



# St. Cecilia's Policy and Procedures for the Protection of Children

Revised as of October 2005 regulations  
Modified as of July 2007 (Scouts)

# Introduction

Mindful of protecting our most vulnerable populations – children, youth, the elderly and the disabled, this document describes the policy and procedures used at St. Cecilia’s parish to comply with the Archdiocese of Boston’s Policies and Procedures for the Protection of Children.

The document is organized as follows:

**Section 1:** Describes the Archdiocese of Boston’s policy.

**Section 2:** Describes the responsibilities of the CAP team.

**Section 3:** Contains a list of all St. Cecilia’s ministries with an indication of those requiring a CORI check and/or CAP training.

**Section 4:** Summarizes what needs to be done before a volunteer may become involved in a new ministry.

**Section 5:** Describes a procedure to be carried out by the ministry leader to complete the CORI/CAP requirements.

**Section 6:** Contains a summary of St. Cecilia’s responsibilities by position within the parish.

**Appendix 1** – Volunteer Application Form

**Appendix 2** – Volunteer Application Form for Religious Education Teachers

**Appendix 3** – CORI Form – NOT INCLUDED ON LINE

**Appendix 4** – Establishing Identity – NOT INCLUDED ON LINE

**Appendix 5** – Obtaining A Copy of Criminal Record (out of state )- NOT INCLUDED ON LINE

**Appendix 6** – Ministry Volunteer’s Code of Conduct Form

**Appendix 7** – Guidelines for Conducting Interviews and Reference Checks

## 1.0 Archdiocese of Boston Child Abuse Prevention Policy

The Archdiocese of Boston's "*Policies and Procedures for the Protection of Children*" requires the following:

- Article 2 section 2.1 "..... After January 1, 2004, no person will be permitted to minister, work, or serve in the Archdiocese in positions that require direct contact with children without having completed the mandated prevention and education programs and appropriate training in these *Policies and Procedures*." These positions are required to complete the program of "Protecting God's Children for Adults", commonly referred to as CAP [Child Abuse Prevention training].
- Article 2 section 5.3 "After January 1, 2004, no person will be permitted to minister, work, or serve in an archdiocesan institution in a capacity involving contact with children under age eighteen (18) without having submitted Criminal Offender Record Information (CORI). The Archdiocese also requires a CORI check for positions that do not serve children directly, but which potentially include unmonitored access to children, as well as positions that include work with the elderly and the disabled. The Criminal Offender Record Information for these persons will be renewed annually."

## 2.0 Child Abuse Prevention (CAP) Team

The purpose of the CAP team is to create a community of support within each parish or cluster for the prevention of child abuse and neglect.

The duties and responsibilities of the CAP team are as follows:

- Ensures that all parish staff and volunteers are fully trained in mandated reporting laws and Protecting God's Children program (VIRTUS).
- Acts as a resource to the parish on issues of child abuse and neglect.
- Responsible for training all new staff and volunteers in the parish.
- Hosts a parishioner information night to explain its role and function.
- Becomes a resource for feedback from the community on the effectiveness of the parish programs.
- Provides consultation and support to anyone in the parish who has concerns about reporting child abuse/neglect.
- Will be supported in its efforts and works in collaboration with the Child Advocacy Office of the Archdiocese.

### 3.0 St. Cecilia's Ministries Compliancy List

In order to comply with the Archdiocesan policy, the CAP team, in consultation with the Pastor and Ministry Leaders, has determined which ministries require a CORI check and/or CAP training. This list may be found on the next page.

A Ministry is designated as requiring CAP training if volunteers serving in that ministry have direct contact with children under the age of 18 in the fulfillment of their ministerial role.

Additionally St. Cecilia's Parish expects this training will be attended by all parish leaders and various other ministries. This will help to broaden awareness and create a supportive community for those regularly working with children under 18. This group will include (but is not limited to) all volunteers who may have the potential for unmonitored access to children under the age of 18. Members of these ministries would not be considered mandated reporters.

## Ministries List

Ministries that fall into the required categories are indicated below with "x". Please note CORI reports are required for all ministry volunteers aged 17 or older.

Members of ministries marked " ^ " are expected to attend a training session. They are not considered mandated reporters unless the ministry brings them into direct interaction with children under 18.

<i>Skill Description</i>	<i>CORI required</i>	<i>CAP required</i>
Adult Education - Scripture Study	<input type="checkbox"/>	<input type="checkbox"/>
Altar Server (if over 17)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Altar Server Trainer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Automation & Technology	<input type="checkbox"/>	<input type="checkbox"/>
Baptism	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Baptism - Sewing of Albs	<input type="checkbox"/>	<input type="checkbox"/>
Bereavement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bible Study - Pre-school	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bingo	<input type="checkbox"/>	<input type="checkbox"/>

Child Abuse Prevention	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Choir - Adult	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Choir - Cantor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Choir - Children	<input type="checkbox"/>	<input type="checkbox"/>
Choir - Instrumentalist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Choir – Teen (if over 17)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Choir - Trainer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Clerical Support	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<input type="checkbox"/>	<input type="checkbox"/>
Counters	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Divine Mercy	<input type="checkbox"/>	<input type="checkbox"/>
Eucharistic Minister - Greeter	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Eucharistic Minister - Homebound	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Eucharistic Minister - Hospital	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Executive Board	<input type="checkbox"/>	<input type="checkbox"/>
Facilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fundraising	<input type="checkbox"/>	<input type="checkbox"/>
Health	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Health - Friendly Visitor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Holiday Decorating	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lay Deacon	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lector	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Liturgy Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Liturgy of Word for Children	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lunch Bunch	<input type="checkbox"/>	<input type="checkbox"/>
Mass Captains	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Music Commission	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Parish Activity Support (bake, sew...)	<input type="checkbox"/>	<input type="checkbox"/>
Parish Finance Council	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Parish Pastoral Council	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performing Arts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Playgroup- board members only	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Prayer Group	<input type="checkbox"/>	<input type="checkbox"/>
RCIA	<input type="checkbox"/>	<input checked="" type="checkbox"/>
RCIC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Religious Ed - Classroom Aide	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Religious Ed - Commission	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Religious Ed - Grade Coordinator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Religious Ed - Substitute Teacher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Religious Ed - Teacher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Religious Ed - Vacation Bible School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sacristan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Scouting leaders *	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Service Project Support (Rel. Ed, Youth Min)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Social Committee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
St. Vincent de Paul	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Stewardship	<input type="checkbox"/>	<input type="checkbox"/>
Teen Peer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Transportation to Mass	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Usher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Vocations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Volunteer Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Wedding Rehearsals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Youth Ministry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Youth Ministry Board	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

\* When Scout Leaders complete their CORI applications with St Cecilia's they will present evidence of their successful completion of "Youth Protection for Volunteer Leaders and Parents" to the Parish. This is in place of their attendance at our CAP session. Per Deacon Rizzuto, Director Office of Child Advocacy, Implementation and Oversight, this alternate training fulfills our requirement.

## 4.0 What needs to be done

All volunteers serving in CAP ministries must follow these steps:

1. Complete the Archdiocesan mandated application form (as referenced in Boston Archdiocese: Policies and Procedures for Protection of Children, Section 2, p. 23).
2. Complete a CORI (Criminal Offender Record Information) form prior to beginning their service as well as in May/June each year (per instructions from the Archdiocesan Office for Volunteers dated 4/30/04 and subsequent revisions).
3. Complete CAP training according to the following schedule:
  - All CAP-designated volunteers currently serving must receive CAP training by 6/30/2004;
  - After 6/30/2004, all new CAP-designated volunteers are required to receive CAP training prior to active ministry.
4. Receive and sign “Ministry Volunteer’s Code of Conduct” as required by the Archdiocese. This will be done as part of the CAP training. Volunteers who attend CAP training at a different parish will sign this form with their ministry leader when they show their certificate of completion. The ministry leader will turn these in to the business office.

## 5.0 Ministry Leader’s Procedure for CORI/CAP Requirements

The following procedure outlines the steps required of the ministry leader prior to adding a new volunteer to active ministry:

1. The Ministry Leader will meet with the new volunteer for an interview and request the volunteer to fill out the Volunteer Application (see appendix 1 or 2) and CORI forms (see appendix 3).
  - ✓ You will use the CORI form, in the correct color for the current calendar year (blue for 2005-06).
  - ✓ The Ministry leader (or your designee) will review the government issued photo ID (i.e. driver's license), verify that the information matches the personal details that are on the application, record the type of government issued photo ID that the applicant has submitted and sign the CORI form to confirm this. (see appendix 4 -"Establishing Identity")
  - ✓ If an applicant "is not currently residing in Massachusetts, the individual will be required to obtain their CORI Return for their current state of residence.... It will be the individual's responsibility to get a copy of their out-of-state CORI Return(s) and submit the CORI Return(s) to the Coordinator in a sealed envelope marked 'personal and confidential'." (per Archdiocesan policy Oct 2005) Contact information for each state is available from St. Cecilia's CORI Coordinator. (see appendix 5 – "Obtaining a Copy of Criminal Record")

**Arrangements should also be made at this time for the volunteer to attend a CAP training session by contacting the CAP team leader.**

2. The Ministry Leader should collect the completed Volunteer Application and CORI forms from the volunteer and follow-up with the reference inquiry (see Appendix 5 for guidelines).
3. The Ministry Leader will send the completed Volunteer Application and CORI forms to the St. Cecilia's Business Office. The religious ed office handles the submission of the CORI forms for the teachers and for Parish database management they forward a list of names they submitted to the Business office.

***NOTE: If issues of concern arise from the CORI check and reference inquiries the Pastor and Ministry Leader will consult.***

3. Upon completion of the CAP training session, the volunteer will present the Ministry Leader with the certificate of training completion. The Ministry Leader, in turn, will inform the St. Cecilia's Business Office of the CAP training completion date.

***Note: If the CAP training was completed at another parish, the Ministry Leader will:***

- ***provide the volunteer with the Ministry Volunteer's Code of Conduct form for signature, and***
- ***return this form to St. Cecilia's Business Office.***

4. The new volunteer may now participate in active ministry and will be added to the parish database as a ministry member using information from the original application forms. The Business Office will provide Ministry Leaders with updated Ministry Member lists for review and update on an annual basis.

## **6.0 Summary of Responsibilities by Position**

The Pastor has overall responsibility that CORI and CAP requirements are met; this responsibility is delegated as shown below. Additional CAP Team Facilitators will be nominated from time to time by the Pastor and will receive the required training through the Office of Child Advocacy.

### **CAP Team Responsibilities:**

- Promulgate policy and procedures in regard to child protection at St. Cecilia's;
- Identify areas of potential risk for children at St. Cecilia's and make recommendations to the Pastor or his designate regarding those risks;
- Communicate with the parish about the mission and goals of the CAP team;
- Conduct the Protecting God's Children trainings several times a year for staff, volunteers, and any interested parishioners at St. Cecilia's and provide notification of that training as outlined in policy. Locations of trainings in nearby parishes will be announced regularly;
- Coordinate with Parish staff, ministry leaders and Business Office database manager to assure timely and current reports are available.

### **Ministry Head Responsibilities:**

- Communicate the requirements of the CAP policy to prospective volunteers;
- Know that the CAP training has been completed before the volunteer begins their ministerial roles;
- Communicate with the CAP team on issues regarding child protection;
- Follow procedures as outlined in section 5.0 for new volunteers.

### **Business Office Responsibilities:**

- Maintain the parish database with updated ministry lists, CORI and CAP info;
- Initiate and manage the annual re-CORI process;
  - As part of the West Region, we will complete this during May/June each year.
  - Business Office will distribute forms to all currently registered volunteers (except teachers and volunteers in the Religious Ed program). The CORI form will be on white paper. Additional instructions will be provided.
- Interface with Archdiocese on CORI checks for all ministries except Religious Ed/Youth Ministries.
- Maintain file of Volunteer Application forms and all signed “Ministry Volunteer’s Code of Conduct” forms.

### **Religious Ed Office Responsibilities:**

- Manage the CORI and CAP process for all religious ed/youth ministry volunteers including interface to Archdiocese;
- Provide Business Office with CORI and CAP info (names and dates) for database record maintenance.
- Maintain file of Volunteer Application forms for Religious Education Teachers and signed “Ministry Volunteer’s Code of Conduct” forms.

### **New ministries:**

Plans for new ministries will need the approval of the Pastor (with input from the PPC and Finance Councils if appropriate). New ministry leaders will be given this policy and will work with the CAP team to be sure all requirements have been completed before the ministry becomes active.

# Appendix 1 - Volunteer Application Form

**ST. CECILIA PARISH**  
54 ESTY ST  
ASHLAND, MA 01721

## VOLUNTEER APPLICATION FORM

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone Home: \_\_\_\_\_ Work: \_\_\_\_\_

Years in this Parish \_\_\_\_\_ Previous Parish \_\_\_\_\_

References: Please list three people, other than relatives, who know you well and can attest to your character and dependability.

Name	Relationship to you	Telephone #

Please indicate:

Any foreign language(s) spoken fluently \_\_\_\_\_

Special training, skills or hobbies that may contribute to your ministry \_\_\_\_\_

\_\_\_\_\_

What do you hope to gain from serving in this ministry? \_\_\_\_\_

\_\_\_\_\_

Have you participated in Child Abuse Prevention Training? (CAP) Y \_\_\_\_\_ N \_\_\_\_\_

If yes, provide your ministry leader with your certificate.

Have you signed a CORI form, this year, for St. Cecilia's? Y \_\_\_\_\_ N \_\_\_\_\_

## Appendix 2 - Volunteer Application Form for Religious Education Teachers

ST. CECILIA'S RELIGIOUS EDUCATION TEACHER'S FORM – 2004-2005

IF YOU ARE INTERESTED IN GIVING THE GIFT OF YOUR TIME AND FAITH TO THE YOUNG PEOPLE OF ST. CECILIA'S PARISH , WE ASK THAT YOU PLEASE FILL OUT THIS FORM AND RETURN IT TO THE RELIGIOUS EDUCATION OFFICE AS SOON AS POSSIBLE.

NAME \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ WK: \_\_\_\_\_

Years in this parish \_\_\_\_\_ Previous parish \_\_\_\_\_

REFERENCES – (For new teachers)

Please list three people, other than relatives, who know you well and can attest to your character and dependability.

Name	Relationship to you	Phone #
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please indicate:

Any foreign language (s) spoken fluently: \_\_\_\_\_

Special training, skills or hobbies that may contribute to your teaching ministry.

\_\_\_\_\_  
\_\_\_\_\_

What do you hope to gain from serving in this ministry?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

over

How many years have you been teaching in Religious Education? \_\_\_\_\_

Have you finished any Archdiocesan Certification Program? \_\_\_\_\_

Example (AIM or Echoes of Faith)

Basic teacher training \_\_\_\_\_ Master teacher training \_\_\_\_\_

Have you participated in Child Abuse Prevention training (CAP) and received a certificate? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you signed a CORI form? Yes \_\_\_\_\_ No \_\_\_\_\_

Please circle to indicate the role you will take in this ministry.

Classroom teacher

Team teacher  
(2 teachers in a classroom)

Alternating weeks  
(alternate with partner)

Please indicate by circling the day, time and grade you will teach.

Sunday	8-9 A.M.	Grade	4	5	6			
Sunday	10-11 A.M.	Grade	K	1	2	3		
Sunday	12-1:00 P.M.	Grade	1	2	3	4	5	6
Monday	3-4:00 P.M.	Grade	4	5	6			
Monday	4-5:00 P.M.	Grade	1	2	3			
Monday	6-7:00 P.M.	Grade	1	2	3	4	5	6
Monday	7-8:00 P.M.	Grade	7					
Tuesday	3-4:00 P.M.	Grade	4	5	6			
Tuesday	4-5:00 P.M.	Grade	K	1	2	3		
Tuesday	7-8:00 P.M.	Grade	8					
Wednesday	3-4:00 P.M.	Grade	4	5	6			
Wednesday	4-5:00 P.M.	Grade	K	1	2	3		
Confirmation I – Sunday	6:15-7:30 P.M.							
Confirmation II – Sunday	5:00-6:15 P.M.							

## Appendix 6 - Ministry Volunteer's Code of Conduct

As a ministry volunteer, I promise to strictly follow the rules and guidelines in this Ministry Volunteer's Code of Conduct as a condition of my providing services to the children and youth of the Archdiocese of Boston.

### **As a ministry volunteer, I will:**

Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.

Never be alone with children and/or youth at Church activities.

Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.

Maintain confidentiality in all matters related to normal parish business.

Comply with the mandatory reporting regulations of the Commonwealth of Massachusetts and with the Archdiocesan Policies and Procedures 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 and/or youth.

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

Touch or speak to a child and/or youth in a sexual or other inappropriate manner.

Inflict any physical or emotional abuse such as striking, spanking, shaking, slapping, humiliating, ridiculing, threatening, or degrading children and/or youth.

Smoke or use tobacco products while engaging in volunteer activities with children and/or youth.

Accept or give gifts to children or youth without the knowledge of their parents or guardians.

Possess or be under the influence of alcohol at anytime while volunteering.

Possess or be under the influence of illegal drugs at anytime.

Use profanity in the presence of children and/or youth at anytime while volunteering.

I understand that as a ministry volunteer working with children and/or youth, I am subject to a criminal history background check. My signature confirms that I have read this Code of Conduct and that as a volunteer ministering to children and youth I agree to follow these standards. I understand that any action inconsistent with the Code of Conduct or failure to take action mandated by this code of Conduct may result in my removal as a volunteer with children and/or youth.

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

\_\_\_\_\_  
Ministry Volunteer's Signature/Date

\_\_\_\_\_  
Witness Signature/Date

## Appendix 7 – Guidelines for Conducting Interviews and Reference Checks

### Interview Questions

1. Why do you want to volunteer in this ministry? What attracted you to serving in ministry at the parish?
2. What do you hope to gain from serving in this ministry?
3. What would cause you to feel successful in this ministry?
4. What particular gifts do you bring to this ministry?
5. If the person will be ministering to children, youth, the elderly or disabled ask about their experience working with these populations. Ask about what their responsibilities were. What did you enjoy about your previous volunteer work? What did you find challenging?
6. Ask the candidate to comment further about the experiences they have had that may prepare them to serve in ministry.
7. What uncertainties and hesitations do you have about serving in ministry?
8. Do you have any physical or emotional limitations that might interfere with your serving in ministry service?
9. Are you willing to participate in training?
10. Discuss their employment history in regard to skills they may be able to bring to ministry. Note any skills they did not mention on the application form.
11. Ask about anything on the application, within appropriate boundaries, that you want to clarify.
12. Give a brief explanation of the expectations for people who serve in ministry in the parish. Mention the need for a CORI check where appropriate, the requirement for Protecting God's Children Training.
13. What is your time availability? What other volunteer work or family demands do you have on your time?
14. Review the role description for the particular ministry, if applicable, and review the responsibilities, etc...

### Reference Check Questions

*Identify yourself by name and tell where you are calling from and why. Explain to the person you are calling because .... has given their name as a reference in regard to applying as a volunteer for – **tell them the name of the ministry position**. Ask them if they would be willing to answer a few questions.*

1. In what capacity have you known .... and for how long?
2. Do you consider .... \_\_\_very dependable \_\_\_fairly dependable \_\_\_not very dependable?
3. In your opinion, what strengths would .... bring to this volunteer position?
4. When and where have you observed .... working with children or youth?
5. In your opinion, is there any reason why placing children or youth in the care of .... would expose the children or youth to undue risk or harm?
6. Would you be comfortable having .... assigned to make home visits to an elderly person in your family?
7. Why would you recommend .... to volunteer?