board is to operate in accord with the statutes and bylaws of the USCCB and within procedural guidelines to be developed by the Board in consultation with the Committee for the Protection of Children and Young People and approved by the USCCB Administrative Committee. These guidelines are to set forth such matters as the Board's purpose and responsibility, officers, terms of office, and frequency of reports to the Conference President on its activities.

The Board will offer its advice as it collaborates with the Committee for the Protection of Children and Young People on matters of child and youth protection, specifically on policies and best practices. The Board and Committee for the Protection of Children and Young People will meet jointly several times a year.

The Board will review the work of the Office of Child and Youth Protection and make recommendations to the Director. It will assist the Director in the development of resources for dioceses.

The Board is to oversee the completion of the study of the causes and context of the recent crisis. The Board will offer its assessment of the data gathered and preliminary results to the Committee for the Protection of Children and Young People as the study moves forward.

ARTICLE 11. The President of the Conference is to inform the Holy See of this revised *Charter* to indicate the manner in which we, the Catholic bishops, together with the entire Church in the United States, intend to continue our commitment to the protection of children and young people. The President is also to share with the Holy See the annual reports on the implementation of the *Charter*.

To Protect the Faithful

ARTICLE 12. Dioceses/eparchies are to maintain "safe environment" programs which the diocesan/eparchial bishop deems to be in accord with Catholic moral principles. They are to be con-

The Spirit of the Lord is upon me,
because he has anointed me
to bring glad tidings to the poor.
He has sent me to proclaim liberty to captives
and recovery of sight to the blind,
to let the oppressed go free,
and to proclaim a year acceptable to the Lord. (Lk 4:18-19)

In Matthew 25, the Lord, in his commission to his apostles and disciples, told them that whenever they show mercy and compassion to the least ones, they show it to him.

Jesus extended this care in a tender and urgent way to children, rebuking his disciples for keeping them away from him: "Let the children come to me" (Mt 19:14). And he uttered a grave warning that for anyone who would lead the little ones astray, it would be better for such a person "to have a great millstone hung around his neck and to be drowned in the depths of the sea" (Mt 18:6).

We hear these words of the Lord as prophetic for this moment. With a firm determination to restore the bonds of trust, we bishops recommit ourselves to a continual pastoral outreach to repair the breach with those who have suffered sexual abuse and with all the people of the Church.

In this spirit, over the last three years, the principles and procedures of the *Charter* have been integrated into church life.

- The Office for Child and Youth Protection provides the focus for a consistent, ongoing, and comprehensive approach to creating a secure environment for young people throughout the Church in the United States.
- The Office also provides the means for us to be accountable for achieving the goals of the *Charter*, as demonstrated by its two reports on the implementation of the *Charter* based on independent compliance audits.
- The National Review Board is carrying on its responsibility to assist in the assessment of diocesan compliance with

quirements of the universal law of the Church and of the *Essential Norms* approved for the United States.

ARTICLE 6. There are to be clear and well-publicized diocesan/eparchial standards of ministerial behavior and appropriate boundaries for clergy and for any other paid personnel and volunteers of the church in positions of trust who have regular contact with children and young people.

ARTICLE 7. Dioceses/eparchies are to be open and transparent in communicating with the public about sexual abuse of minors by clergy within the confines of respect for the privacy and the reputation of the individuals involved. This is especially so with regard to informing parish and other church communities directly affected by ministerial misconduct involving minors.

To Ensure the Accountability of Our Procedures

ARTICLE 8. By the authority of the United States Conference of Catholic Bishops, the mandate of the Ad Hoc Committee on Sexual Abuse is renewed, and it is now constituted the Committee for the Protection of Children and Young People. It becomes a standing committee of the Conference. Its membership is to include representation from all the episcopal regions of the country, with new appointments staggered to maintain continuity in the effort to protect children and youth.

The Committee is to advise the USCCB on all matters related to child and youth protection and is to oversee the development of the plans, programs, and budget of the Office of Child and Youth Protection. It is to provide the USCCB with comprehensive planning and recommendations concerning child and youth protection by coordinating the efforts of the Office and the National Review Board.

ARTICLE 9. The Office for Child and Youth Protection, established by the Conference of Catholic Bishops, is to staff the Committee for the Protection of Children and Young People and be a resource for dioceses/eparchies for the implementation of “safe

faith communities, as we pray for God’s kingdom to come, here on earth, as it is in heaven.

To make effective our goals of a safe environment within the Church for children and young people and of preventing sexual abuse of minors by clergy in the future, we, the members of the United States Conference of Catholic Bishops, have outlined in this *Charter* a series of practical and pastoral steps, and we commit ourselves to taking them in our dioceses and eparchies:

To Promote Healing and Reconciliation with Victims/Survivors of Sexual Abuse of Minors

ARTICLE 1. Dioceses/eparchies are to reach out to victims/survivors and their families and demonstrate a sincere commitment to their spiritual and emotional well-being. The first obligation of the Church with regard to the victims is for healing and reconciliation. Each diocese/eparchy is to continue its outreach to every person who has been the victim of sexual abuse* as a minor by anyone in church service, whether the abuse was recent or occurred many years in the past. This outreach may include provision of counseling, spiritual assistance, support groups, and other social services agreed upon by the victim and the diocese/eparchy.

Through pastoral outreach to victims and their families, the diocesan/eparchial bishop or his representative is to offer to meet with them, to listen with patience and compassion to their experiences and concerns, and to share the “profound sense of solidarity and concern” expressed by His Holiness, Pope John Paul II, in his Address to the Cardinals of the United States and Conference Officers (April 23, 2002).

ARTICLE 2. Dioceses/eparchies are to have policies and procedures in place to respond promptly to any allegation where there is reason to believe that sexual abuse of a minor has occurred. Dioceses/eparchies are to have a competent person or persons to coordinate assistance for the immediate pastoral care of persons who report having been sexually abused as minors by clergy or

other church personnel. The procedures for those making a complaint are to be readily available in printed form in the principle languages in which the liturgy is celebrated in the diocese/eparchy and be the subject of public announcements at least annually.

Dioceses/eparchies are also to have a review board that functions as a confidential consultative body to the bishop/eparch. The majority of its members are to be lay persons not in the employ of the diocese/eparchy (see Norm 5 in *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons*, 2002). This board is to advise the diocesan/eparchial bishop in his assessment of allegations of sexual abuse of minors and in his determination of a cleric's suitability for ministry. It is regularly to review diocesan/eparchial policies and procedures for dealing with sexual abuse of minors. Also, the board can review these matters both retrospectively and prospectively and give advice on all aspects of responses in connection with these cases.

ARTICLE 3. Dioceses/eparchies are not to enter into settlements which bind the parties to confidentiality unless the victim/survivor requests confidentiality and this request is noted in the text of the agreement.

To Guarantee an Effective Response to Allegations of Sexual Abuse of Minors

ARTICLE 4. Dioceses/eparchies are to report an allegation of sexual abuse of a person who is a minor to the public authorities. Dioceses/eparchies are to comply with all applicable civil laws with respect to the reporting of allegations of sexual abuse of minors to civil authorities and cooperate in their investigation in accord with the law of the jurisdiction in question.

Dioceses/eparchies are to cooperate with public authorities about reporting cases even when the person is no longer a minor.

In every instance, dioceses/eparchies are to advise victims of their

right to make a report to public authorities and support this right.

ARTICLE 5. We affirm the words of His Holiness, Pope John Paul II, in his Address to the Cardinals of the United States and Conference Officers: "There is no place in the priesthood or religious life for those who would harm the young."

Sexual abuse of a minor by a cleric is a crime in the universal law of the Church (CIC, c. 1395 §2; CCEO, c. 1453 §1). Because of the seriousness of this matter, jurisdiction has been reserved to the Congregation for the Doctrine of the Faith (Motu proprio, *Sacramentorum sanctitatis tutela*, AAS, 93, 2001). Sexual abuse of a minor is also a crime in all civil jurisdictions in the United States.

Diocesan/eparchial policy is to provide that for even a single act of sexual abuse of a minor*—whenever it occurred—which is admitted or established after an appropriate process in accord with canon law, the offending priest or deacon is to be permanently removed from ministry and, if warranted, dismissed from the clerical state. In keeping with the stated purpose of this *Charter*, an offending priest or deacon is to be offered therapeutic professional assistance both for the purpose of prevention and also for his own healing and well-being.

The diocesan/eparchial bishop is to exercise his power of governance, within the parameters of the universal law of the Church, to ensure that any priest or deacon subject to his governance who has committed even one act of sexual abuse of a minor as described below shall not continue in ministry.

A priest or deacon who is accused of sexual abuse of a minor is to be accorded the presumption of innocence during the investigation of the allegation and all appropriate steps are to be taken to protect his reputation. He is to be encouraged to retain the assistance of civil and canonical counsel. If the allegation is not proven, every step possible is to be taken to restore his good name, should it have been harmed.

In fulfilling this article, dioceses/eparchies are to follow the re-

the *Charter* and to commission studies on the sexual abuse of minors, and it has issued its own *Report on the Crisis in the Catholic Church in the United States*.

- The descriptive study of the nature and scope of sexual abuse of minors by Catholic clergy in the United States, commissioned by the National Review Board, has been completed. The resulting study, examining the historical period 1950-2002, by the John Jay College of Criminal Justice provides us with a powerful tool not only to examine our past but also to secure our future against such misconduct.
- Victims' assistance coordinators are in place throughout our nation to assist dioceses in responding to the pastoral needs of those who have been injured by abuse.
- Diocesan/eparchial bishops in every diocese are advised and greatly assisted by diocesan review boards as the bishops make the decisions needed to fulfill the *Charter*.
- Safe environment programs are in place to assist parents and children—and those who work with children—in preventing harm to young people.

Through these steps and many others, we remain committed to the safety of our children and young people.

While it seems that the scope of this disturbing problem of sexual abuse of minors by clergy has been reduced over the last decade, the harmful effects of this abuse continue to be experienced both by victims and dioceses.

Thus it is with a vivid sense of the effort which is still needed to confront the effects of this crisis fully and with the wisdom gained by the experience of the last three years that we have reviewed and revised the *Charter for the Protection of Children and Young People*. We now re-affirm that we will assist in the healing of those who have been injured, will do all in our power to protect children and young people, and will work with our clergy, religious, and laity to restore trust and harmony in our

environment" programs and for suggested training and development of diocesan personnel responsible for child and youth protection programs, taking into account the financial and other resources, as well as the population, area, and demographics of the diocese/eparchy.

The Office is to produce an annual public report on the progress made in implementing and maintaining the standards in this *Charter*. The report is to be based on an annual audit process whose method, scope, and cost are to be approved by the Administrative Committee on the recommendation of the Committee for the Protection of Children and Young People. This public report is to include the names of those dioceses/eparchies which the audit shows are not in compliance with the provisions and expectations of the *Charter*.

As a member of the Conference staff, the Executive Director of the Office is appointed by and reports to the General Secretary. The Executive Director is to provide the Committee for the Protection of Children and Young People and the National Review Board with regular reports of the Office's activities.

ARTICLE 10. The whole Church, especially the laity, at both the diocesan and national levels, needs to be engaged in maintaining safe environments in the Church for children and young people. The Committee for the Protection of Children and Young People is to be assisted by the National Review Board, a consultative body established in 2002 by the USCCB. The Board will review the annual report of the Office of Child and Youth Protection on the implementation of this *Charter* in each diocese/eparchy and any recommendations that emerge from it, and offer its own assessment regarding its approval and publication to the Conference President.

The Board will also advise the Conference President on future members. The Board members are appointed by the Conference President in consultation with the Administrative Committee and are accountable to him and to the USCCB Executive Committee. Before a candidate is contacted, the Conference President is to

well, through a spirit of reconciliation, God's own righteousness.

We know that after such profound hurt, healing and reconciliation are beyond human capacity alone. It is God's grace and mercy that will lead us forward, trusting Christ's promise: "for God all things are possible" (Mt 19:26).

In working toward fulfilling this responsibility, we have relied first of all on Almighty God to sustain us in faith and in the discernment of the right course to take.

We have received fraternal guidance and support from the Holy See that has sustained us in this time of trial.

We have relied on the Catholic faithful of the United States. Nationally and in each diocese, the wisdom and expertise of clergy, religious, and laity have contributed immensely to confronting the effects of the crisis and taking steps to resolve it. We are filled with gratitude for their great faith, their generosity, and for the spiritual and moral support that we have received from them.

We acknowledge and affirm the faithful service of the vast majority of our priests and deacons and the love that their people have for them. They deservedly have our esteem and that of the Catholic people for their good work. It is regrettable that their committed ministerial witness has been overshadowed by this crisis.

In a special way, we acknowledge those victims of clergy sexual abuse and their families who have trusted us enough to share their stories and to help us appreciate more fully the consequences of this reprehensible violation of sacred trust.

Let there now be no doubt or confusion on anyone's part: For us, your bishops, our obligation to protect children and young people and to prevent sexual abuse flows from the mission and example given to us by Jesus Christ himself, in whose name we serve.

As we work to restore trust, we are reminded how Jesus showed constant care for the vulnerable. He inaugurated his ministry with these words of the Prophet Isaiah:

ducted cooperatively with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, volunteers, and others about ways to make and maintain a safe environment for children and young people. Dioceses/eparchies are to make clear to clergy and all members of the community the standards of conduct for clergy and other persons in positions of trust with regard to children.

ARTICLE 13. Dioceses/eparchies are to evaluate the background of all incardinated and non-incardinated priests and deacons who are engaged in ecclesiastical ministry in the diocese/eparchy and of all diocesan/eparchial and parish/school or other paid personnel and volunteers whose duties include ongoing, unsupervised contact with minors. Specifically, they are to utilize the resources of law enforcement and other community agencies. In addition, they are to employ adequate screening and evaluative techniques in deciding the fitness of candidates for ordination (cf. National Conference of Catholic Bishops, *Program of Priestly Formation*, 1993, no. 513).

ARTICLE 14. Transfers of clergy who have committed an act of sexual abuse against a minor for residence, including retirement, shall be as in accord with Norm 12 of the *Essential Norms*. (Cf. Proposed Guidelines on the Transfer or Assignment of Clergy and Religious, adopted by the USCCB, the Conference of Major Superiors of Men, the Leadership Conference of Women Religious, and the Council of Major Superiors of Women Religious in 1993.)

ARTICLE 15. To ensure continuing collaboration and mutuality of effort in the protection of children and young people on the part of the bishops and religious ordinaries, two representatives of the Conference of Major Superiors of Men are to serve as consultants to the Committee for the Protection of Children and Young People. At the invitation of the Major Superiors, the Committee will designate two of its members to consult with its counterpart at CMSM. Diocesan/eparchial bishops and major superiors of clerical institutes or their delegates are to meet periodically to co-

APPENDIX A: CHARTER

Charter for the Protection of Children and Young People Revised Edition, 2005

Preamble

Since 2002, the Church in the United States has experienced a crisis without precedent in our times. The sexual abuse of children and young people by some deacons, priests, and bishops, and the ways in which these crimes and sins were addressed, have caused enormous pain, anger, and confusion. As bishops, we have acknowledged our mistakes and our roles in that suffering, and we apologize and take responsibility again for too often failing victims and the Catholic people in the past. From the depths of our hearts, we bishops express great sorrow and profound regret for what the Catholic people have endured.

With this revision of the *Charter for the Protection of Children and Young People*, we re-affirm our deep commitment to creating a safe environment within the Church for children and youth. We have listened to the profound pain and suffering of those victimized by sexual abuse and will continue to respond to their cries. We have agonized over the sinfulness, the criminality, and the breach of trust perpetrated by some members of the clergy. We have determined as best we can the extent of the problem of this abuse of minors by clergy in our country, and we await the results of a study of the causes and context of this problem.

We continue to have a special care for and a commitment to reaching out to the victims of sexual abuse and their families. The damage caused by sexual abuse of minors is devastating and long-lasting. We apologize to them for the grave harm that has been inflicted on them, and we offer our help for the future. The loss of trust that is often the consequence of such abuse becomes

and resolve this crisis for now and the future.”

We wish to re-affirm once again that the vast majority of priests and deacons serve their people faithfully and that they have the esteem and affection of their people. They also have our love and esteem and our commitment to their good names and well-being.

An essential means of dealing with the crisis is prayer for healing and reconciliation, and acts of reparation for the grave offense to God and the deep wound inflicted upon his holy people. Closely connected to prayer and acts of reparation is the call to holiness of life and the care of the diocesan/eparchial bishop to ensure that he and his priests avail themselves of the proven ways of avoiding sin and growing in holiness of life.

It is with reliance on prayer and penance that we renew the pledges which we made in the original *Charter*:

We pledge most solemnly to one another and to you, God’s people, that we will work to our utmost for the protection of children and youth.

We pledge that we will devote to this goal the resources and personnel necessary to accomplish it.

We pledge that we will do our best to ordain to the priesthood and put into positions of trust only those who share this commitment to protecting children and youth.

We pledge that we will work toward healing and reconciliation for those sexually abused by clerics.

Much has been done to honor these pledges. We devoutly pray that God who has begun this good work in us will bring it to fulfillment.

This *Charter* is published for the dioceses/eparchies of the United States. It is to be reviewed again in five years by the Committee for the Protection of Children and Young People with the advice of the National Review Board. The results of this review are to be presented to the full Conference of Bishops for confirmation.

facilitate their understanding, acceptance and support of victims whose pain may require both immediate and ongoing intervention to repair the harm and promote the healing needed in their lives

COUNSELING ASSISTANCE FOR VICTIMS AND THEIR FAMILIES

The Diocesan Office for the Protection of Children and Young People will facilitate assessment, counseling, and therapeutic interventions by competent counselors, as mutually agreed upon by the individual receiving supportive therapeutic intervention or the victim’s parent/guardian in the case of a minor child and the diocese.

Generally, the reasonable cost of assessment and counseling for the victim and, in certain cases, family members will be assumed by the diocese under the following conditions:

- a. An initial assessment, found acceptable to the diocese, is made by a professional counselor.
- b. The assessment contains recommendations for duration of counseling including targeted measurable treatment goals and objectives.
- c. The recommendations are in accordance with the standard of care practiced in the community.
- d. Treatment plans and goals are monitored by a qualified professional counselor and reviewed no less than every six months.

MEASURING ACCOUNTABILITY OF VICTIM ASSISTANCE AND CHILD PROTECTION OUTREACH

Progress reports on victim assistance and child protection will be prepared on a biannual basis by the Diocesan Office for the Protection of Children and Young People and submitted to the Diocesan Bishop. These reports will address case-specific and institutional issues including, but not limited to:

OTHER EMPLOYMENT-RELATED BACKGROUND INFORMATION
Special Skills or Qualifications You Possess: _____

(e.g., Typing or stenography speed, computer application(s) ability/facility, tools or machines used, etc.

(An appropriate background screening, including a criminal records check, will be conducted on you as part of our hiring and/or continuing employment process.)

Have you ever been convicted of or pleaded guilty to a criminal offense other than minor traffic violations? _____ (Yes or No)

If “Yes”, please explain in full below, giving the date(s), nature and circumstances of the offense and your subsequent rehabilitation.

(A criminal conviction or guilty plea will not necessarily be a bar to employment; this information will help us evaluate your application.)

EMPLOYMENT HISTORY

(List in Reverse Chronological Order)

From Mo/Yr	To Mo/Yr	Name of Employer	Location Address City and State	Your Position & Supervisor’s Name	Final Salary	Reason for Leaving

(Indicate reason(s) for periods of unemployment during the above employment history.)

From Mo/Yr	To Mo/Yr	Reason(s)

May we contact your present employer at this time? _____ (Yes or No)

Type	Name	Telephone Number	Personal Relationship or Occupation & Employer
Personal			
Personal			
Professional			
Professional			

SECTION VI: DIOCESAN RESPONSE TO FALSE ALLEGATIONS

STANDARD

The Diocese of Rockville Centre recognizes the trauma and harm of false accusations. The diocese will strive to minimize any personal or professional adverse consequences of unsupported allegations and to preserve the future ministry opportunities of persons unjustly accused of child abuse.

MENTAL HEALTH SERVICES

The diocese will provide the necessary mental health services to assist individuals wrongfully accused to address the consequences of accusations and to restore the effectiveness in their employment and /or volunteer services.

RESTORING THE GOOD NAME OF THE FALSELY ACCUSED

The diocese will work with the accused to restore his/her good name.

APPENDIX D: VOLUNTEER APPLICATION FORM

ENTITY NAME APPLICATION FOR VOLUNTEER SERVICE

Last Name First Name M.I. Today's Date

Home Address City State ZIP

Daytime Telephone Evening Telephone E-Mail Address

Are you 18 years of age or older? _____(Yes or No)

How long have you been a member of our Parish? _____(Years)

Before belonging to our Parish, to which Parish/Church did you belong?

(Name and Location)

MINISTRY(IES) AT OUR PARISH/SCHOOL IN WHICH YOU ARE

Ministry	Currently Involved	Interested In

CURRENTLY INVOLVED OR LOOKING TO BE INVOLVED

Type of volunteer service sought: (Check all that apply)

Full Time Part Time Temporary If part time, hours per day or week

Date You Could Start

Days/Hours You Would be Available Days/Hours You Would Not be Available

Are you retired? _____(Yes or No)

Diocese of Rockville Centre, the diocesan bishop shall forward, in a confidential manner, to the bishop of the proposed place of residence any and all information concerning any act of sexual abuse of a minor and any other information indicating that he has been or may be a danger to children or young people.

The reporting procedure specified will be adhered to regardless of the nature of the offense, the current age of the alleged victim, the position or role of the accused, when the offense allegedly occurred or any other factors that may be considered exceptions to this performance standard.

RIGHTS OF THE ALLEGED VICTIMS AND THE ACCUSED

Following an allegation of child abuse, the Diocese of Rockville Centre will provide the alleged victim and the person accused with:

- a. A timely response to, investigation of and resolution of the allegation of abuse.
- b. An explanation of the diocesan process and specific procedures for dealing with allegations of child abuse, including reporting procedures.
- c. An opportunity to provide comments or appear before the Diocesan Review Board.
- d. Identification of appropriate assistance to help the child or adult victim recover from the abuse experience and to ensure the psychological evaluation and treatment of the accused, as warranted.
- e. All possible protections of privacy including protection of the identities of the accuser and the accused should the accused be exonerated..
- f. Information pertaining to the outcome of the completed investigation.

RESTRICTION ON TRANSFERS BETWEEN DIOCESES

REFERENCES

(Please provide at least two individuals who are familiar with you and your ability to work as a volunteer. Prior volunteer supervisors are preferred.)

Name	Organization	Address, City and State	Daytime Telephone & Evening Telephone

AFFIRMATIONS

1. Have you ever had your volunteer service terminated by any parish, agency or organization? _____(Yes or No)
2. Have you ever been convicted of or pleaded guilty to a criminal offense other than minor traffic violations? _____(Yes or No)
3. Have you ever committed, been charged with or convicted of physical or sexual abuse, neglect or misconduct in any form? _____(Yes or No)
4. Have you ever been convicted of a drug related offense? _____(Yes or No)
5. Do you currently use illegal drugs? _____(Yes or No)
6. Have you ever had your license revoked, suspended or denied? _____(Yes or No)
7. Are you aware of any situation that would affect your ability to serve as a volunteer? _____(Yes or No)

If you answered “Yes” to any of the above questions, please explain in full below, giving the question number (s), the date (s), nature and circumstances of the situation and, if appropriate, your subsequent rehabilitation.

from ministry while the investigation of the allegation is carried out.

5. Careful inquiry is made about the facts of the allegation, to determine whether there is sufficient evidence that the sexual abuse of a minor has occurred.
6. The accused priest or deacon may be requested to seek, and may be urged voluntarily to comply with, an appropriate medical and psychological evaluation at a facility mutually acceptable to the diocese and to the accused.
7. A summary report the results of the preliminary ecclesiastical investigation will be provided to the Diocesan Bishop and the Promoter of Justice. The parties involved will be promptly notified of the results of the preliminary ecclesiastical investigation.

When there is sufficient evidence that sexual abuse of a minor has occurred

1. The Diocesan Bishop, shall, in writing, notify the accused priest or deacon that he is removing him from his assignment and prohibiting the public exercise of his ministry, pending the outcome of the process.
2. The Congregation for the Doctrine of the Faith shall be notified. All directions given by the Holy See for each case will be followed.
3. The alleged offender will again be encouraged to retain the assistance of civil and canonical counsel. When necessary, the diocese will supply canonical counsel to the cleric.
4. The allegation will be reviewed by the Diocesan Review Board, which advises the Diocesan Bishop in all aspects of the case. (See appendix G)

The Review Board, established by the Diocesan Bishop, will be composed of at least five persons of outstanding integrity and good judgment in full communion with the Church. The majority of the review board members will be laypersons who are not in

APPENDIX E: CODE OF PASTORAL CONDUCT



Code of Pastoral Conduct For Priests, Deacons, Pastoral Ministers, Administrators, Staff, and Volunteers

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 9. Administration
 10. Staff or Volunteer Well-being
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SECTION V: DIOCESAN REPORTING PROCEDURES

STANDARD

The Diocese of Rockville Centre is committed to fostering the dignity of children and young people and reasserts its commitment to creating a safe environment for children and youth. Therefore,

1. it is the moral obligation of all to report knowledge or reasonable suspicion of child abuse and
2. the pastoral responsibility of the diocese to implement and enforce an internal program of clear, practical actions to require the reporting of suspected child abuse.

REPORTING AN INCIDENT

When a complaint of sexual abuse of a child or minor is brought to any person working for the Church, he or she is

1. to urge the complainant to notify the legal authorities immediately and assist the person to do so if the complainant wishes;
2. to call the legal authorities immediately after receiving whatever information has been provided.
3. to inform the diocesan Office for the Protection of Children and Young People at 516-678-5800 ext. 573. The person accepting the complaint will initiate the diocesan standardized incident report form, and as a precaution, also inform the legal authorities before beginning

1.4 Pastoral Counselors and Spiritual Directors must never engage in sexual intimacies with the persons they counsel. This includes consensual and nonconsensual contact, forced physical contact, and inappropriate sexual comments.

1.5 Pastoral Counselors and Spiritual Directors shall not engage in sexual intimacies with individuals who are close to the client—such as relatives or friends of the client—when there is a risk of exploitation or potential harm to the client. Pastoral Counselors and Spiritual Directors should presume that the potential for exploitation or harm exists in such intimate relationships.

1.6 Pastoral Counselors and Spiritual Directors assume the full burden of responsibility for establishing and maintaining clear, appropriate boundaries in all counseling and counseling-related relationships.

1.7 Physical contact of any kind (i.e., touching, hugging, holding) between Pastoral Counselors or Spiritual Directors and the persons they counsel can be misconstrued and should be avoided.

1.8 Sessions should be conducted in appropriate settings at appropriate times.

1.8.1 No sessions should be conducted in private living quarters.

1.8.2 Sessions should not be held at places or times that would tend to cause confusion about the nature of the relationship for the person being counseled.

1.9 Pastoral Counselors and Spiritual Directors shall maintain a log of the times and places of sessions with each person being counseled.

³ Pastoral Counselors and Spiritual Directors: Clergy, staff, and volunteers who provide pastoral, spiritual, and/or therapeutic counseling services to individuals, families, or other groups.

2. Confidentiality

Information disclosed to a Pastoral Counselor or Spiritual Director during the course of counseling, advising, or spiritual direction shall be held in the strictest confidence possible.

Current employees and volunteers of any Diocese of Rockville Centre entity or assignment will complete the diocesan Application for Employment or the diocesan Application for Volunteer Services and will authorize a criminal history record check.

UPDATING CLEARANCE INFORMATION

Diocesan personnel and volunteers may be required periodically to complete and return to the appropriate agency personnel office an updated Application for Employment or Volunteer Services and criminal history record check. All diocesan personnel and volunteers have a continuing obligation to report to the diocese any arrest or conviction occurring subsequent to the completion of the initial background screening.

PRIESTS FROM OTHER DIOCESES WHO ARE IN THE DIOCESE OF ROCKVILLE CENTRE

Bishops of diocesan priests from other dioceses ministering or residing in a diocesan parish or institution, as well as those simply requesting priestly faculties in the Diocese of Rockville Centre, are required to present the same written evaluation and background check material. Priests are required to adhere to the policies and procedures outlined in this document and the guidelines for transfers outlined in the *Essential Norms*.

APPLICANTS FOR PRIESTHOOD OR DIACONATE IN DIOCESE OF ROCKVILLE CENTRE

Anyone applying for the priesthood or the diaconate or for incardination as a priest of the diocese is required to complete the diocesan Application for Employment and to provide authorization for a criminal history record check from every state in which he has lived or worked.

Additionally, he will undergo a complete psychological evaluation in an effort to determine whether he is suitable to work with minors.

GUIDELINES FOR GRANTING RESIDENCE OR

3. Conduct With Youth

Clergy, staff, and volunteers working with youth shall maintain an open and trustworthy relationship between youth and adult supervisors.

3.1 Clergy, staff, and volunteers must be aware of their own and others' vulnerability when working alone with youth. Use a team approach to managing youth activities.

3.2 Physical contact with youth can be misconstrued and should occur (a) only when completely nonsexual and otherwise appropriate, and (b) never in private.

3.3 Clergy, staff, and volunteers should refrain from (a) the illegal possession and/or illegal use of drugs and/or alcohol at all times, and (b) smoking (c) the use of alcohol when working with youth.

3.4 Clergy should not allow individual young people to stay overnight in the cleric's private accommodations or residence.

3.5 Staff and volunteers should not provide shared, private, overnight accommodation for individual young people including, but not limited to, accommodations in any Church-owned facility, private residence, hotel room, or any other place where there is no other adult supervision present.

3.5.1 In rare, emergency situations, when accommodation is necessary for the health and well-being of the youth, the clergy, staff, or volunteer should take extraordinary care to protect all parties from the appearance of impropriety and from all risk of harm.

3.5.2 Use a team approach to managing emergency situations.

4. Sexual Conduct

Clergy, staff, and volunteers must not, for sexual gain or intimacy, exploit the trust placed in them by the faith community.

4.1 Clergy, religious, staff, and volunteers who are committed to a celibate lifestyle are called to be an example of celibate chastity in all relationships at all times.

- b. complete training through online web-based training courses after attending the initial mandatory training session.

EDUCATIONAL PROGRAMS FOR STUDENTS IN DIOCESAN SCHOOLS AND RELIGIOUS EDUCATION PROGRAMS AND YOUTH MINISTRY PROGRAMS

The Superintendent of Schools, Director of Catechesis, and Director of Youth and Young Adult Ministry will ensure that age-appropriate abuse prevention education programs are available at both the elementary (K-6th grade) and secondary (7th-12th grade) levels.

Such programs will be provided annually to children in all grades of every elementary school in the diocese as well as children participating in parish religious education programs and youth ministry programs. Similar age appropriate programs will be presented on an annual basis in the diocesan high schools. These programs will be made available to other Catholic schools and their participation will be strongly recommended.

ASSESSMENT AND EVALUATION OF EDUCATIONAL EFFORTS

With a view toward assessing the progress of the educational efforts called for by this policy, the following record keeping is required:

- a. The number of training courses offered
- b. The number of training courses by classification:
 - 1. Priests, deacons
 - 2. Staff members
 - 3. Volunteers
 - 4. Parents
 - 5. Children and Youth
- c. The number of web-based training courses
- d. Proportion of new staff and new volunteers trained by deadline
- e. Complete roster of Church Personnel and Volunteers trained

- compensation.
- Display of offensive materials.

5.3 Harassment can be a single severe incident or a persistent pattern of behavior where the purpose or the effect is to create a hostile, offensive, or intimidating work environment.

5.4 Allegations of harassment should be taken seriously and reported immediately to the Diocesan Office for the Protection of Children and Young People.

The Diocese of Rockville Centre procedures will be followed to protect the rights of all involved.

6. Parish, Religious Community/Institute, and Organizational Records and Information

Confidentiality will be maintained in creating, storing, accessing, transferring, and disposing of parish, religious community/institute, or organizational records.

6.1 Sacramental records shall be regarded as confidential. When compiling and publishing parish, religious community/institute, or organization statistical information from these records, great care must be taken to preserve the anonymity of individuals.

6.2 Most sacramental records older than 70 years are open to the public.

6.2.1 Information regarding adoption and legitimacy remains confidential, regardless of age.

6.2.2 Only staff members who are authorized to access the records and supervise their use shall handle requests for more recent records.

6.3 Parish, religious community/institute, or organization financial records are confidential unless review is required by *[the diocese, a supervising institution]* or *[an appropriate government agency]*. Contact the *[financial oversight department of the diocese]* upon receipt of any request for release of financial records.

6.4 Individual contribution records of the parish, religious community/

allegations

- e. Policies and procedures to prevent child abuse by clergy, church personnel and volunteers or others who come in contact with children and young people
- f. Policies and procedures to prevent child abuse on any Church-owned property or at Church-sponsored activities
- g. Types of disclosure and how to respond appropriately
- h. Policies and procedures to respond to allegations of abuse

Parents and other adults will be encouraged to attend scheduled awareness sessions that include but are not limited to the following topics:

- a. Appropriate boundaries and established prohibitions in ministry
- b. Nature of abuse problems in children and youth
- c. Signs and symptoms of abuse in children and youth
- d. Policies and procedures to prevent child abuse by clergy, church personnel or volunteers or others who come in contact with children
- e. Policies and procedures to prevent abuse on Church property or at Church-sponsored events and activities
- f. Policies and procedures to report child abuse allegations
- g. Types of disclosure and how to respond appropriately
- h. Policies and procedures to respond to allegations of abuse
- i. Conversations between children and parents regarding child's personal safety
- j. Strategies for protecting children from potential harm

shall advise the parties that he or she can no longer provide services and refer them to another Pastoral Counselor or Spiritual Director.

8. Reporting Ethical or Professional Misconduct

Clergy, staff, and volunteers have a duty to report their own ethical or professional misconduct and the misconduct of others.

8.1 Clergy, staff, and volunteers must hold each other accountable for maintaining the highest ethical and professional standards. When there is an indication of illegal actions by clergy, staff, or volunteers, you should notify the proper civil authorities immediately, your supervisor and the Diocesan Office for the Protection of Children and Young People (516-678-5800 ext. 573).

8.2 When an uncertainty exists about whether a situation or course of conduct violates this *Code of Pastoral Conduct* or other religious, moral, or ethical principles, consult with:

- Peers,
- Others knowledgeable about ethical issues, or
Diocesan Office for the Protection of Children and Young People

8.3 When it appears that a member of clergy, a staff member, or a volunteer has violated this *Code of Pastoral Conduct* or other religious, moral, or ethical principles:

- Report the issue to a supervisor or next higher authority, or
- Refer the matter directly to the Diocesan Office for the Protection of Children and Young People (516-678-5800 ext. 573)

8.4 The obligation of Pastoral Counselors and Spiritual Directors to report client misconduct is subject to the duty of confidentiality. However, any agreement or duty to maintain confidentiality must yield to the need to report misconduct that threatens the safety, health, or well-being of any of the persons involved except as provided for in Section 2.6

9. Administration

Employers and supervisors shall treat clergy, staff, and volunteers

SECTION III: EDUCATION

STANDARD

The Diocese of Rockville Centre is committed to preventing child abuse and to identifying child abuse once it has occurred. By awareness and understanding of abuse issues among priests, deacons, religious, staff members, volunteers and other adults who work with or have substantial contact with children and young people under the care of the diocese and by increasing their knowledge and skills in dealing effectively with child abuse issues, risks to children and young people are reduced. By educating children on how to be safe and remain safe, the diocese will empower children to protect themselves and foster an environment that allows children to communicate any potential harm.

OBJECTIVE

This policy applies to the programs that provide specific training in the prevention, recognition and reporting of child abuse that are developed and/or offered by the diocese and is:

- a. required of all diocesan personnel and volunteers
- b. required of all children and youth who participate in activities, services and programs under the auspices of the diocese and
- c. recommended for parents and other adults who participate or have children who participate in diocesan activities, services and programs.

The objective of these programs is to prevent, recognize and appropriately report child abuse through educational programs, such as seminars, workshops, and meetings provided by the Diocese of Rockville Centre and completed by all diocesan

IV. VOLUNTEER'S CODE OF CONDUCT

Our children are the most important gifts God has entrusted to us. As a volunteer, I promise to strictly follow the rules and guidelines in this Volunteer's Code of Conduct as a condition of my providing services to the children and youth of our [*parish, school, facility, diocese, etc.*].

As a volunteer, I will:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with children and/or youth at Church activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children and/or youth or their parents without prior written approval from the pastor or administrator.
- Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardian and the pastor or administrator.
- Report suspected abuse to the pastor, administrator, or appropriate supervisor and the New York State Central Registry (1-800-342-3720). I understand that failure to report suspected abuse to civil authorities is, according to the law, a misdemeanor.
- Cooperate fully in any investigation of abuse of children and/or youth.

As a volunteer, I will not:

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess, or be under the influence of alcohol at any time while volunteering.
- Use, possess, or be under the influence of illegal drugs at any

of orders. The cleric is no longer bound by the rights or obligations of the clerical state. Laicization can happen in any of three ways:

1. *Petitioning*

The cleric petitions the Pope to be returned to the lay state.

2. *Dismissal through judicial penal process*

Laicization is a penalty imposed for certain crimes committed

3. *Involuntary Laicization*

Usually at the request of a bishop or religious superior, a cleric can be involuntarily laicized by an administrative process and by the Decree of the Holy See. This generally involves a cleric who is clearly unsuited to exercise ministry.

Lay Volunteer

A person who provides without compensation an ongoing service or activity that is officially sanctioned by the parish, school, or entity within the Diocese of Rockville Centre.

Promoter of Justice

A canon (Church) lawyer for disputed cases that can endanger the public good and for penal (criminal) cases. The Promoter of Justice is bound by oath to provide for the public good. It is required that in each diocese, the diocesan bishop appoint a promoter of justice. (*Canon 1430/1435*)

Sexual Exploitation

Sexual conduct between clergy and anyone else in a pastoral relationship with the clergyman and sexual conduct between any Church personnel and a person receiving pastoral counseling or spiritual direction.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, job-related threats for rejecting sexual advances, and other verbal or physical conduct of a sexual nature that has the purpose or effect of unreasonably interfering with an individual's work performance, or has the purpose of creating an

APPENDIX F: GUIDELINES **PRELIMINARY INVESTIGATION**

GUIDELINES

1. When an allegation of sexual abuse of a minor by a priest or deacon is received, a preliminary investigation begins. The diocesan attorney is notified who immediately informs the appropriate civil authorities/DA and forwards a copy of the report to the Director, Office for the Protection of Children and Young People.
2. An interview is scheduled with the person alleging abuse. The person will be encouraged to notify the law enforcement authorities directly. The process of the investigation will be outlined. Support and counseling will be offered.
3. The accused priest or deacon will be informed of the allegation and advised to obtain a civil attorney and a canonical advisor for representation.
4. The accused priest or deacon will be provided with information regarding the overall process and the specific procedures for dealing with allegations of sexual abuse of a minor.
5. The Diocese of Rockville Centre will initiate an investigation in accordance with *Canon 1717 of the Code of Canon Law*.
6. The accused priest or deacon will be placed on administrative leave.
7. The Diocesan Review Board will be convened in accordance with the guidelines.
8. If an act of child abuse by a priest or a deacon is admitted or is established at the conclusion of this process, the Bishop will take the appropriate canonical action.

APPENDIX H: MANDATED REPORTING OF CHILD ABUSE IN NEW YORK STATE

- a. The perpetrator's intentional touching of the child's intimate parts including the genital area, female breast, groin, inner thigh and buttocks or the touching by a child of the perpetrator's intimate parts including those mentioned for the purposes of sexual arousal or gratification.
- b. Sexual intercourse (vaginal or anal), rape (vaginal or anal), oral-genital or oral-anal contact.
- c. The intentional touching and/or displaying of one's own genitals or intimate parts including the female breast, the genital area, groin, inner thigh and buttocks in the presence and view of a child for the purposes of sexual arousal or gratification.
- d. Permitting, causing, encouraging or assisting in the depiction of or posing for viewing by any person, either in person or by way of graphic means including digital or photographic image, of the partially or fully clothed body of a child in apparent observation of sex acts by others in the child's presence.
- e. Displaying or distributing to a child any picture, photograph, book, pamphlet, digital image, movie, or magazine the cover or content of which is principally made up of descriptions or depictions of sexual acts or contacts, or which consists of pictures of nude or partially nude figures posed or presented in a manner which a reasonable person applying contemporary, community standards would find, taken as a whole, appeals to the prurient interest.

2. Physical Abuse includes any act which:

- a. purposely causes or inflicts physical injury to a child or
- b. intentionally causes mental injury or psychological injury to a child by intentionally engendering fear of physical injury to the child.

It is the policy of the Diocese of Rockville Centre that corporal punishment of a child is prohibited in all entities of the diocese.

Physical abuse does not include the appropriate physical restraint of a child who is attempting to injure another person or his/herself, or the appropriate physical direction of a child away from danger or the minimum restraint necessary to place a child in a "time out" or other appro-

New York State requires mandated reporters to report suspected child abuse or maltreatment immediately, by telephone, at any time of day, seven days a week. In addition, a written report must be filed within 48 hours of the oral report. It is a Class A Misdemeanor for a mandated reporter not to report when there is reasonable cause to suspect child abuse or mistreatment and the individual who fails to report may be liable for damages caused by such failure.

Mandated Reports should make reports of child abuse or mistreatment to: New York State Central Registry of Child Abuse and Maltreatment (SCR) at **1-800-635-1522**.

Mandated Reporters of Child Abuse, Maltreatment and Neglect are:

- physicians
- surgeons
- medical examiners
- coroners
- dentists, dental hygienists
- emergency medical technicians
- optometrists
- osteopaths
- Chiropractors
- Podiatrists
- Residents, Interns
- Peace officers, Police officers, other law enforcement officials
- Christian Science practitioners
- Hospital personnel engaged in the admission, examination, care, or treatment of children

SECTION I: INTRODUCTION

Children and young people have a right to be protected from harm in any and in all environments---home, school, religious institutions, and communities. The Diocese of Rockville Centre is dedicated to promoting and ensuring the protection of all children.

The Diocese of Rockville Centre will do all in its power to create a safe environment for children and young people, to prevent their physical abuse, sexual abuse and neglect and to bring the healing ministry of the diocese to all who are in pain.

The Diocesan Child Protection Policy continues to emphasize concern for children and compliance with all provisions contained in the *Charter for the Protection of Children and Young People* and *The Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priest or Deacons* approved by the U.S. Catholic bishops in November 2002.

The Diocese of Rockville Centre is committed to the goals of this policy:

- To minister to the spiritual, physical and emotional needs of the abused child and family as well as the affected Catholic community.
- To report all incidents of child abuse to civil and diocesan authorities.
- To strengthen all screening procedures with the goal of preventing child abuse by diocesan personnel and volunteers.
- To minister to the spiritual, physical and emotional needs of the individual who is accused of abuse.

APPENDIX I: ACKNOWLEDGEMENT

Receipt and Review of the Child Protection Policy for the Diocese of Rockville Centre

This is to acknowledge that I have received and reviewed a copy of the *Child Protection Policy for the Diocese of Rockville Centre*.

I understand that I am responsible for complying with this policy as stated and, questions regarding this policy should be directed to my immediate supervisor or to the Director, Office for the Protection of Children and Young People.

The Diocese of Rockville Centre reserves the right to change, modify and/or revise any part of this policy at any time.

Church Personnel/Volunteers

Signature: _____

Name (please print clearly): _____

Parish/School/Agency _____

Date: _____

Please return this completed form to your immediate supervisor. A copy of this form should be filed in the personnel file of each employee and volunteer.





December 8, 2005
Solemnity of the Immaculate Conception

Dear Brothers and Sisters in Christ,

In August 2003, the Diocese of Rockville Centre through its Office for the Protection of Children and Young People published the Diocesan Child Protection Policy. At that time I wrote an introductory letter in which among other things, I tried to state as clearly as possible our recognition of the horror of sexual abuse of the young and our commitment to do all we humanly could to make this Diocese a “safe environment” for children and young people.

The sexual abuse of a minor is a sin, a betrayal of trust and a crime. The horrific and painful experience of these recent years and its aftermath have revealed to us all in shocking detail that, especially in the 50s through 80s and, to a lesser extent into the present, some priests have wreaked irreparable harm on young people. In my breviary I carry a picture of a young teenage boy in his altar boy cassock and surplice who, when in his twenties, committed suicide because a priest molested him when all he wanted to do was serve at the altar of God.

Each story is of a human person, a child or youngster unique and precious in the eyes of God, one who has a right to expect from us, all of us, love and support, not exploitation and abuse. Those of us who have not been subject to this terrible trauma can never know the depth of the suffering or the extent of destruction sexual abuse causes. Those of us who are not family members of such a traumatized person can never grasp the hurt and anger, the frustration and the deep sense of loss that families, especially parents, have had to live with. What each and everyone of us does know is that this has been a horrid scar on the face of the Church and a deep wound that remains with us and must always remind us that we, as a Church, especially we bishops and priests, have failed. As a result we must do all that we can to right the wrong and to bring whatever help and healing we can to those who have suffered.

This booklet has been prepared by my colleagues in the Diocese of Rockville Centre who have accepted the special task of developing our efforts to correct the errors of the past and to develop the necessary means to protect children and minors into the future. We believe we have all done our best to put in place the means and the mechanisms to make us a constantly vigilant Church that places the protection of children and minors as a priority in our life of faith and in our witness to God’s love. We believe we have responded correctly to the Dallas Charter for the Protection of Children and Young People. We have implemented the Special Norms which the Holy See has approved as particular law in the United States for handling priests accused of sexual abuse. This booklet is intended to help and guide all of us, bishops, priests, deacons, consecrated and lay faithful, in

our mutual and common responsibilities to safeguard the young. In this booklet you will find the material that describes our commitments and our ongoing programs. While we believe we have done this with great care and with a desire to do all that we can, we are painfully aware that there is more to be learned and more to be done, as we travel down a path we pray will make us a Church “without spot or blemish” in its loving care for the young. For that reason, we present this to the Diocese, not as a final word, but as a report on what the Diocese has done and will continue to do. I pledge to you that, as we grow in our experience and our understanding, we will constantly make whatever improvements are called for and whatever further efforts might be needed to fulfill our pledge to protect all the children and young people of our Diocese.

In the two years since I wrote those words, the Diocese and all those living this tragic situation have learned a great deal. Virtus training, background checks and safe environment programs are now an integral part of our life as a diocese. The response of the faithful to these and other initiatives has been positive and, at times with personal sacrifice that reflects their shared viewpoint that this is a most serious challenge which we must and do make permanently our own. There is no guarantee any human can make that such horrific actions will never again take place. There is a solemn promise on the part of us all to do all we can to see to it that the Church is always a “safe zone” where parents can feel confident that their children will be protected and respected. I pledge again to do all I can to continue our work using all our resources, human material and spiritual toward that constant effort.

In his opening homily as Pope, our Holy Father, Pope Benedict XVI told us not to be afraid of Christ. “He will never take anything good away from us”. We can trust Him and it is He who leads the Church. Because of this, the Holy Father said, we can say with confidence that “the Church is young; the Church is alive”.

You and I must place our trust in the Lord who makes all things new and must serve one another that the children and young people of our Diocese will always find a Church that is young and alive with Christ’s love expressed in our care and commitment to them whom the Lord loved and whom we too are called to cherish with that same love which He pours forth for us and all humankind.

Yours sincerely in Christ,

Bishop William Murphy
Bishop of Rockville Centre

Protection Prayer

Jesus, who invites the children to come to him,
protect our children
strengthen them in time of danger,
heal them in time of sorrow
give them laughter and delight,
restore their innocence
for such is the kingdom of heaven.

Jesus, who is the Good Shepherd
enable parents to love their children well
Inspire all caregivers to protect those in their charge
endow the clergy with great wisdom in their ministry
as the Shepherd who lays down his life for his sheep.

Jesus, who is Light of the World,
endow teachers with inner sight
grant doctors skill in healing
imbue therapists with compassion
that they walk not in darkness, but have the light of life.

Office of Worship
S. Sheila Brown, RSM
12/8/05