



*Archdiocese of Saint Paul  
and Minneapolis*

OFFICE OF THE ARCHBISHOP  
MOST REVEREND JOHN C. NIENSTEDT

February 7, 2011

Dear Archdiocesan, Parish and School Employees and Volunteers,

Thank you for all you do in service of the Church!

The Archdiocese of Saint Paul and Minneapolis, along with Catholic dioceses across the country, has made a strong commitment to help protect children from sexual abuse.

The United States Conference of Catholic Bishops' *Charter for the Protection of Children and Young People (2002 and 2005)* and Archdiocesan policy mandates that all clergy and Archdiocesan, parish and school employees, as well as all volunteers who have contact with minors, attend safe environment training.

Since May 2005, more than 47,500 adults in this Archdiocese have attended VIRTUS: *Protecting God's Children for Adults* safe environment training. Thousands of these three-hour sessions have been held in locations across the Archdiocese to make session attendance as convenient as possible. All upcoming sessions are listed online at [www.virtus.org](http://www.virtus.org).

Parish and school leaders are required to make sure those required to attend VIRTUS do so. I encourage you to attend a VIRTUS session before you anticipate beginning service in a Catholic parish or school.

I pray that we may continue to work together to make our homes, schools and churches safer environments for all God's children.

Cordially yours in Christ,

A handwritten signature in cursive script, appearing to read "John Nienstedt".

The Most Reverend John Nienstedt  
Archbishop of Saint Paul and Minneapolis



**123B.03 and the Minnesota Predatory Offender Registry**  
***INFORMED CONSENT***

The following named individual has made application for employment or volunteer service with an organization, The Church of St. Stephen, which utilizes The McDowell Agency to run criminal background checks

**Last Name of Applicant** (please print): \_\_\_\_\_

**First Name** (please print): \_\_\_\_\_

**Middle** (full) (please print):  
\_\_\_\_\_

**Maiden, Alias or Former** (please print): \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Sex (M or F):** \_\_\_\_\_  
Month/Day/Year

I authorize the Minnesota Bureau of Criminal Apprehension to disclose all criminal history record information to The McDowell Agency and to The Church of St. Stephen pursuant to Minnesota State Statute 123B.03 for the purpose of employment or volunteer service at the organization named above which utilizes the services of The McDowell Agency.

This release is valid for one year from the date of my signature.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

I hereby authorize and grant my informed consent to the Minnesota Bureau of Criminal Apprehension to release to The McDowell Agency and to The Church of St. Stephen any information contained about me in the **Minnesota Predatory Offender Registry**, including, but not limited to, information related to offenses which may have occurred when I was a juvenile.

I hereby release the Minnesota Bureau of Criminal Apprehension and The McDowell Agency and the Church of St. Stephen from any and all actions and causes of action, of any kind and nature whatsoever, past, present and future, arising out of the release of information obtained with this consent.

This release is valid for one year from the date of my signature.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**WARNING PURSUANT TO MINNESOTA STATUTES  
§13.04, SUBD. 2 (TENNESSEN WARNING)**

In accordance with the Minnesota Government Data Practices Act, an individual asked to supply private or confidential data concerning the individual must be informed of the individual's rights as they pertain to the private or confidential information to be collected from the individual. Private data is that information which is available to you, but not to the public.

The information collected from you, or from other agencies or individuals authorized by you, is used to determine whether to hire you or otherwise allow you to provide a service to us.

You are not required to provide this information; however, under Minnesota Statutes Section 123B.03, or Section 299C.62 or the Procedures for Employee Background Checks or Volunteer Background Checks developed by the Archdiocese of Saint Paul and Minneapolis, if you do not supply the required information, you will not be considered for employment, your employment may be terminated based on the result of the background check or you may not be allowed to provide a service to us.

The use of the private data collected is limited to that necessary for the administration and management of our hiring process or our volunteer programs. Persons or agencies with whom this information may be shared include:

1. Human resources personnel;
2. Administration employees;
3. Officers, directors or department heads;
4. Archdiocesan officials.

Unless otherwise authorized by State Statute or Federal Law, other government agencies utilizing the reported private data must also treat the information as private.

You may wish to exercise your rights as contained in the Minnesota Government Data Practices Act. These rights include:

1. The right to see and obtain copies of the background check report or other private data maintained on you.
2. The right to be informed as to the content and meaning of that data.
3. The right to contest the accuracy and completeness of that data.

I have read and understand the above information regarding my rights as a subject of government data.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

## A Summary of Your Rights Under the Fair Credit Reporting Act

*Para informacion en espanol, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.*

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identify theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.
  - In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).

- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:**

Type of Business:	Contact
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation ,Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture, Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051

**Consumer Report/Investigative Consumer Report  
Disclosure and Release of Information Authorization**

I authorize **The Church of St. Stephen** and **The McDowell Agency, Inc.**, a consumer-reporting agency, to retrieve information from all personnel, education institutions, government agencies, companies, corporations, credit reporting agencies, law enforcement agencies at the federal, state, or county level, relating to my past activities; and I authorize these entities to supply any and all information concerning my background. The information received may include, but is not limited to, academic, residential, achievement, job performance, attendance, litigation, personal history, credit reports, driving records, and criminal history records. I understand some or all of this information may be transmitted electronically and authorize such transmission.

I understand a Consumer Report or Investigative Consumer Report ("Consumer Report") may be prepared summarizing this information. If my prior employers and/or references are contacted, the report may include information obtained through personal interviews regarding my character, general reputation, personal characteristics, and mode of living. I may request a copy of any report that is prepared regarding me and may also request the nature and substance of all information about me contained in the files of the consumer-reporting agency. I understand I have the right to inspect those files with reasonable notice during regular business hours and I may be accompanied by one other person. The consumer reporting agency is required to provide someone to explain the contents of my file. I understand proper identification will be required, and I should direct my request to: **The McDowell Agency, Inc., 1714 University Avenue West, St. Paul, MN 55104. Phone 1-877-644-3880/651-644-3880.**

I acknowledge that I have received, read and understood the document "A Summary of Your Rights Under the Fair Credit Reporting Act."

**If currently employed:**

**May my current employer may be contacted? (mark one and initial)**

YES     NO     N/A     Post Hire Only    \_\_\_\_\_ Applicant's Initials

**Are you applying for employment in California, Minnesota, or Oklahoma?**     YES     NO

If so, would you like a copy of any Consumer Report prepared on you?     YES     NO

I hereby certify that all the statements and answers set forth on the application form and/or my resume are true and complete to the best of my knowledge, and I understand that if subsequent to employment or the beginning of my volunteer service any such statements and/or answers are found false or information has been omitted, such false statements or omissions will be just cause for the termination of my employment or volunteer service. Further, I understand that by requesting this information, no promise of employment or volunteer position is being made. *I am willing that a photocopy of this authorization be accepted with the same authority as the original; and that if employed or accepted as a volunteer by the above-named organization, this authorization will remain in effect throughout such employment or volunteer service.*

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Full Name of Applicant (First, Middle, Last) Please Print Legibly



525 Jackson Street, Anoka, MN 55303
tel 763.421.2471 fax 763.421.4230

PRE-SERVICE SCREENING AND RELEASE FOR VOLUNTEERS

Legal Name: \_\_\_\_\_
First Middle Last

Previous name(s), if any: \_\_\_\_\_
First Middle Last Dates Used City, State Where Used

(If you are using or have used more than two names, please attach an additional sheet listing those names)

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

If no Social Security Number is noted on line above, by initialing this line, I certify that I do not have a Social Security Number: \_\_\_\_\_

Do you have a valid Driver's License? Yes \_\_\_ No \_\_\_ State \_\_\_ DL Number \_\_\_\_\_

1. RESIDENCE RECORD (list current and previous home addresses for the last seven (7) years).

(If you have had more than two home addresses in the past seven years, please attach an additional sheet listing those addresses)

Current Home Address: \_\_\_\_\_
Street Address City County State Zip

Previous Home Address: \_\_\_\_\_
Street Address City County State Zip

Daytime Phone number: \_\_\_\_\_ Evening Phone number: \_\_\_\_\_ email address \_\_\_\_\_

2. EMPLOYMENT RECORD (list current and previous employers for the last seven (7) years).

(If you have had more than two places of employment in the past seven years, please attach an additional sheet listing those addresses)

a. Employed by: \_\_\_\_\_
Address: \_\_\_\_\_
Street Address City County State Zip

b. Employed by: \_\_\_\_\_
Address: \_\_\_\_\_
Street Address City County State Zip

Street Address City County State Zip

3. MISCONDUCT QUESTIONS (mark your answers to the following questions).

a. Have you ever been convicted of sexual abuse, criminal sexual misconduct, physical abuse or any other crime? \_\_\_ Yes \_\_\_ No

b. Has any civil or criminal complaint or investigation been conducted because of allegations that you engaged in physical abuse, sexual abuse, sexual harassment or sexual exploitation? \_\_\_ Yes \_\_\_ No If yes, how was the complaint resolved? \_\_\_\_\_

c. Have you ever resigned from a former job, been laid off, or discharged by a previous employer for reasons relating to allegations that you engaged in physical abuse, sexual abuse, sexual harassment or sexual exploitation? \_\_\_ Yes \_\_\_ No

d. Have you ever been required to obtain treatment, medical or psychological, because of allegations you engaged in abuse, harassment or exploitation of others? \_\_\_ Yes \_\_\_ No

4. VERIFICATION, AUTHORIZATION AND RELEASE

I, \_\_\_\_\_, verify that I have answered the above questions truthfully, to the best of my knowledge. I understand that failure to answer the above questions truthfully, to the best of my knowledge, is grounds for termination or denial of my volunteer services for the Church of St. Stephen and St. Stephen School, hereafter referred to as the "Organization". I acknowledge that applications for certain volunteer positions require a background check, and I agree to execute any forms required to conduct such a search.

I authorize the Organization and The McDowell Agency, Inc and its Agents to perform an investigation into my background.

I also authorize the Organization and The McDowell Agency, Inc. and its Agents to investigate my Credit report and/or my Driver's Record if the applicable boxes, below, are marked (by the Organization) and initialed (by the volunteer).

Credit Report \_\_\_\_\_

Driver's Record \_\_\_\_\_

Initial Here, if Applicable

Initial Here, if Applicable

If accepted as a volunteer, this authorization is valid for the duration of my volunteer service.

I hereby release the Organization, the Archdiocese of Saint Paul and Minneapolis, and The McDowell Agency from any liability arising from the preparation of this report or investigation relating thereto to the extent permitted by law.

I understand that any volunteer service is contingent upon an acceptable background check report. I understand I will be notified if my volunteer service is terminated or denied based on the background check report.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date



525 Jackson Street, Anoka, MN 55303  
tel 763.421.2471 fax 763.421.4230  
www.ststephenchurch.org

### DRIVER'S INFORMATION FORM

#### Driver

Name \_\_\_\_\_

Parish/School where you are employed/volunteer: \_\_\_\_\_

Driver's License Expiration Date \_\_\_\_\_

Have you had any traffic violations in the last 7 years? Yes      No      (Circle One)

If Yes, explain \_\_\_\_\_

\*Please present your driver's license with this form so that it may be copied and kept on file. The Driver's License Number will be blacked out to keep it confidential.

#### Vehicle

Name of Owner \_\_\_\_\_

Address of Owner \_\_\_\_\_

Year/Make/Model of Car \_\_\_\_\_

License plate # \_\_\_\_\_ Expires \_\_\_\_\_

Passenger Capacity \_\_\_\_\_ (There must be a useable seat belt for each occupant.)

Note: If more than one vehicle is to be used by this driver, this form must be filled out for each vehicle.

#### Insurance Information

Insurance Company \_\_\_\_\_

Policy # \_\_\_\_\_ Expires \_\_\_\_\_

Liability Limits of Policy\* \_\_\_\_\_

\*Please Note: Minimal, acceptable liability for privately owned vehicles is \$100,000/\$300,000.

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a driver, I must be 21 years of age or older, hold a valid driver's license and have the required insurance coverage in effect on any vehicle used to transport individuals.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Volunteer's Code of Conduct**  
**For Volunteers Within the Archdiocese of Saint Paul and Minneapolis**

As a volunteer, I promise to follow the rules and guidelines in this Volunteer's Code of Conduct as a condition of my providing services to the children, youth and/or vulnerable adults of the Archdiocese of Saint Paul and Minneapolis.

**As a volunteer, I will:**

- Treat everyone I serve with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children, youth or vulnerable adults.
- Maintain confidentiality in all matters related to normal parish business.
- Comply with the mandatory reporting regulations of the State of Minnesota and with the Archdiocesan sexual abuse policies to report suspected child abuse. I understand that failure to report suspected child abuse to civil authorities is against the law.
- Cooperate fully in any investigation of abuse of children, youth or vulnerable adults.

**As a volunteer, I will not:**

- Touch or speak to a child, youth or vulnerable adult in a sexual or other inappropriate manner.
- Strike, spank, shake, or slap children, youth or vulnerable adults.
- Humiliate, ridicule, threaten, or degrade children, youth or vulnerable adults.
- Accept or give gifts to children, youth, or vulnerable adults without the knowledge of their parents or guardians.
- Smoke or use tobacco products while engaging in volunteer activities with children, youth or vulnerable adults.
- Use, possess, or be under the influence of alcohol or illegal drugs at any time while volunteering.
- Use, possess, or show pornographic materials to children, youth, or vulnerable adults at any time while volunteering.
- Use profanity in the presence of children, youth or vulnerable adults.

I understand that as a volunteer working with children, youth, and/or vulnerable adults, I am subject to a thorough background check including criminal history.

My signature confirms that I have read this Code of Conduct and that as a volunteer ministering to children, youth and/or vulnerable adults I agree to follow these standards. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer with children, youth and/or vulnerable adults.

\_\_\_\_\_  
Volunteer's Printed Name

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date



525 Jackson Street, Anoka, MN 55303  
tel 763.421.2471 fax 763.421.4230  
www.ststephenchurch.org

## PROHIBITED BEHAVIORS POLICY

### **POLICY:**

It is the policy of the Church of St. Stephen to prohibit certain behaviors as defined below, to establish and communicate procedures for reporting and addressing allegations of such misconduct, and to provide a ministerial environment that is safe, both for those receiving its ministries and for those providing its ministries.

Anyone serving within a ministry of the parish, whether paid personnel or volunteer, who engages in any of the prohibited behaviors listed below violates the ministerial mission of the Church of St. Stephen, compromises the safety of its members, violates the terms of employment or voluntary service, and is subject to a full range of disciplinary measures, including immediate termination from employment or termination from further involvement in volunteer ministry.

### **PROHIBITED BEHAVIORS DEFINED:**

**Child Physical Abuse** as defined by the Minnesota Statutes section 626.556 Subd. 2(d) means any physical or mental injury or threatened injury inflicted on a child by the person responsible for the child's care other than by accidental means or any physical or mental injury that cannot reasonably be explained by the child's history of injuries, or any aversive and deprivation procedures that are not specifically authorized by Minnesota law.

**Child Sexual Abuse** means the subjection of a child, either by a person responsible for the child's care, by a person who has a significant relationship to the child as defined by Minnesota Statutes sec. 609.341, or by a person in a position of authority as defined by Minnesota Statute sec. 609.341, to any sexual act which is a violation of the Minnesota Criminal Sexual Conduct Code. Such acts include, but are not limited to:

- (a) Sexual Intercourse
- (b) Any act of aggression or inappropriate touching that includes a sexual act or which is done for a sexual purpose to or upon the person of another who does not consent or who, because of age or physical, emotional, mental or other incapacity, is incapable of informed and knowing consent to the act, and
- (c) Threatened sexual abuse.

**Sexual Exploitation** means any kind of sexual contact or request for unpermitted conduct between any personnel or volunteer and any person for whom he or she currently has direct pastoral responsibility and to whom he or she are not married.

**Sexual Harassment** includes unwelcome advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature.

- A. Such behavior is prohibited by this policy and by the Minnesota Human Rights Act when:
  1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of employment, public accommodations or public services, education, or housing;
  2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, public accommodations or public services, education, or housing; or
  3. That conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education, or housing, or creating an intimidating, hostile, or offensive employment, or housing environment; and in the case of employment, the employer knows or should know of the existence of the harassment and fails to take timely and appropriate actions
- B. Such behavior is also prohibited by the policy in the context of volunteer ministry.

**Maltreatment of Vulnerable Adults** Maltreatment means abuse or neglect, as defined below. A vulnerable adult is any person eighteen (18) years of age or older, who is a resident or inpatient of a facility; or who receives services at or from a licensed facility (except treatment of outpatient chemical dependency or mental illness); or who receives services from a licensed home care provider; or who is unable or unlikely to report abuse or neglect without assistance because of mental or physical impairment or because of emotional status.

A. Abuse means:

- a. Any act which constitutes a violation of laws listed as Minnesota Statutes sec. 626.557, Subd.2 (i.e. assault, mistreatment, criminal sexual conduct, prostitution):
- b. Non-therapeutic conduct which produces or could reasonably be expected to produce pain or injury and is not accidental or any repeated conduct which produces or could reasonable be expected to produce mental or emotional distress;
- c. Any sexual contact between a facility staff person and a resident or client of that facility;
- d. The illegal use of a vulnerable adult's person or property for another person's profit or advantage or the breach of a fiduciary relationship.
- e. Any aversive or deprivation procedures not authorized by statute.

B. Neglect means:

- a. Failure by a caretaker to supply a vulnerable adult with necessary food, clothing, shelter, health care or supervision;
- b. The absence or likelihood of absence of necessary food clothing, shelter, health care or supervision for a vulnerable adult;
- c. The absence or likelihood of absence of necessary financial management to protect a vulnerable adult against abuse.

### **REPORTING TO CIVIL AUTHORITIES**

Minnesota law requires that certain categories of persons are to report to civil authorities if they know or have reason to believe or reasonable cause to believe that a minor or a vulnerable adult is or has recently been neglected, physically abused or sexually abused. The Church of St. Stephen directs its paid personnel who are mandated reporters to comply with the requirements of the law. It should be noted especially that concerns must be reported within twenty-four (24) hours to civil authorities. Furthermore, the Church of St Stephen directs all of its paid personnel and volunteers, including those who are not mandated reporters to report suspected instances of any of the above-named prohibited behaviors to at least one of the following: the county child protection agency, the county welfare agency, to the Anoka police, or the county sheriff's department, except in those cases where to so report would violate an established and legally recognized privilege or confidentiality requirement or restriction. In such cases of privilege or confidentiality matters, the Archdiocesan Central Corporation Human Resources Office should be advised of the existence of the privilege or confidentiality claim.

### **REPORTING TO CHURCH AUTHORITIES**

#### **Reporting Alleged Violations by Clergy**

When the alleged violator is a member of the Catholic clergy, in addition to reporting to civil authorities, all paid personnel and volunteers of the Church of St Stephen are to report suspected instances of any of the above-named prohibited behaviors to the Archdiocese of St. Paul and Minneapolis. This includes any priest or deacon, diocesan or religious, who are permanently or temporarily assigned to or ministering in the Church of St. Stephen. When the sexual abuse of a minor or vulnerable adult is involved, such a report should be made only if permitted by law and in cooperation with any civil investigation. All paid personnel and volunteers shall call the Archdiocese of St. Paul and Minneapolis and indicate that they wish to make such a report. In addition, all paid personnel and volunteers shall tell the pastor of the Church of St. Stephen of such allegations, unless the pastor is the alleged violator in which case the report should be given to the Business Administrator.

#### **Reporting Alleged Violations by Others**

When the alleged violator is not a member of the Catholic clergy, in addition to reporting to civil authorities, all paid personnel and volunteers of the Church of St. Stephen shall report suspected instances of the above-named prohibited behaviors in writing to the pastor or the pastor's designate of the Church of St. Stephen as soon as possible. If a report is received by the pastor's designate, the designate shall immediately bring the report to the pastor. When the abuse or neglect of a minor or vulnerable adult is involved, such a report should be made only if permitted by law and in cooperation with any civil investigation.

## **INVESTIGATION**

### **Investigation of Alleged Violations by Clergy**

Investigation of alleged violations by clergy shall be handled through the Archdiocese of St. Paul and Minneapolis using the guidelines that have been established.

### **Investigation of Alleged Violations by Others**

On receipt of report of alleged violations by non-clergy, directly or through the designate, the pastor shall see that the following steps are taken as soon as reasonably possible. The allegation will be investigated as soon as possible. Any investigation will involve an interview of the person bringing the allegation and the accused. Written summaries of any interview will be prepared. Any investigation by the Church of St. Stephen will be made in cooperation with any investigation taking place as required by law. Pastoral support will be available to all parties, including the alleged violator, the alleged victim and the reporter of the alleged incident. The paid personnel or volunteer who is accused of a violation will be offered the opportunity to prepare a response to the report and to be accompanied in all meetings by counsel or an advisor. Expenses associated with such advocacy generally are to be borne by the accused paid personnel or volunteer. The accused will be informed that there is no assurance of confidentiality and that all information may be used in court.

- A. The pastor will consider suspending the service of the volunteer or paid personnel; (in the latter case with pay) while the investigation is conducted. Any suspension will be done in accordance with parish employment policies.
- B. If a psychological assessment of the accused is part of the investigation, the cost of the assessment shall be borne by the parish. If the accused refuses psychological evaluation, restrictions on ministry or activities, or termination, may be imposed.
- C. Costs of psychological assistance for the accused generally shall be borne by the accused. The pastor may choose to have the parish pay part or all of such costs when particular circumstances warrant it.
- D. Written records of all investigative steps will be made.

## **RESOLUTION OF AN ALLEGATION**

The pastor, along with those assisting in the investigation, shall move quickly toward a decision about whether the allegation is reliable. Unless circumstances require it, an investigation should last no more than sixty (60) days.

When the allegation is found reliable, the pastor shall take the following disciplinary steps:

- A. In the case of employees, any action which may be deemed reasonably necessary and appropriate to stop the prohibited behavior; such action may include, but is not limited to, verbal or written warnings, counseling, paid or unpaid suspension, demotions, change of duty, and termination.
- B. In the case of volunteers, any action which may be deemed reasonably necessary and appropriate to stop the prohibited behavior; such action may include, but is not limited to, verbal or written warnings, counseling, reassignment, suspension, and termination from the church volunteer's activities and assignments.

When the allegation is found not to be reliable, all parties shall be notified and appropriate steps may be taken to further assist the alleged victim and the reporter of the alleged incident, as well as, to restore the alleged violator to his or her duties.

## **REVIEW OF THE RESOLUTION**

If the complainant(s) believes that the resolution of the complaint is unsatisfactory, he or she may ask that it be reviewed by the Chancellor of the Archdiocese of St. Paul and Minneapolis.

If the accused believes that the resolution of the complaint is unsatisfactory, he or she may contact the Due Process Office of the Archdiocese of St. Paul and Minneapolis.

## **RETALIATION**

Retaliation against an employee or volunteer who makes a claim relative to any such prohibited behavior is illegal and prohibited.

## **RESPONSIBILITY**

It is the responsibility of all employees, members, volunteers and other agents of the Church of St Stephen to conduct themselves in a manner consistent with this policy.