

USCCB / DIOCESE OF PITTSBURGH SAFE ENVIRONMENT POLICY (8/19/10)

The **Safe Environment Policy** was created to take reasonable measures to assure that Church personnel who have regular contact with minors and vulnerable adults:

- are committed to providing a safe environment for children, youth and vulnerable adults.
- are capable of identifying and preventing abuse of children, youth and vulnerable adults.
- have no personal history of behavior that would be a threat to children, youth and vulnerable adults.

The **Safe Environment Policy** applies to all Church personnel who have regular contact with minors and vulnerable adults. Church personnel is defined as all adult persons (those 18 years of age or older), whether clergy, members of consecrated life, or laity, who, as employees or volunteers, act in the name of the Church under the auspices of the Diocese of Pittsburgh or one of its parishes.

Appendix A: Background Checks by Ministry

The Diocese of Pittsburgh has mandated that the following ministries (and/or their equivalents) are required to comply with the Safe Environments Policy.

1. Altar Server–Adult
2. Athletic Coach/Volunteer
3. Athletic Trainer
4. Bereavement Team Coordinator/Volunteer
5. Bus Driver
6. Business Manager/Bookkeeper
7. Cafeteria Worker
8. Campus Minister
9. Cantor
10. Catechetical Administrator
11. Catechist
12. Catechist Aide
13. Catechumenate Director
14. Catholic Committee on Scouting Leader/Volunteer
15. Chaperone
16. Child Care Giver/Babysitter
17. Choir Director–Vocal/Bell
18. Choir Member–Vocal/Bell
19. Coordinator of Evangelization
20. Coordinator of Liturgy
21. Deacon–Permanent/Transitional
22. Diocesan Priest incardinated in the Diocese, on Assignment or in Residence in the Diocese
23. Diocesan Priest not incardinated in the Diocese, on Assignment or in Residence in the Diocese
24. Diocesan staff member whose duties require regular contact with minors
25. Director of Music Ministry
26. Elderly Outreach Coordinator/Volunteer
27. Elementary School Principal
28. Elementary School Teacher
29. Elementary School Teacher Aide
30. Extraordinary Minister of Holy Communion
31. Family Life Minister/Volunteer
32. Fund Raising Worker/Volunteer (e.g., bingo, festival, fish fry, etc.) whose duties require regular contact with minors
33. Housekeeper/Cook
34. Janitor/Maintenance Worker
35. Lector/Reader
36. Liturgical Art and Environment Coordinator/Volunteer
37. Organist/Instrumentalist
38. Parish Advocate – Persons w/Disabilities
39. Parish Advocate – Tribunal
40. Parish Life Collaborator
41. Parish Nurse
42. Parish Social Minister
43. Parish Wedding Coordinator
44. Pastoral Associate/Minister
45. Pastoral Health Care Minister
46. Playground Monitor
47. Refugee Sponsorship Coordinator
48. Religious Order Priest on Assignment in the Diocese
49. Respect Life Coordinator/Legislative Advocate
50. Sacristan
51. Secretary–Parish/Religious Education/School/Youth Ministry
52. Seminarian
53. Trainer–Youth Altar Servers and/or Lectors
54. Usher/Greeter/Minister of Hospitality
55. Youth Minister
56. Youth Ministry Volunteer

SAFE ENVIRONMENTS EMPLOYEE/VOLUNTEER REQUIREMENTS

The **Diocese of Pittsburgh** requires that all volunteers in ministry with children and vulnerable adults comply with the Safe Environments Policy which included the following components:

- ✍ **Diocesan Database and National Criminal Record Check**
- ✍ **PA Criminal Record Check** (*completed in step 1 immediately above*)
- ✍ **PA Child Abuse History Clearance**
- ✍ **Protecting God's Children Workshop Certificate of Attendance**
- ✍ **Pastoral Code of Conduct Acknowledgement**
- ✍ **Child Protective Services Law Acknowledgement (Mandated Reporting)**
- ✍ **FOR CATECHISTS ONLY: Cardinal's Clause**

EXPLANATION OF COMPONENTS: SAFE ENVIRONMENTS POLICY

Diocesan On-Line Database All adults who have regular contact with minors/vulnerable adults are to complete the diocesan database application. Once this application is completed, it will also be used to obtain a Pennsylvania State Police criminal record check. When asked to choose your site, it will be: **Pittsburgh - St. John Neumann Church**. When asked for the access code, it is the word: **Protect**.

Pennsylvania Criminal Record Check Required by all volunteers, ages 18 and above, who work in ministry with children, teens or vulnerable adults. **Must be renewed every FIVE years. This component is now completed with the database application above.**

Pennsylvania Child Abuse History Clearance Required for all volunteers, age 18 and above, who work in ministry with children, teens or vulnerable adults. **Print, complete, and sign. Must be renewed every FIVE years.** Instructions to complete form are immediately below.

- ✍ **Applicant Identification:** Your name and address, Social Security number, etc.
SSN is mandatory - application forms are viewed only by two parish staff members and kept in locked areas of the parish offices.
- ✍ **Previous Names:** Maiden names, nicknames, aliases)
- ✍ **Purpose of Clearance:** Check VOLUNTEERS
- ✍ **Previous Addresses Since 1975:** List all addresses since 1975
- ✍ **Household Members:** List everyone who lived with you at anytime since 1975 to the present
- ✍ **Applicant Signature and Date**
- ✍ **Consent/Release of Information Authorization Form:** Complete a separate release form which will allow the parish to receive the clearance form directly from the state.
Processing the clearance application will be delayed if information is missing.
Return completed forms to parish offices.

Protecting God's Children Certificate Of Attendance Protecting God's Children is a child sexual abuse awareness workshop required for all people, age 18 and above, who wish to volunteer in ministry. It is an excellent program that equips adults with skills to create safer environments for children, teens and vulnerable adults. For a list of workshops in our area, read the parish bulletin or contact the parish religious education office, 412-366-5885 x11 or x15. To register for a specific workshop call 412-366-5885 x11 or x15.

Code Of Pastoral Conduct All volunteers of all ages in all ministries must read this document and sign and return the acknowledgement form to the Parish Office.

Reporting Of Child Abuse and The Child Protective Services Law Of Pennsylvania All volunteers, age 18 and above, must read this document and sign and return the acknowledgement form to the Parish Office.

Cardinal's Clause For catechists only, complete and sign. Return to the Religious Education office.