

PARISH ANNUAL REPORTING FORM (PARF)

PLEASE 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**

1. This location has a web page with a direct link to the diocesan Safe Environment page. YES ___ NO ___

2. At this location the full **diocesan sexual abuse policy** is available for reading—mark all applicable:

- On rack or table in back of church
- In open area of parish office
- By request of staff person in parish office
- Through direct link on parish web site to diocesan Safe Environment page
- Other--Details _____

3. **The phone numbers for reporting abuse to civil authorities** are available where?

- In parish office
- Posted (indicate where) _____

4. **The phone numbers for reporting abuse to the diocese** are available where?

- Posted on wall by church door
- In sexual abuse policy summary pamphlets available in church
- Available from staff in parish office
- On pamphlets/posters elsewhere on church property (list details-- _____)

5. **The parish publicly announced the methods for making an abuse complaint this audit year:**

- Announced from pulpit—please submit copy of information and date(s) _____
- In bulletin, newsletter, or special mailing—submit copy of information provided and dates (required at least quarterly): _____
- If there were problems with these required notifications, please describe needed assistance from Office of Safe Environment.* _____

6. Do you and your staff know when and how to report an allegation of sexual abuse of a minor to civil authorities, and could you assist a person needing to report? Y / N

7. 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)? Y / N

8. Do you and your staff know to use the diocese's dedicated phone line (in English or Spanish) to report to the diocese an allegation of sexual abuse of a minor by a Church representative? Y / N

9. Does your staff know they should contact the Pastoral Assistance Coordinator to obtain outreach for abuse victims? Y / N

10. 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? Y / N

- a. If yes, please share your perspective regarding: communications with the diocese; the diocese's outreach to the victim, other directly affected persons, and the affected community; response to parish concerns.* _____

11. 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? Y / N

- a. If yes, please share your perspective regarding any assistance from diocesan personnel.* _____

B) **ADULT SAFE ENVIRONMENT COMPLIANCE**--All employees and any volunteers working with minors complete Safe Environment requirements (current background check, training, and acceptance of relevant policies) at least every five years.

1. According to records available on CMG Connect, I can state as of this date _____ :
 - a. Diocese of Owensboro clerics serving here are Safe Environment-compliant, i.e certified. Y / N / NA
 - b. All employees serving here are Safe Environment-compliant, i.e certified. Y / N / NA
 - c. All volunteers working directly with minors other than their own children (e.g. religious education, scouting, driving, sports, tutoring, clubs, mentoring, resource adults, etc) are Safe Environment-compliant, i.e certified. Y / N / NA
 - d. Have facilities keys been made available to other adults? Y / N
 - If yes, have you determined that those individuals are either Safe Environment-certified or that the facility is adequately monitored against inappropriate use? Y / N / NA
- 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 required volunteers are Safe-Environment compliant? _____
 4. I understand that non-SEM-compliant adults should not be serving in ministry with minors. Y / N
 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? Y / N / Unsure
 6. Do you need diocesan help to meet adult Safe Environment compliance requirements? Y / N
 - If yes, please describe. * _____

C) **STANDARDS OF BEHAVIOR**

1. Are you confident that the adults ministering in your programs understand and follow the standards of behavior for ministering with minors found in diocesan policies and the Adult Code of Conduct? Y / N / Unsure
 2. How often and in what way do you review appropriate standards of behavior with staff and ministry leaders? * _____
 3. Do you have a clear process that you follow if you learn of an **adult employee or volunteer interacting inappropriately with a child or teen?** (for instance, determining who is informed, who decides the specific steps taken, following up, monitoring the situation, proactive steps for future activities, determining when/if the diocese is notified.) Y / N
 4. Do you have a clear process that you follow if you learn of a **minor interacting inappropriately with another minor?** (for instance, determining who is informed, who decides the specific steps taken, following up, monitoring the situation, proactive steps for future activities, determining when/if the diocese is notified.) Y / N
 5. 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 and indicate any diocesan support needed. * Y / N
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6. Supervisory adults clearly communicate **appropriate student behaviors** to students and their families. Y / N / Unsure
 7. Supervisory adults clearly communicate **acceptable adult standards of behavior** to students and their families. Y / N / Unsure

D) **YOUTH SAFE ENVIRONMENT TRAINING**: Parishes should have already submitted this year’s training totals and details about how that training was accomplished for youth program participants.

1. Was your parish required to provide youth Safe Environment training because your parish offers opportunities for youth to be involved when they’re not with their parents (faith formation, youth group, chartered Scout troop, serving, etc.)? Y / N
2. If yes, who coordinated youths’ Safe Environment training for your parish? _____
3. If yes, list any other parish(es) included in youth training with this parish. _____
4. If yes, opt-out forms were handled in the following way (choose one):
 - a. The parish has on file signed documentation from all parents/guardians who formally declined (“opted out of”) this year’s children’s Safe Environment training. _____
 - b. The parish has submitted all opt-out forms to the Office of Safe Environment. _____
 - c. The parish had no students who formally opted out of training. _____
5. Parents/guardians of students opting out of training received alternative Safe Environment training materials. Y / N / NA
6. Were any students left untrained for whom no “opt out” documentation was received? Y / N / NA
If yes, how are you responding to that lapse? _____

E) **TESTIMONIALS OF SUITABILITY**: For the period July 1, 20__ to June 30, 20__ please identify any clerics not from the Diocese of Owensboro who provided public ministry (e.g. parish mission; weekend assistants; weddings, baptisms, funerals, other supply ministry, etc.).

NAME	Testimonial received (Y/N)?	Testimonial to Bishop’s Office (Y/N)?
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 15th 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.

## Explanations for Requirements

### PARISH ANNUAL REPORTING FORM (PARF)

#### Excerpts Developed from Bishops *Charter for the Protection of Children and Young People (Charter)* and diocesan sexual abuse policy (SAP):

#### INFORMATION ABOUT REPORTING ABUSE:

##### Charter:

- Article 2—The procedures for those making a complaint are to be readily available in printed form and other media in the principal languages in which the liturgy is celebrated in the diocese and be the subject of public announcements at least annually.
- Article 4—Diocesan personnel 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.

##### Sexual Abuse Policy (SAP):

- Article 7.1—As required by Kentucky Revised Statutes (K.R.S. 620.030), anyone who obtains information of known or suspected physical or sexual abuse, neglect, or exploitation of a current minor, shall report it immediately to the proper authorities (local law enforcement agency, the Kentucky State Police, the Cabinet for Health and Family Services, local Commonwealth attorney, and/or local county attorney), according to KY Statutes. In the Commonwealth of Kentucky felony crimes, which include sexual abuse, have no statute of limitations.  
Article 7.2—In addition, anyone who knows or has reason to know of an incident of sexual abuse by anyone acting in the name of the Church shall report the incident as soon as possible by contacting the Pastoral Assistance Coordinator using the Diocese’s dedicated phone line.
- Article 7.3—This does not require any clergy member to violate the priest/penitent privilege conferred by the Sacrament of Reconciliation(ref. K.R.S. 620.030(4); CIC, cc. 1388§1 and 983§1, §2).
- Art. 12.5.4--Each Diocesan location shall maintain and make available current written documentation (names and telephone numbers) of the appropriate law enforcement person(s) to contact in the respective county for reporting allegations of sexual abuse.

#### ADULT SAFE ENVIRONMENT COMPLIANCE

##### Charter:

- 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 conducted...to provide education and training for minors, parents, ministers, employees, volunteers, and others about ways to sustain and foster a safe environment for minors.
- Article 13—The diocesan/eparchial bishop is to evaluate the background of all incardinated priests and deacons. When a priest or deacon, not incardinated in the diocese/eparchy, is to engage in ministry in the diocese/eparchy, regardless of the length of time, the evaluation of his background may be satisfied through a written attestation of suitability for ministry supplied by his proper ordinary/major superior to the diocese/eparchy. Dioceses/eparchies are to evaluate the background of all their respective diocesan/eparchial and parish/school or other paid personnel and volunteers whose duties include contact with minors. Specifically, they are to utilize the resources of law enforcement and other community agencies. Each diocese/eparchy is to determine the application/renewal of background checks according to local practice.

##### SAP:

- Art. 12.1.1—At determined intervals the Diocese will require “safe environment” training which the Bishop deems to be in accord with Catholic moral principles. This training will include information about sexual abuse and ways to make and maintain a safe environment for children and young people. It will also make clear the standards of conduct for all persons in positions of trust with regard to children.
- Art.1.3.2—Every employee and any volunteer ministering with minors or vulnerable adults is required to: (1) read this [Diocese of Owensboro sexual abuse] policy, (2) acknowledge an understanding and acceptance of it, and (3) agree to abide by it.
- Art. 10.2.1—All members of religious orders/congregations and all clerics and religious from other dioceses must comport with the policies and procedures of the Diocese of Owensboro in addition to those of their own order/congregation or diocese. In the event the two policies conflict, the policy of the Diocese of Owensboro takes precedence.

## STANDARDS OF BEHAVIOR:

### Charter:

- 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 with regard to their contact with minors.
- Article 10—The whole Church, at both the diocesan/eparchial and national levels, must be engaged in maintaining safe environments in the Church for children and young people.
- Article 12—Dioceses/eparchies are to make clear to clergy and all members of the community the standards of conduct for clergy and other persons with regard to their contact with minors.

### SAP:

- Art. 10.2.1—All members of religious orders/congregations and all clerics and religious from other dioceses must comport with the policies and procedures of the Diocese of Owensboro in addition to those of their own order/congregation or diocese. In the event the two policies conflict, the policy of the Diocese of Owensboro takes precedence.
- Art. 12.1.1—At determined intervals the Diocese will require “safe environment” training which the Bishop deems to be in accord with Catholic moral principles. This training will include information about sexual abuse and ways to make and maintain a safe environment for children and young people. It will also make clear the standards of conduct for all persons in positions of trust with regard to children.
- 12.2.1 Safe Environment Background Check: According to Article 13 of the Charter, Diocesan background checks will be conducted at determined intervals for “all incardinated and all non-incardinated priests and deacons who are engaged in ecclesiastical ministry in the diocese and of all Diocesan and parish/school or other paid personnel and volunteers whose duties include ongoing, unsupervised contact with minors.”
- 12.3.1 quotes Charter Article 6 (see above).
- 12.3.2 Since the Diocese presents appropriate ministerial standards of conduct within its Safe Environment training, any serious breach of these standards of conduct may result in termination of employment, removal as a volunteer, and/or dismissal from a program.
- 12.3.3 for clerics
- 12.5.5 No one should be left alone in a supervisory capacity. There should always be a minimum of two Safe Environment-cleared adults even if a teen under the age of 18 is assisting.
- 12.3.4 Both adults and minors involved in Diocesan activities use a Code of Conduct to assist in determining appropriate behavior. If any sexual misconduct involving minors occurs, including that between minors, at any Diocesan location or event, the Pastoral Assistance Coordinator should be contacted for guidance and direction.

## YOUTH SAFE ENVIRONMENT TRAINING:

### Charter:

- 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 conducted...to provide education and training for minors...about ways to sustain and foster a safe environment for minors.

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.

### SAP:

- Art. 10.1.1—No religious, priest or deacon will be permitted to serve or minister, for a single event or any length of time, in the Diocese of Owensboro unless a “Testimonial of Suitability for Ministry” is signed by the superior of the religious order or the Bishop of the sending diocese. This must be submitted prior to the arrival of the minister. An executed “Testimonial of Suitability for Ministry” must be filed in the office of the Bishop.
- Art. 10.1.3—Clerics from the Diocese of Owensboro seeking to serve or minister, for a single event or any length of time, in another diocese will request that a “Testimonial of Suitability for Ministry” be issued by the Bishop’s office.