

**MANDATES FOR ALL PARISH
CATECHETICAL AND YOUTH MINISTRY LEADERS IN THE
ARCHDIOCESE OF SAN ANTONIO
Revised July 2013**

1. ARCHDIOCESAN SEXUAL MISCONDUCT POLICY

All parish staff and all volunteer personnel in any capacity **must** view the Archdiocese of San Antonio Sexual Misconduct Policy video, read the policy booklet, and sign the certificate before they begin employment or ministry service. **There are no exceptions!**

To obtain Sexual Misconduct Policy booklets and DVD, please call the Human Resources Office at 210-734-2620, ext. 1218.

2. CRIMINAL BACKGROUND SEARCH POLICY

The policy of the Archdiocese of San Antonio requires that criminal background searches be conducted on all clergy and employees. Criminal background searches must also be conducted on all volunteers who directly minister, work or volunteer with minors and/or vulnerable persons. No other criminal background searches are acceptable in lieu of the Archdiocesan criminal background search.

Employees and volunteers are asked to complete the ***Criminal Background Search Authorization and Release Form***. Refusal to sign and complete this form will result in immediate termination and/or suspension of services.

Criminal background searches will be conducted on all new employees and new volunteers and updated every three years on existing employees and volunteers.

For more information, please call the Human Resources Office at 210-734-2620, ext. 1218.

3. CHILD ABUSE

It is a legal requirement that anyone who is aware of or suspects that a child (anyone under the age of 18 yrs) is being abused must report this incident to the proper authorities within 48 hours. Please follow guidelines outlined in the **Archdiocese of San Antonio Sexual Misconduct Policy**. Reports can be made by phone: 1-800-252-5400 or online: www.txabusehotline.org. Contact the Office of Victim Assistance & Safe Environment for any questions on reporting abuse.

4. The Office of Victim Assistance & Safe Environment (OVASE) was created in order to provide pastoral healing for anyone who has been abused by clergy, church staff, or church volunteer. OVASE provides free counseling and/or referrals to anyone who has been abused. Please contact the office for information or for assistance at 210-734-7786 or 1-877-700-1888.

5. OVASE- Safe Environment Education

Per the USCCB, it is mandated that all adults who minister to children must receive Adult Safe Environment Training. Training must be renewed every three years. All children and youth enrolled in religious education must also receive Safe Environment Training. Children/ youth must be trained on a yearly basis. Every parish must assign a Safe Environment Coordinator who is responsible for training at the site. The Safe Environment Coordinator is trained by OVASE and is given the resources to educate the adult staff at his/her site. Once trained, the catechists/teachers will be given the materials in order to train the children/youth. For questions on the training process or to identify your Safe Environment Coordinator, contact OVASE.

6. PERMISSION SLIP REQUIREMENTS

All children under the age of eighteen (18) must have a permission slip signed by their parents or legal guardian **yearly** for the following:

- a. Consent Forms for medical treatment
- b. Permission to meet in homes or locations outside of church premises.
*An adult, not a family member, other than the homeowners must be present at all classes.
*Homeowners must have some type of Liability Insurance.
- c. Permission to participate in other church related functions not specifically related to Religious Education.
Official forms may be obtained from the Archdiocesan Catechetical Center or the Office of Youth Ministry.

7. OFF SITE ACTIVITY FORMS

If you are taking youth off of the parish property for an event, you must have up to date consent to treat medical forms and event-specific permission slips in the hands of the adult who is chaperoning each youth, and the adult in charge of the event. These forms can be found on the www.archsa.org/oym webpage under Printable Forms.

8. **CATECHIST POLICY**

- a. All classrooms must have at least one adult teacher or catechist (18 yrs or older) present at all times. Anyone under the age of 18 should never be left alone with children.
- b. There should always be adult supervision before and after all classes, regardless of the ages of the children. Proper procedure will be indicated by each location. Catechists should not transport children home.
- c. If possible, two adults should be together at all times, when working with children as protection against allegations of misconduct.

9. **INSURANCE**

If you have a written contract or agreement with a retreat center or camp, please forward a copy of the contract or agreement to the Risk Management Office as soon as possible. Please contact Risk Management before you purchase any outside insurance for Retreats, Field Trips, etc. This coverage may already be in force. Religious Education Students and Religious Education Volunteers are now covered under a blanket policy.

10. **ARCHDIOCESAN DRIVER POLICY**

Any employee or volunteer who drives an Archdiocesan owned or leased vehicle must have an Archdiocesan Driving Permit (renewal every three years) and must attend an approved Defensive Driving Class (within a year of employment). **10 to 15 passenger vans are prohibited from being used to transport children. Drivers must be at least 21 years of age to transport children.** If a volunteer drives a personal vehicle for church sponsored activities or business, then the individual must carry current automobile insurance with the minimum coverage amounts required by the State of Texas and must fill out the **Volunteer Driver Information Sheet** that is available through the Office of Risk Management.

11. **COPYRIGHT INFORMATION**

It is a Federal Offence to copy materials, music, or videos for distribution without permission of the author, composer, or publisher. Contact the ACC or Office of Youth Ministry for assistance or questions on copyright issues. It is theft to copy words or music in sacrament programs or booklets for parish use without a license number or permission.



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2718 W. Woodlawn
San Antonio, TX 78228
210-734-2620 ext. 1202



Office of Youth Ministry
2718 W. Woodlawn
San Antonio, TX 78228
210-734-1625

Office of Risk Management
112 Belknap
San Antonio, TX 78212
210-431-3465



Office of Victim Assistance and Safe Environment
St. Paul Community Center; Annex Building
1201 Donaldson (at St. Cloud)
San Antonio, Texas 78228
210-734-7786

Human Resources Office
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