

(revised May 2017)

## PARISH ANNUAL REPORTING FORM (PARF):

**PLEASE CIRCLE ITEMS AS NEEDED, COMPLETE, & ADD NECESSARY NOTATIONS/ATTACHMENTS.**

FROM: \_\_\_\_\_, Pastor/ PLC of \_\_\_\_\_  
Printed name of pastor/PLC Parish(es)/City(or Cities)

AUDIT PERIOD: **July 1, \_\_\_\_ to June 30, \_\_\_\_** Parish web site (if any): \_\_\_\_\_

Parish's Safe Environment Contact (name & contact information): \_\_\_\_\_

- A) **INFORMATION ABOUT REPORTING ABUSE** readily available & publicly announced (*Charter*, Art. 2).
1. **The diocesan sexual abuse policy**, revised in July 2014, is available (**circle all that apply**): [1] policy at church doors, [2] policy viewable in back of church, [3] policy available in parish office, [4] policy viewable on parish's web site (direct link: \_\_\_\_\_), [5] policy accessible through link on parish web site to diocesan Safe Environment page, [6] copy of policy posted/available at other location on parish property—list details--\_\_\_\_\_.
  2. **The phone numbers for reporting abuse** to civil authorities and the diocese are (**circle all that apply**): [1] posted on wall by church door, [2] in sexual abuse policy summary pamphlets in back of church, [3] on pamphlets/posters elsewhere on church property (list details--\_\_\_\_\_), [4] available in parish office.
  3. **The parish publicly announced the methods for making an abuse complaint** (**circle all that apply**): [1] from the pulpit— copy of information and date(s)\_\_\_\_\_; [2] in bulletin, newsletter, or special mailing—copy of information and dates: \_\_\_\_\_
    - a. If there were problems with these required notifications, please describe and indicate how the Office of Safe Environment could assist with this.\* \_\_\_\_\_.
  4. Do you and your staff know when and how to report an allegation of sexual abuse of a minor to civil authorities? YES / NO
  5. Does your location have readily available a list of the local relevant phone numbers and contacts for reporting abuse to civil authorities (see sexual abuse policy, p. 402:20)? YES / NO
  6. Do you and your staff know how, using the diocese's dedicated phone line, to report to the diocese an allegation of sexual abuse of a minor by a Church representative? YES / NO
  7. Could you and your staff competently provide reporting information for a person who was disclosing abuse, if needed? YES / NO
  8. Does your staff know they should contact the Pastoral Assistance Coordinator to obtain outreach for abuse victims? YES / NO
  9. During the past year (i.e. July-June audit period), was your parish directly affected by an allegation of sexual abuse of a minor by someone in a Church role? YES/ NO  
-- If yes, please answer the additional questions:
    - a. Was the required report made to civil authorities? YES/ NO
    - b. Was the required report made to the diocese? To whom? \_\_\_\_\_ YES/ NO
    - c. Please share your opinion regarding: communications with the diocese; the diocese's outreach to the victim, other directly affected persons, and the affected community; response to parish concerns.\* \_\_\_\_\_
  10. During the past year (i.e. July-June audit period), did your parish need to deal with any allegations of sexual abuse involving an adult not in a Church role? YES/ NO
    - a. If so, please describe, and include notation of any assistance from diocesan personnel.\* \_\_\_\_\_

B) **ADULT SAFE ENVIRONMENT COMPLIANCE**— Adults trained & screened (*Charter*, Art. 12 & 13)— The diocesan youth policy, pp. 200:5 and 200:6) indicates that all employees and all adult volunteers serving minors must be in compliance with the diocese's Safe Environment requirements. That includes: (a) all employees –individuals paid for services to the parish; (b) Diocese of Owensboro clerics; (c) sports volunteers; (f) driving volunteers responsible for anyone other than their own children; (g) religious education, tutoring, club, scouting, mentoring, or other volunteers who share their expertise over time, and so develop relationships with minors; (h) any other adults supervising children other than their own; (i) adults with facilities keys.

1. Reviewing these requirements and most recent Safe Environment report dated \_\_\_\_\_, I can state:
    - a. All required adults have **current diocesan background checks**. YES/ NO
    - b. All required adults have **current Safe Environment training**. YES/ NO
    - c. All required adults have **signed Supervisory Adult Codes of Conduct** on file at the diocesan Office of Safe Environment. YES/ NO
    - d. All required adults have signed "**Acknowledgment of Receipt** of Diocese of Owensboro Sexual Abuse Policy and Procedures" forms on file at the Office of Safe Environment. YES/ NO  
--If no to any of the above, please attach a list with follow-up plan, i.e. names missing from location's Safe Environment report and/or names with unresolved Safe Environment requirements.
  2. For your location who ensures that employees are Safe Environment-compliant? \_\_\_\_\_
  3. For your location who ensures that volunteers supervising minors are Safe-Environment compliant? \_\_\_\_\_
  4. Who has access to the Safe Environment report? \_\_\_\_\_
  5. Do you feel confident that staff members and others planning events know and follow the Safe Environment clearance process, using only Safe Environment-compliant adults in supervisory roles? If no, what assistance can the Office of Safe Environment provide? \* \_\_\_\_\_ YES/ NO/ Unsure
  6. I understand that adults who are not-SEM-compliant are ineligible to serve in ministry with minors. YES/ NO
  7. Do you need diocesan help to meet adult Safe Environment compliance requirements? YES/ NO  
--If yes, please describe. \* \_\_\_\_\_
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C) **STANDARDS OF BEHAVIOR**: Clear, well-publicized standards (*Charter*, Article 6) are listed in the sexual abuse policy and in the Supervisory **Adult Code of Conduct** and Non-Supervisory Adult/Adult Participant Code of Conduct. Boundary violations and/or disregard for safety standards can be precursors to more serious inappropriate behaviors with minors; therefore, to protect minors and the parish's ministries, we must always correct inappropriate behavior and intervene to stop boundary violations.

1. Are you confident that the adults ministering in your programs understand and follow the standards of behavior for ministering with minors? YES/ NO/ Unsure
  2. If a concern were to arise about an adult employee or volunteer interacting inappropriately with a child or teen, **do you have a clear process that you follow?** (like who is informed, who takes responsibility to follow up, what steps are taken, how the situation is monitored, what steps might be taken to keep a similar situation from ever occurring, determining when/if the diocese is notified) YES / NO
  3. If a concern were to arise about a minor interacting inappropriately with another minor, **do you have a clear process that you follow?** (like who is informed, who takes responsibility to follow up, what steps are taken, how the situation is monitored, what steps might be taken to keep a similar situation from ever occurring, determining when/if the diocese is notified) YES / NO
  4. During this July-June audit period, did the parish experience any non-abuse Safe Environment issues (e.g. "grooming concern," bullying, Adult Code of Conduct violation, issue involving two adults)? If so, please describe briefly response and any diocesan support needed. \* YES / NO
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5. Supervisory adults in parish programs understand and clearly communicate **appropriate student behaviors** to students and their families. YES / NO
  6. Supervisory adults in parish programs understand and clearly communicate **appropriate behaviors for supervisory adults** to students and their families. YES / NO

D) **YOUTH SAFE ENVIRONMENT TRAINING**: Diocesan-approved Safe Environment training is required annually (unless parents formally “opt out”)—i.e. for the July to June audit period—for all minors involved in parish youth programming (*Charter*, Art. 12). **Parishes have already been asked to submit this year’s training totals and a list of the training tools used.**

Was your parish required to offer youth Safe Environment training because it offers any of the following: faith formation classes, youth group, a chartered Scout troop, or other youth programs? YES/ NO

If you answered YES to the question above, please complete the following questions in this section.

1. This year’s training was completed, and the report was submitted to the diocese. YES / NO
2. Training details: Who coordinated youths’ Safe Environment training for your parish? \_\_\_\_\_  
If youth training was offered in conjunction with any other parish(es), please list. \_\_\_\_\_
3. The parish has on file signed documentation from all parents/guardians who this year formally declined, i.e. “opted out of,” children’s Safe Environment training. YES / NO
4. If students did not “opt out” but missed the main training, they are still supposed to be trained later by the parish program. If that did not happen, please document what Safe Environment materials were offered to parents/ guardians of those untrained students.\* \_\_\_\_\_

E) **TESTIMONIALS OF SUITABILITY** are letters of good standing which must be completed and submitted to the Office of the Bishop prior to arrival whenever a visiting cleric is invited by a diocesan priest, parish, Catholic school, or other diocesan organization to minister AND minors may be present AND that individual is not currently in compliance under the Diocese of Owensboro’s Safe Environment policies.

1. Please list any non-Owensboro Diocese clerics who served (e.g. parish mission presenters; weekend assistants; priests who witness marriages, perform baptisms, conduct funerals, or otherwise engage in supply ministry; etc.) from July 1, 2017 through June 30, 2018. Names: \_\_\_\_\_

- a. For each name listed, did you receive a Testimonial of Suitability for each occasion/ time period? YES/NO
- b. Was a Testimonial of Suitability received by the Office of the Bishop prior to individual’s arrival? YES/NO
- c. If no to either of two prior questions, please explain. \* \_\_\_\_\_

F) **OTHER**: Please describe any other helpful child safety efforts undertaken:\* \_\_\_\_\_

**Though informed personnel may assist in completing this document, the signature below indicates that the pastor is attesting to the validity of all items.**

(Required) Pastor’s Signature: \_\_\_\_\_  
Name Date

Printed Name: \_\_\_\_\_

Please submit by July 15<sup>th</sup> each year to the diocesan Office of Safe Environment,  
600 Locust Street, Owensboro, KY 42301.

~~~Please maintain a completed copy for your parish records.~~~

\* You may add pages (noting the question numbers) for any further explanations related to this document.