

PARISH AND SCHOOL REVIEWS

Every three years, a representative from Finance and Human Resources (HR) departments visits each parish and school conducting a “Review.” From the HR side, it is a compliance Review encompassing Federal, State, and Diocesan requirements.

With respect to Safe Environments, the following questions are asked, and the response is verified by reviewing or obtaining copies of supporting documents:

Parish Safe Environment Compliance

- Sexual Misconduct Brochure. (Where is it available? Church? Office? It should be readily available without asking)
- Bulletin Announcements identifying where to report suspected sexual misconduct. (At least once a year, twice would be better).
- Parish Web page link identifying “Safe Environment” programs.

Parishes and Schools

- Has each employee completed all components of the Safe Environment training through CMG?
- Has each volunteer having interaction with children completed all components of the Safe Environment training through CMG?
- Is there evidence that the Safe Environment Training of Children component is being done each year? (Dates of intro to children, letters to parents, mailing list, posters in rooms)

If the location is not in compliance, a report is presented to the Pastor, and a follow up meeting is scheduled 30 – 60 days later to ensure compliance is obtained. In the event of continued non-compliance, the Bishop is advised and he coordinates with the Pastor.