Diocese of Springfield-Cape Girardeau

Guidelines & Resources For Catechetical Leaders & Youth Ministers

GUIDELINES FOR PARISH SCHOOL OF RELIGION (PSR) AND YOUTH MINISTRY

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GUIDELINES FOR PARISH SCHOOL OF RELIGION (PSR) AND YOUTH MINISTRY

I. Catechesis in the Life of the Church

A. Sacred Purpose of Catechesis

The Catholic Church has the sacred mission and purpose to evangelize, that is, to spread the Good News of salvation through Jesus Christ. The *Directory for Catechesis* emphasizes that there is a close connection between evangelization and catechesis, "an intimate union between the announcement of the kerygma [evangelization] and its maturation [catechesis]" *(Directory of Catechesis*[1] *Preface)*.

"Catechesis is an essential part of the broader process of renewal that the Church is called to bring about in order to be faithful to this command of Jesus Christ to proclaim always and everywhere his Gospel" *(DC #1)*.

> All power in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the holy Spirit, teaching them to observe all that I have commanded you. And behold I am with you always, until the end of the age. (Matthew 28: 18-20 NAB)

B. Goals of Catechesis

In his apostolic exhortation, *Catechesi Tradendae (Catechesis in Our Time)*, Pope Saint John Paul II described catechesis as an opportunity for people to encounter Christ. "Accordingly, the definitive aim of catechesis is to put people not only in touch, but in communion, in intimacy with Jesus Christ: only he can lead us to the love of the Father, in the Spirit, and make us share in the life of the Holy Trinity" (*Catechesi Tradendae* #5).

Catechesis, working at the service of evangelization, will first bring people into an intimate encounter with Jesus and then provide guidance, instruction, and support for living a new life in Christ as his missionary disciple.

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[1] Pontifical Council for the Promotion of the New Evangelization, *Directory for Catechesis*, (Vatican, 2020), Preface. Note: Henceforth, this document will be abbreviated as *DC.*

C. Tasks of Catechesis

The tasks of catechesis are inspired by the way in which Jesus formed his disciples: he got them to *know* the mysteries of the Kingdom, taught them to *pray*, proposed to them *gospel values*, initiated them into the life of *communion* with him and among themselves, and into *mission (DC #79)*.

The five tasks of catechesis are:

1. Leading to knowledge of the faith

Catechesis has the task of helping the believer to know the truths of the Christian faith, Sacred Scripture, the Church's living tradition, the Creed (Symbol of the faith), and the creation of a doctrinal vision that can be used as a reference in life (*cf. DC* #80).

2. Initiating into the celebration of the mystery

Catechesis has the task of assisting in the comprehension and experience of the liturgical celebrations by helping the believer to understand the importance of liturgy in the Church's life and to gain knowledge of the sacraments and sacramental life, especially the Eucharist. Furthermore, catechesis leads to a better understanding of the liturgical year and the significance of Sunday. The believer is educated in attitudes for the Church's celebrations: joy, a sense of community, attentive listening, confident prayer, praise, and thanksgiving, and is given an awareness of symbols and signs *(cf. DC #81 & #82)*.

3. Forming for life in Christ

Catechesis inspires the believer to respond to the call to live a new life in Christ. Catechesis has the task of helping the believer form their moral conscience using the Ten Commandments and the law of charity which is drawn from these commandments, while also engaging Christian virtues. The believer will recognize the attractiveness and self-fulfillment of a life lived in fidelity to the Gospel. This moral instruction is imparted against a *vocational background*, in which the believer is accompanied to a discernment of a specific vocation and to assist them to solidify their state in life *(cf. DC #83 - #85)*.

4. Teaching prayer

Catechesis teaches the believer to pray with Jesus and like Jesus, which is with adoration, praise, thanksgiving, filial confidence, supplication, and awe for his glory. Catechesis has the task of helping the believer live

a life of personal prayer and liturgical and community prayer which initiates them into *permanent forms of prayer*. *(cf. DC #86 & #87)*.

5. Introduction to community life

Catechesis leads the believer to recognize community as not just a 'frame' or an 'outline,' but as an integral part of the Christian life, witness, and evangelization. Catechesis has the task of helping the believer to develop a sense of belonging to the Church, accepting the Magisterium, being in communion with pastors, exercising fraternal dialogue, and contributing as active participants and as missionary disciples. *(cf. DC #88 & #89)*.

II. Formation of Catechists and Youth Ministers

The formation of the catechist includes various dimensions. The deepest one has to do with *being* a catechist, even before *acting* as a catechist. Formation, in fact, helps him or her to mature as a person, as a believer, and as an apostle. These dimensions include "*knowing-how to be with", knowledge, and savoir-faire (DC #136)*.

A. Diocesan Catechetical Certification Process
For this reason, certification of all ministry leaders and catechists is expected. A complete description of the certification process, through the Franciscan University Online Catechetical Institute, may be found in the *Diocesan Catechetical Certification Process* booklet (included in this handbook).

Additionally, ministry leaders are encouraged to offer ongoing workshops and retreats which include prayer, faith discussions, learning opportunities, as well as social time for catechists and volunteer ministry team members.

B. Franciscan University Online Catechetical Institute
The following designated tracks are used for catechist and youth ministry certification:

1. Catechist
2. Youth Ministry Leader
3. RCIA Catechist
4. Hispanic Faith and Family
5. Parish Catechetical Leader

Workshops may be completed individually at home or as a group session held at the parish. More info can be found in the *Diocesan Catechetical Certification Process* booklet or at https://franciscanathome.com/.

Diocesan Catechetical

CERTIFICATION PROCESS

Catholic Diocese of Springfield-Cape Girardeau

OFFICE OF EVANGELIZATION, CATECHESIS, AND YOUTH FORMATION | DIOCESAN CATHOLIC SCHOOLS OFFICE

Revised September 27, 2019

“The joy of the Gospel fills the hearts and lives of all who encounter Jesus,”

-POPE FRANCIS, “EVANGELII GAUDIUM” (“THE JOY OF THE GOSPEL”), 2013.

With these opening words from Pope Francis in his apostolic letter, the Holy Father goes on to remind us that every Catholic institution, be it a Catholic school, a Catholic hospital, or a Catholic parish, should be a place of encounter with our Lord, Jesus Christ. If not, we have to question why we are involved in the endeavor or ministry.

It is within the setting of the Catholic school and/or the Parish School of Religion (PSR) classroom where this encounter with Jesus must occur. Within the classroom, the faith is taught, explained, and understood, but that is not enough. The classroom must be a primary place to encounter the person of Jesus through the witness of all those involved: the priests, principals, teachers, catechists, and youth ministers. As Pope St. Paul VI so aptly stated, “We listen more willingly to witnesses than to teachers, and if we do listen to teachers, it is because they are witnesses. “

I am excited about the new Catechetical Certification Process for a number of reasons. It is a response to the request of so many of you who form others in the faith, for more formation resources. We have heard your request. Through the generous financial sponsorship of the Missouri State Knights of Columbus and its Religious Information Bureau, our Diocese is able to partner with Franciscan University Catechetical Institute to offer the highest quality spiritual and academic formation, Online and free of cost! The various learning tracks offer flexibility to meet the specific needs and areas of interest of the participant. This entire project is one of collaboration between the Office of Evangelization, Catechesis, Youth Ministry, and our diocesan Catholic Schools. I truly believe it is a “win-win” for all involved. The quality and expanse of resources offered through Franciscan Catechetical Institute is a real game-changer for the Diocese of Springfield-Cape Girardeau.

The “General Directory for Catechesis” states, “No methodology, no matter how well-tested, can dispense with the person of the catechist in every phase of the catechetical process” (156). This statement underlies the importance of the pursuit of holiness. As collaborators with me in the transmission of the faith, it is my hope and prayer that each of you will do just that, pursue holiness! When personal holiness meets sound doctrine, then our classrooms will truly be places where students become disciples!

It is our hope and prayer that pastors, principals, and ministry leaders will encourage all members of the parish and school to make use of this new formation resource.

With gratitude for all you do, along with the pledge of my prayers for your efforts in sharing the “joy of the Gospel,” I am,

Sincerely yours in Christ,

+ Edward M. Rice

Most Reverend Edward M. Rice
Bishop of Springfield-Cape Girardeau

Bishop Rice

Description of Diocesan Catechetical and Ministry Certification

WHO SHOULD BE CERTIFIED?

All individuals who have a role in passing on the Catholic faith and helping to form the faith life of others should receive Catechetical Certification, including:

- Catholic school administrators
- Kindergarten through 12th grade Catholic school educators and staff
- Catholic High School theology teachers
- Parish catechetical leaders: (CREs and DREs)
- Youth Ministry Directors and Coordinators
- All Parish catechists, including:
  - Kindergarten through 12th grade catechists
  - Sacramental Preparation (Baptism, Penance, Eucharist, Confirmation) catechists
  - RCIA and Adult Faith Formation catechists
  - Special Needs catechists
  - Hispanic Ministry Leaders and Catechists

> **All the baptized, because they are called by God to maturity of faith, need and therefore have a right to adequate catechesis.**
>
> (GENERAL DIRECTORY FOR CATECHESIS, #167)

*** Those who have previously earned a BACHELOR or MASTER DEGREE from a Catholic University in the areas of Theology, Catechesis/Religious Education, Pastoral Ministry, or Divinity, will be able to apply for immediate certification without going through any further certification program.**

*** ALL MINISTRY LEADERS, PRINCIPALS, TEACHERS, AND CATECHISTS, including those with a university degree, are expected to continue their faith formation and renew their diocesan certification annually by completing a minimum of two workshops offered through the Franciscan University Online Catechetical Institute OR choosing to complete one online workshop and attend one national or diocesan sponsored conference or workshop related to Evangelization, Catechesis, Catholic Education, or their specific area of ministry.**

WHAT DOES IT MEAN TO HAVE CATECHETICAL CERTIFICATION?

The ministry of the Catechist is integral to the life and vitality of the Church. The Catechetical Certification process offers instruction in the doctrines of the Catholic faith, spiritual formation, and training for best practices in passing on the faith to others. Becoming certified indicates that a level of knowledge, education, formation, and skills have been attained according to set standards and competencies. The certified catechist is able to more confidently and competently share the Catholic faith with others, inspiring them to know, love, and share Jesus.

WHEN DO I BEGIN AND HOW LONG WILL IT TAKE?

The process begins as soon as you have answered God's call to become a parish catechetical leader, catechist for youth or adults, a youth minister, or have signed your teaching or administrative contract with a Catholic School. Although the program is designed to be completed within one year, the diocese allows for two years from the date of enrollment, to complete the process and achieve certification. Certification should be renewed annually.

"In all the ministries and services which the particular Church performs to carry out its mission of evangelization, catechesis occupies a position of importance."

(GENERAL DIRECTORY FOR CATECHESIS, #219)

Process for Catechetical and Ministry Certification

On August 1, 2019, the Diocese of Springfield-Cape Girardeau partnered with Franciscan University to offer the online Catechetical Institute to all parishes and schools within the diocese. Through the Catechetical Institute, individuals may enroll in a designated learning track assigned to their particular position or ministry role. The series of workshops in a designated track should be completed within two years from the date of enrollment to achieve certification.

The Diocese of Springfield-Cape Girardeau gratefully acknowledges the Missouri State Knights of Columbus for fully funding this program, making it available to every parish and school in the diocese free of cost. For more information about the Knights of Columbus, go to the website: www. kofc.org.

CATHOLIC SCHOOL ADMINISTRATORS (who do not have a degree in Catholic Leadership or School Administration from a Catholic University) will enroll in the *Catholic Schools Track* and complete the workshops listed under *Catholic School Leadership*. The track consists of six online workshops which may easily be finished within two years or less from the date of enrollment. Once achieved, certification will be **renewed annually** by enrolling in two online workshops of your choice **OR** by enrolling in one online workshop and attending one diocesan sponsored or nationally sponsored workshop or conference each year and submitting a written review of that workshop or conference.

CATHOLIC SCHOOL TEACHERS (who do not have a Catholic University degree in Theology, Catechesis/Religious Education, Divinity, or Pastoral Ministry) will enroll in the *Catholic Schools Track* and complete the series of workshops in the track entitled *Catholic School Teachers*. This track is comprised of eight online workshops. By completing a minimum of four workshops each year, certification will be achieved within two years or less. Once achieved, certification should be **renewed annually** by enrolling in two online workshops of your choice **OR** by enrolling in one online workshop and attending one diocesan sponsored or nationally sponsored workshop or conference each year and submitting a written review of that workshop or conference.

CATHOLIC SCHOOL RELIGION TEACHERS (who do not have a Catholic University degree in Theology, Catechesis/Religious Education, Divinity, or Pastoral Ministry and whose sole or main role in the school is to teach Religion) will enroll in the *Catholic Schools Track* and complete the workshops listed under *Catholic School Religion Teachers*. This track is comprised of eight online workshops. By completing a minimum of four workshops each year, certification will be achieved within two years or less. Once achieved, certification will be **renewed annually** by enrolling in two online workshops of your choice **OR** by enrolling in one online workshop and attending one diocesan sponsored or nationally sponsored workshop or conference each year and submitting a written review of that workshop or conference.

CLASSROOM AIDS FOR CATHOLIC SCHOOL TEACHERS OR FOR CATECHISTS are not required to complete the certification process but have the option to do so. They may also choose to enroll in the Franciscan Catechetical Institute to take individual workshops of their choice for their own ongoing faith formation.

PARISH CATECHETICAL LEADERS, whose sole role is that of Parish Catechetical Leader, should enroll in the *Parish Catechetical Leader Track* and complete the series of workshops found under *Foundational PCL Certification*.

Some individuals, particularly in smaller parishes, may serve as both the Parish Catechetical Leader and as a catechist with children. In that case, the PCL may choose to complete either the *PCL Foundational Certification Track* or the *Catechist Track (completing workshops listed under the Foundational Catechist Certification)*.

> **No methodology, no matter how well-tested, can dispense with the person of the catechist in every phase of the catechetical process ... Only his (or her) own human and Christian qualities guarantee a good use of texts and other work instruments.**
>
> (GENERAL DIRECTORY FOR CATECHESIS, #156)

The Foundational Certification process in either track should be completed within two years of enrollment. Once the Foundational Certification process is completed, the PCL will have the option to renew the Foundational certification annually or advance into the *Intermediate Catechist Certification* track. Foundational Certification may be **renewed annually** by enrolling in two online workshops of your choice **OR** enrolling in one online workshop and attending one diocesan sponsored or nationally sponsored workshop or conference each year and submitting a written review of that workshop or conference.

PARISH CATECHISTS FOR YOUTH FAITH FORMATION or **ADULT FAITH FORMATION** will enroll in the *Catechist Track* and complete the workshops listed under the *Foundational Catechist Certification Track*. The track is comprised of twelve workshops and should be completed by all catechists within two years of enrolling in the Catechetical Institute. Once the catechist has completed the Foundational Catechist Certification process, he or she will then have the option to renew the Foundational certification yearly or move on to the *Intermediate Catechist Certification* track. Foundational Certification may be **renewed annually** by enrolling in two online workshops of your choice **OR** by enrolling in one online workshop and attending one diocesan sponsored or nationally sponsored workshop or conference each year and submitting a written review of that workshop or conference.

RCIA CATECHISTS will enroll in the *Catechumenal Ministry (RCIA) Track* and complete the workshops listed under *Foundational RCIA Certification* within two years of enrollment in the Catechetical Institute. Once Foundational certification is achieved, team members have the option to renew their Foundational Certification annually or further advance their certification by completing the *Advanced Part I* certification process, followed by *Advanced Part II*. To simply renew Foundational certification annually, RCIA catechists will complete two online workshops of their choice through the Catechetical Institute **OR** complete one online workshop and attend one national or diocesan sponsored workshop or conference each year.

YOUTH MINISTRY LEADERS will enroll in the *Youth Ministry Track* and complete the workshops listed under *Level One Certification* within two years of enrolling in the Catechetical Institute. When Level One Youth Ministry certification has been achieved, the Youth Minister has the option to renew their Level One certification annually or advance to the *Level Two Certification* track (which is the recommended and preferred choice for leaders).

To simply renew the Level One certification annually, the youth ministry leader may choose to complete a minimum of any two online Catechetical Institute workshops listed in the Youth Ministry track each year **OR** complete one online workshop and attend one national or diocesan sponsored workshop or conference and submit a written review.

HISPANIC MINISTRY LEADERS AND CATECHISTS (*available on December 12, 2019) will enroll in the *Hispanic Faith and Family Track* and complete the workshops listed under *Year One Certification* within two years of enrolling in the Catechetical Institute. Once certification has been achieved, the participant has the option to renew their *Year One Certification* annually or advance to the *Year Two Certification* track (which is the recommended and preferred choice for leaders).

To simply renew the *Year One Certification* annually, the participant may choose to complete a minimum of any two online Catechetical Institute workshops listed in the *Hispanic Faith and Family Track* each year **OR** complete one online workshop and attend one national or diocesan sponsored workshop or conference and submit a written review of that workshop or conference.

"... the definitive aim of catechesis is to put people not only in touch but in communion, in intimacy, with Jesus Christ: only he can lead us to the love of the Father in Spirit and make us share in the life of the Holy Trinity."

(CATECHESIS IN OUR TIME, #3)

Anyone Previously Enrolled in or Certified Through the Diocesan Catechetical Certification Process

BASIC, INTERMEDIATE, ADVANCED, AND MASTER CATECHIST LEVELS of certification previously achieved through the Diocesan Catechetical Certification Process will be recognized and upheld. Once the initial certification has expired, please renew your certification **annually** by enrolling in the Franciscan University Catechetical Institute and either complete two online workshops of your choice each year **OR** complete one online workshop and attend one national or diocesan sponsored conference or workshop (related to Evangelization, Catechesis, Catholic Education, or your specific ministry area) each year and submit a written review of that workshop or conference.

Those who previously achieved QuickStart Certification are asked to complete the *Foundational Catechist Certification* or the *Catholic School Teacher Certification* through the Franciscan University online Catechetical Institute.

What should I do if I have completed some but not all workshops toward certification using *Echoes of Faith*, Dayton University (VLCFF), or *My Catholic Faith Delivered* programs and have not yet achieved Diocesan Catechetical Certification? Anyone may immediately move to the Franciscan University online Catechetical Institute to complete missing workshops and achieve certification. Please contact the Diocesan Office of Evangelization and Catechesis to discuss an individualized plan for completing the certification process through Franciscan University.

The diocese no longer has a contract with Dayton University and thus will not be able to offer further classes through that platform. Those who desire to continue working in *Echoes of Faith* or in *My Catholic Faith Delivered* online programs, have until December 1, 2020 to complete their online modules/workshops. **After December 1, 2020, all Diocesan Catechetical Certification will be achieved through the Franciscan University online Catechetical Institute only.**

TO SET UP YOUR INDIVIDUAL ACCOUNT IN THE FRANCISCAN UNIVERSITY ONLINE CATECHETICAL INSTITUTE:

1. Go to www.franciscanathome.com/scg
2. Scroll down to "Register Online"
3. Click on "My parish or school is already registered, and I would like to set up my individual free account under that institution"
4. Click on "create a new account" in blue lettering
5. Fill in all of the required information.
   ~ From the list of dioceses, click on Diocese of Springfield-Cape Girardeau
   ~ You will be asked to search for your parish/school from a list of parishes and schools in our diocese. *Members of mission churches will have access through their affiliated main parish.
   ~ Please fill in your main ministry role (i.e. principal, CRE/DRE, Youth Minister, Catechist)
   ~ Click on "Create a new account" at the bottom of the screen.
6. A confirmation e-mail will be sent to you.
7. When you return to the program, please be certain to look for the Learning Tracks listed under "Institutional Tracks". These tracks are specific to the Diocese of Springfield-Cape Girardeau. Once you begin a Learning Track, please request a mentor so that your work may be tracked and certification issued upon completion of the track.

For more information about the Diocesan Catechetical Certification process, please contact:

Lynn Melendez, Director – lmelendez@dioscg.org
Shasta Beckers, Administrative Assistant – sbeckers@dioscg.org

Diocese of Springfield-Cape Girardeau
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III. Methodology

A. Whole Family Catechesis

The Church is a family of families. Encountering the love of Christ and learning about what life in Christ looks like, often happens first in the home with the family. Therefore, accompanying the whole family on their journey of faith by offering guidance, instruction, and support for not only children, but to parents as well, is the overall purpose and mission for every PSR program.

> The family's catechetical activity has a special character, which is in a sense irreplaceable. . . Family catechesis therefore precedes, accompanies and enriches all other forms of catechesis. Furthermore, in places where anti-religious legislation endeavors even to prevent education in the faith, and in places where widespread unbelief or invasive secularism makes real religious growth practically impossible, 'the church of the home' remains the one place where children and young people can receive an authentic catechesis. Thus there cannot be too great an effort on the part of Christian parents to prepare for this ministry of being their own children's catechists and to carry it out with tireless zeal. Encouragement must also be given to the individuals or institutions that, through person-to-person contacts, through meetings, and through all kinds of pedagogical means, help parents to perform their task: The service they are doing to catechesis is beyond price. (*Catechesi Tradendae*, #68)

Every PSR program will develop opportunities for catechesis for the whole family. Included in this handbook are some examples of structures for conducting Whole Family Catechesis within the parish. These examples may be modified to fit the needs of the parish. When promoting PSR in the parish and registering families for PSR, it is important to communicate to parents that PSR is designed to help parents in their role of catechizing and passing on the faith to their children and thus the whole family is expected to actively participate in PSR.

B. Faith Formation Meeting Space

Attending PSR should never feel like "going to school." PSR is a place where children and families have an opportunity to encounter Christ and grow in relationship with Him and the community of the Church. Space, or the environment where we share faith is essential because the mystery of the Incarnation inspires catechetical pedagogy and methodology. Space is one of the six areas of methodology we are asked to give attention if we aim for catechesis to be fruitful and life-giving *(cf. DC #194 & 222)*.

Consider the following when preparing the meeting space:

- Is the room clean and organized?
- Is the room décor warm and inviting?
- Is the seating arrangement conducive to prayer, teaching, and group discussion?
- Are sacred objects and images prominently displayed?
- Is the prayer table (with a crucifix, Holy water, rosary, Bible, etc) a focal point?
- Does the room feel like sacred space rather than a school classroom?

C. How Often Should Standard PSR and YM Groups Meet?

A vibrant faith formation program meets for a minimum of 12-14 times in the Fall and 12-14 times in the Spring with a minimum of one hour at each session. Please extend the session time if you are including snacks and/or social activities. If your parish is meeting bi-weekly, plan on a minimum of 90-120 minutes for each session.

Due to the more complex schedules faced by teens who have jobs and extra-curricular activities, youth ministry groups will often need to use flexible scheduling with a variety of planned meetings and activities which will allow for teens to participate as often as possible. It is important to have consistent gatherings and activities so that relationships with the parish community are formed and catechesis and evangelization continues throughout the high school years.

Methods of Implementation for Family Catechesis

***Use a curriculum that has thematic units or is based on the liturgical and lectionary calendar.**

Option 1: Families gather once a month in a large group setting at the parish and continue regular classes the rest of the month at the parish.

- Parents meet with DRE or Catechist for an introduction to the theme unit for the month
- Children go to age-specific classrooms and are presented with the first chapter lesson of a thematic unit
- After the prescribed time, children and parents come together to share what they learned (optional).
- Facilitated conversation with parents leads to an exchange of how the lesson applies to their life today, and families are challenged to go out and live the faith.
- Children continue to meet with their catechists weekly at the parish for lessons the rest of the month

Option 2: Families gather once a month in a large group setting at the parish and then continue lessons in the home for the rest of the month with once a month phone call or video chat with a catechist to answer questions or offer further assistance.

- Parents meet with DRE or Catechists: allow for small group time for parents to share their at home learning experiences from the previous month and then introduce the theme unit for the next month and instructions on how to present lessons at home
- Children go to age-specific classrooms where they review and share what they learned in lessons at home from the previous month and are introduced to the unit for the next month
- After the prescribed time, children and parents come together for facilitated conversation, closing prayer, and possible social time (optional).
- Facilitated conversation with parents leads to an exchange of how the lesson applies to their life today, and families are challenged to go out and live their faith.
- Families continue at-home faith formation until the next monthly meeting

Adaptations

- Hold family sessions twice a month and regular catechesis twice a month.
- Families meet in small groups weekly in homes to do catechesis together.
- Parent Meetings and/or classroom teaching may be moved online, utilizing a video conference platform such as Google Meet, Zoom, or Go-to-Meeting, if necessary.
- Some parishes might only gather for an intergenerational session a few times a year, rather than monthly while continuing regular PSR classes. Such a parish might choose the themes related to the liturgical season or Catholic Social Teaching.

What happens in the adult/parent session during the family gatherings?

- Begin with prayer and Scripture reflection
- Talk in small groups about at-home learning experiences, living/sharing the faith experience, etc.
- Break for refreshments (optional)
- Learn about *Faith Theme* of the coming month
- Presentations, special guest speakers, panels – videos!
- Kids are learning about same topic at their own level in classrooms
- Presentation style changes every year
- Talk in small groups to share ideas about applying the topic in everyday life
- Parents pick up children from classrooms at the end of sessions

An Example of Family/Intergenerational Catechesis

Parish: **Ss. John and Paul Parish (Altoona, IA)**
Name: **Parish Intergenerational Faith Formation – Kitchen Table Faith**

Gathering Times:

Whole family:	1x/month Sunday with simple meal (5:00pm – 7:30pm) OR Wednesday with simple meal (5:30pm – 8:00pm)
Grades K-6:	Meets 1st & 3rd Sunday of the month
Grades 7-12:	Meets 1st & 3rd Wednesdays of the month

Fees:

PIFF: $50/person; $175/household
Grades 7 – 12: $50/student (however if they are participating in PIFF, then fee is waived)
Sacramental Prep: additional $40/student
Childcare during PIFF: None

Faith Formation Live!
Adult Faith Formation Live!
Sunday Gospel Reflections
Parish Connection

Exploring the New Testament
Household of Believers
* With Children
* With Teens
* With Adults
* Family Connection

Saint of the Month
Our Catholic Tradition
Liturgical Year Connection
Faith in Action
For Fun

For more info

Faith Formation page: https://ssjohnpaul.org/parish-intergenerational-faith-formation
Kitchen Table Faith "Menus": https://www.ssjohnpaulfaithformation.org/

IV. Accompaniment of Families with Unique Circumstances

Following the example of Jesus and serving as missionary disciples, parish ministry leaders will reach out to all people, in all walks of faith and life. Being a welcoming church and a church that seeks to bring the love of Christ to **all** people often requires using creative and flexible means of building relationships and serving others.

A. Accompanying Families with Complex Family Situations or Schedule Conflicts

With concern, respect, and pastoral solicitude, the Church wants to accompany those children with heterogeneous family realities, with their joys and struggles, without giving in to forms of idealism and pessimism. Catechists are asked to reach out, to listen, and find ways to foster their participation, and avoid discrimination *(cf DC #233-235)*.

A certain family situation should not be an obstacle to attending PSR because of scheduling conflict, lack of transportation, etc. Consider offering the following options:

- Flexibility in place, location, and length of classes
- Allow an adult or older sibling in the home to "teach" the lesson
- Offer online instruction

*If at home or online instruction is offered, it is important to have a catechist regularly check in with families by phone and/or video conferencing. Relationship building is key to success.

B. Accompanying Families with Health or Disability Challenges

Precisely because they are witnesses to the essential truths of human life, persons with disabilities must be welcomed as a great gift. It is the task of the local Churches to be open to the reception and ordinary presence of persons with disabilities within programs of catechesis, working for a *culture of inclusion* and against the logic of *disposable* human life *(cf. DC #269-271.)*

In recognition that persons with disabilities are not only recipients of catechesis but participants in evangelization *(cf. DC #272)*, consider the following approaches:

- Involving the five senses and narration in catechesis
- Allowing for at home instruction when needed
- Catechists to receive specific formation in this area
- Persons with disabilities becoming catechists themselves

C. Working with Homeschool Families

Parents are the first and foremost educators of their children. Parents accepted the privilege and responsibility of "training him (her) in the practice of the faith" when they presented their child for Baptism *(Order of Rite of Baptism #39)*. While many parents focus on Catholic schools and PSR, some parents choose home-schooling. Home-schooling is a possible option under the leadership of the pastor and assisted by the Director/Coordinator of the Parish School of Religion. It is important to build positive relationships with home-school parents and families, accompanying them in their pursuit of learning and living the faith.

For parents who desire to home-school their children, the following guidelines are recommended:

- All home-school parents are to meet with the PSR coordinator before the beginning of the school year to share plans, expectations, and dates.
- Each student, whether home-schooled or in PSR, is expected to regularly attend Mass and receive the Sacrament of Reconciliation (for those who already received First Communion).
- Only diocesan-approved religious education texts will be used in the religious education of children who are home-schooled.
- If children are preparing to receive sacraments, it is highly recommended that they join the PSR class for the year of sacramental preparation. At a minimum, the families are expected to attend two or more activities throughout the year, such as retreats and service project days, so that the child gains the awareness of a wider Church community. The families will also need to meet with the pastor for an interview before the celebration of a sacrament so that he may ensure that the children are suitably prepared and properly disposed to receive the sacrament.

V. Curriculum for PSR

A. General Curriculum

A list of recommended curriculums for PSR is included in this handbook. All recommendations have the approval of the Diocesan Office of Evangelization and Catechesis and from the USCCB. Most publishers have included options for Family Catechesis and for Online or Hybrid Learning. Please contact the sales representative of a particular publishing company to receive free samples, order materials, and get further recommendations.

To search for the most current list of recommended curriculum and to view a list of sales representatives for the various publishing companies, please

go to the diocesan website at: https://dioscg.org/ec-resources-for-family-child-faith-formation/

B. Sacramental Preparation

The current guidelines for preparation and celebration of the Sacraments of First Penance and Reconciliation and for First Holy Communion may be found on the diocesan website at: https://dioscg.org/first-penance-first-holy-communion/

The current guidelines for preparation and celebration of the Sacrament of Confirmation may be found on the diocesan website at: https://dioscg.org/confirmation/

C. Sacramental Preparation for Older Baptized Children or Unbaptized Children

Second grade is the usual age of preparation and celebration for the sacraments of First Penance and Reconciliation and First Holy Communion. At times, children have been baptized but may not have been active in a parish nor participating in faith formation.

An older child that has been baptized and seeks to receive the sacraments of First Penance and Reconciliation and First Holy Communion, may be offered Intermediate level classes to prepare for the sacraments. Once the sacraments are received, the children will join the regular PSR program in the following years. Preparation for the Sacrament of Confirmation will be in the seventh through ninth grade, as is according to diocesan guidelines.

However, **if a child has not been baptized and is at the age of reason** (7 years or older), the child will be prepared to receive all three Sacraments of Initiation: Baptism, Confirmation, and First Holy Communion as well as the Sacrament of Penance and Reconciliation using the RCIA for Children process.

Included in this handbook, is a list of recommended curriculum and resources to use in preparing Intermediate age children for First Penance and Reconciliation and First Holy Communion as well as curriculum for RCIA for Children.

Questions or concerns may be directed to Sr. Janine Tran in the Diocesan Office of Evangelization and Catechesis.

GENERAL CURRICULUM RECOMMENDATIONS

With Notations About Compatibility with Whole Family Catechesis and Hybrid or Online Formats

Publishing Co	Curriculum	Format	Platform	Cost	Notes
PFLAUM https://www.pflaum.com/pflaum-gospel-weeklies-faith-formation-program/	**Gospel Weeklies°** *Grades Preschool – 9*	* Lectionary-based program focusing on liturgical season and Sunday readings * Same unit themes across grade levels * Traditional catechist-led lessons	* Print leaflet * Digital version	* 10+ Items: approx. $14.95 each (free teacher guide with every 10 copies ordered) * Print and digital combo: $1.50 more * Teacher's Guide: $19.95 each	
	Together in Jesus° *1st Recon / Eucharist Prep* *Also availablel with Restored Order* **Gifted with the Spirit°** *Confirmation Prep*		* Print leaflet	10+ Items: approx. $12.95 each Teacher's Guide: Approximately $19.95 each	
LOYOLA PRESS https://www.loyolapress.com/general/faith-formation/	**Christ Our Life°** **Finding God°** *Grades K – 8*	* Two formats: - Traditional catechist-led lessons - Family Catechesis lessons * Unit themes vary across grade levels	* Print book * Digital Version * Online assessments * **Finding God** has digital interactives videos, music, and audio	* Student bk: approx. $18.95 * Catechist manual: $55.95	* **Wanderlight** (all ages; digital game/formation coming Aug 1st) * Program-specific remote learning coming
	God's Gift° *1st Recon / Eucharist Prep* **Confirmed in the Spirit°** *Confirmation Prep*	* Traditional catechist-led lessons	* Print book * Digital Version * Video clips on CD and online	* Student bk: approx. $13.95 * Catechist manual: $32.95	
OSV https://osvcurriculum.com/resources/osvc/faithathome/Faith%20at%20Home%20Guide.pdf	**Alive in Christ°** *Grades 1 - 8*	* Three formats: - Traditional catechist-led lessons - Family catechesis model, meeting at parish - Parent led session in the home * Same unit themes across grade levels	*Print books *Free eBooks with print books	* Student bk: $19.95 * Catechist Guide: $64.95 * Free online resources for parents to complement lessons	* Multi-Age Family Session Helpers * Flip-Grid webpage
	Allelu Program *Early Childhood* *Prek-3, Prek-4, Prek-5*	* Weekly Child and Family page° * Parent Guide°	Print	$15.45 Catechist Guide: $41.45	Allelu Show: https://www.youtube.com/watch?v=lB_F-XffNFE
	Encounter with Christ° *1st Recon / Eucharist / Confirmation Prep* *(Restored Order)*	Two formats°: 1. Parent-led session in the home 2. Catechist guided parent-child session	*Child book & Parent Guide (print & E-book)	Reconciliation Pack: $169.95 OR $149.95 Eucharist Pack: $169.95 or $149.95	

° English and Spanish

GENERAL CURRICULUM RECOMMENDATIONS
With Notations About Compatibility with Whole Family Catechesis and Hybrid or Online Formats

Publishing Co	Curriculum	Format	Platform	Cost	Notes
RCL BENZIGER https://rclbenziger.com/overview-of-parish-products	**Stories of God's Love** *Grades PreK & Kinder°*	* Bible stories * Seasonal leaflets	Leaflets or Books	* Student leaflet: approx. $17 * Catechist: $52 * Family Magazine: $6	* Family Magazine
	Be My Disciples° *Grades 1-6; Junior High*	* Traditional catechist-led lessons * Same unit themes across grade levels	* Print Books * Interactive E-books * E-Assessments * http://bemydisciples.com/ - Resources & interactive connections between textbook and website	* Student bk: $19 Free e-Book with purchase of student book * Catechist Guide: $62	* Has music CD for every grade level * Has Family At-Home Companion * Has Summer Program * Interactive training for catechists
	Blest are We° *Grades K – 8*	* Traditional catechist-led * Unit themes vary across grade levels	* Print books * E-books * E-Assessments for Grades 1-8 * Online Chapter Reviews	* Student bk: $23.50 Free e-Book with purchase of student book * Catechist Guide: $87 * Our Family Gathers (Years A, B, C): $100	* Focus on students with special learning needs * Focus on Catholic Social Teaching * **Our Family Gathers** *Family Catechesis* can stand alone or can be paired
	Various° *Sacramental Prep*	* Traditional catechist-led lessons	* Print books	Various	
ST MARY'S PRESS	**Discover** Grades 1 - 5 https://www.smp.org/series/93/Discover-Finding-Faith-in-Life-Parish/	* Traditional catechist-led lessons * Lessons built on Bible stories from Catholic Children's Bible	* Catholic Children's Bible * Student Activity Book * Complementary eLearning modules (20 min long); self-guided or can be done with family / catechist; complements lessons not repeat them; included with Discover Kit	* Full Discover Kit: $27.95 * Discover Kit (without Bible): $15.95 * Catechist Guide: $39.95	* Can be used in a traditional classroom setting or in a family catechesis setting at the parish or at home.
	Catholicism 101 Middle and High School https://www.smp.org/product/E6013/Catholicism-101/		* 13 interactive modules for young people * 13 follow-up sessions for catechists to lead * Will complement any program or stand alone	* $12.95 per device	
	Go Seek Find° *1st Recon / Eucharist / Confirmation Prep (Restored Order)* https://www.smp.org/series/87/Go-Seek-Find-Discover-Gods-Treasures/	* Traditional catechist-led lessons * Lessons built on Bible stories from Catholic Children's Bible	* Print	* Kit (Backpack, Bible, Reconciliation folder, Eucharist folder): $48.95 * Confirmation folder: $9.95 * Reconciliation Teaching Guide: $39.95 * Eucharist Teaching Guide: $39.95 * Confirmation Teaching Guide: $19.95	

° English and Spanish

GENERAL CURRICULUM RECOMMENDATIONS
With Notations About Compatibility with Whole Family Catechesis and Hybrid or Online Formats

Publishing Co	Curriculum	Format	Platform	Cost	Notes
ST MARY'S PRESS	**Called to Mercy** Confirmation Prep – Teens https://www.calledtomercy.com/		* Candidate: 10 Online Learning Modules (self-guided) * Catechist Led: 5 gathered community-building sessions * Sponsor: 9 Online Modules * Retreat Component	* Cost: $24.95 * Director's Manual: $39.95 * Sponsor Course: $14.95	* One of the eLearning courses
	E-learning Courses http://elearning.smp.org/experience/	Solidarity, Environmental Justice, Creating Justice, Stations of the Cross, Seasons of Faith, Understanding Catholicism	* Online modules * Ages: Various	Various	
SOPHIA INSTITUTE	**Spirit of Truth** *Grades K – 8* https://sophiainstitutefortheachers.org/shop/spirit-of-truth/parish-digital-edition	Two formats: * Catechist-led, parent managed OR * Parent-led, catechist managed	* Completely Digital Platform, not a digitized book * Call for a Live Demo	Call for a Quote	* Already set-up for both gathered and online sessions
	Family of Faith° *Catechesis for the Whole Family* https://sophiainstitutefortheachers.org/shop/family-of-faith	Three formats: * Whole Family/Small Group * Parent-Led * Parallel-learning / Hybrid Approach	* Print	Call for a Quote	
	Various *Sacramental Prep*	* Traditional catechist-led lessons	* Print	Various	
SADLIER	**Christ in Us°** *Grades K-6* https://www.sadlier.com/religion/christ-in-us-parish-edition	Three models: * Traditional catechist-led * Family catechesis model, meeting at parish * Parent-led, fully online model	* Fully online or blended * Digital portfolio * Optional student eBooks	* Student: $19.99 * Parish Guide: $65.00	* Already set-up for both gathered and online sessions
	Believe·Celebrate·Live° *Sacramental Prep* https://www.sadlier.com/religion/sacrament-programs	* Traditional catechist-led	* Print	* Student: $13.59 * Catechist: $25.39	
CATHOLIC BRAIN	Catholic Brain https://catholicbrain.com/	Can be used as a curriculum for Faith formation or as a resource supplement for individual at home catechesis, small family groups, or in a classroom model at the parish	*Fully Online Platform with many interactive elements including: Full catechetical curriculum, music, videos, games, prayers, assessments, and more	Subscriptions: * Individual family $12.99 per month * Classroom (up to 25 members) $29.99 per month * Whole parish (unlimited users) $149.99 per month	

GENERAL CURRICULUM RECOMMENDATIONS
With Notations About Compatibility with Whole Family Catechesis and Hybrid or Online Formats

Publishing Co	Curriculum	Format	Platform	Cost	Notes
DYNAMIC CATHOLIC	**Blessed°** *1st Recon / Eucharist Prep* https://dynamiccatholic.com/blessed/program-view/	* 80+ video clips * Each video clip 3min – 10min	* Student Textbook *(available online)* * Leader's Guide *(available online)* * Video Clips *(available online)*	* All materials online are free and downloadable * Print: Student: $5.95 Catechist: $6.95 Videos: $9.95	* Parents receive an email and a 4miin video clip every Monday
	Decision Point *Confirmation Prep* https://dynamiccatholic.com/confirmation	* 72 short films * Each film 3min – 10min	* Student Textbook *(available online)* * Leader's Guide *(available online)* * Video Clips *(available online)*	* All materials online are free and downloadable * Print: Student: $5.95 Catechist: $7.95 Videos: $9.95	* Parents and sponsors receive emails 2x/wk with link to student video clips
LIFETEEN	**Purpose°** *Confirmation Prep*	* 24 sessions supplemented with video * Large group, small group, 8th grade * Optional lectionary-based Bible study for every Sunday, 20 min: **Summit**	* No student textbooks * Leader guide content delivered via app * App facilitates communication between leaders, youth ministers, parents, and teens	* First Time Order: $299.00 * If already a LifeTeen subscriber: $199.00	
ASCENSION PRESS	**Chosen°** *Confirmation Prep*	* 24-lesson program * Each video about 15-20 min.	* DVDs	* DVD Set: $199.95 * Leader's Guide: $34.95 * Parent's Guide: $9.95	

° English and Spanish

First Communion & First Reconciliation Preparation Resources – INTERMEDIATE

Publishing Co	Curriculum	What's Available	Session Length and Key Features	Scope and Sequence	Notes
PFLAUM https://cart.pflaum.com/product.php?productid=17946&cat=13&page=1	Offers: Set of 4 Sacrament Books *(Adapted for use with older children preparing for the First Sacraments as well as RCIA, Adapted for Children. Each book's content offers an overview of a sacrament; Includes Church's feasts and seasons.)*		Reproducibles: https://cart.pflaum.com/product.php?productid=17743&cat=13&page=1		**Sacramental Preparation Resources:** https://cart.pflaum.com/home.php?cat=13 a. First Reconciliation & First Eucharist b. Confirmation with First Eucharist c. Junior High Confirmation d. Senior High Confirmation e. Baptism
LOYOLA PRESS https://www.loyolapress.com/faith-formation/sacramental-preparation/gods-gift-2016/intermediate-program-overview/	**God's Gift: 2016** Intermediate	1. Young People's Book 2. Catechist Guide 3. Program Director Guide 4. Digital Resources (Ex: Meal Starter Conversation Guides) * All available in both English & Spanish	* 14 chapters * Program Director Guide: Includes retreat for catechists, parent/young child retreat, and gatherings for First Reconciliation and First Eucharist	**English:** https://s3.us-east-1.amazonaws.com/lpress-craft/files/gg2016-files/gods-gift2016-INT-sc-seq-Eng.pdf **Spanish:** https://s3.us-east-1.amazonaws.com/lpress-craft/files/gg2016-files/gods-gift2016-INT-sc-seq-Span.pdf	**God's Gift: 2016 has 3 Versions:** Primary, Intermediate, and Restored Order
THE PASTORAL CENTER https://www.growingupcatholic.com/sacrament-prep-sessions.html	**Growing Up Catholic** Offers: 1. First Reconciliation & First Communion 2. Confirmation in Restored Order	1. Child, Parent, & Catechist Handouts (digital files to be self-printed; no textbook) 2. Online At Home web pages 3. Leader Guide * Handouts available in both English & Spanish	*12 sessions for First Eucharist & First Reconciliation; 4 for Confirmation Restored Order * Two age groups (separate handouts for 7-9 year-olds & 10-14 year-olds * Family & Parent Retreats * Planning Kits for First Reconciliation & Eucharist Retreats & Rehearsals	https://www.growingupcatholic.com/uploads/1/2/7/7/12779077/guc_scope_and_sequence.pdf	**Supplemental Sessions** https://www.growingupcatholic.com/sacrament-prep-supplemental-sessions.html
OSV https://www.ordersov.com/Search?q=intermediate	**Call to Celebrate Reconciliation Intermediate** https://osvcurriculum.com/reconciliation/program/index.html **Call to Celebrate Eucharist Intermediate** https://osvcurriculum.com/eucharist/program/index.html	1. Child's Book 2. Catechist Book 3. Family Guide 4. My Reconciliation & My Mass Book 5. *Stories of Celebrate* CD & Video for both Sacraments	* 6-8 sessions for each Sacrament	**Reconciliation:** https://osvcurriculum.com/reconciliation/program/pdfs/scope.pdf **Eucharist:** https://osvcurriculum.com/eucharist/program/pdfs/scope.pdf	**Sacramental Preparation Resources** https://www.osv.com/parish-diocese/curriculum-programs/sacrament-preparation/ Encounter with Christ (Restored Order)

First Communion & First Reconciliation Preparation Resources – INTERMEDIATE

Publishing Co	Curriculum	What's Available	Session Length and Key Features	Scope and Sequence	Notes
RCL BENZIGER http://rclbsacraments.com/reconciliation-3/reconciliation-pardon-peace http://rclbsacraments.com/eucharist/give-praise-2	**Reconciliation: Pardon and Praise** **We Give Thanks and Praise: Eucharist**	1. Child's Book 2. Catechist Guide 3. Program Director's Manual 4. Bilingual CD Available in both Primary and Intermediate, English & Bilingual	* Eight lessons are presented for each sacrament, using story, Scripture, doctrine, and prayer		**Sacramental Preparation Resources:** http://rclbsacraments.com/ a. Reconciliation: Pardon and Eucharist: We Give Thanks (Connects Scripture & Real-Life stories; primary & intermediate; both English & Spanish) b. Reconciliation: We are Your People and Eucharist: Do This in Memory and Confirmation: Filled with the Holy Spirit (Emphasizes Ritual) c. Gift of Reconciliation, Gift of Eucharist, Gift of the Spirit (Scripture is at the core of every lesson) d. We Celebrate Reconciliation and We Celebrate Eucharist (Good Shepherd for primary ages; Lord Forgives for intermediate grades)
SADLIER https://www.sadlier.com/religion/sacrament-preparation/reconciliation-eucharist-intermediate	**Believe*Celebrate*Live Reconciliation & Eucharist** Intermediate (ages 9 & 10)	Available in both English & Spanish	* 6 lessons for each sacrament * Includes Lectio & Visio Divina * App for audio stories, music, & video * Incorporates strategies for children with disabilities * Optional student eBooks		**Sacramental Preparation Resources** https://www.sadlier.com/religion/sacrament-programs 1. Believe*Celebrate*Live: a. Reconciliation & Eucharist (Primary) b. Reconciliation & Eucharist (Intermediate) c. Confirmation (ages 12-15) d. Confirmation (Restored; ages 7-9) 2. We Believe and Celebrate Baptism (For Families & Children)

First Communion & First Reconciliation Preparation Resources

Publishing Co	Curriculum	What's Available	Session Length & Key Features	Scope & Sequence	Notes
SOPHIA INSTITUTE	No Intermediate Resources				**Spirit of Truth** Sacramental Resources 3 versions: a. First Reconciliation & First Eucharist (approx. 2nd grade) b. Sealed in Fire (5th – 8th grades) c. Sealed in Fire Restored Order (8-9 yrs old) https://sophiainstituteforteachers.org/shop/spirit-of-truth/sacramental-preparation
ST MARY'S PRESS	No Intermediate Resources				**Sacrament Preparation Resources** https://www.smp.org/category/sacraments/ Go, Seek, Find: Reconciliation & Eucharist for Primary ages Called to Mercy: Confirmation
AUGUSTINE INSTITUTE	No Intermediate Resources				**Signs of Grace Complete Kit** https://catholic.market/publishers/augustine-institute/signs-of-grace-complete-kit-you-are-loved-you-are-forgiven-presence-and-forgiven/
DYNAMIC CATHOLIC	No Intermediate Resources				**Blessed** https://www.dynamiccatholic.com/blessed.html * 84 short films (online or DVD) * Leader Guide (online or print) * Student Workbook * Free * Both English & Spanish

Confirmation (ages 7-12) Preparation Resources

Publishing Co	Curriculum	What's Available	Session Length & Key Features	Scope & Sequence	Notes
SOPHIA INSTITUTE https://sophiainstituteforteachers.org/shop/spirit-of-truth/sacramental-preparation	**Sealed in Fire** For 8-9 year old students		Seven lessons include sacred art, games, role-plays, assessment tools.		Sample Teacher Guide https://sophiainstituteforteachers.org/sample/sealed-in-fire-restored-order
LOYOLA PRESS	**God's Gift 2016 Restored Order** https://www.loyolapress.com/faith-formation/sacramental-preparation/gods-gift-2016/restored-order-program-overview/		Three lessons	https://s3.us-east-1.amazonaws.com/lpress-craft/files/gg2016-files/gods-gift2016-RO-sc-seq-Eng.pdf	Sample Catechist Guide https://issuu.com/loyolapress/docs/godsgift16_restoredorder_eng-te?layout=http%3A%2F%2Fwww.loyolapress.com%2Fissuu%2FbasicBlue%2Flayout.xml&mode=embed&showFlipBtn=true
OSV	**Encounter with Christ** https://sacraments.osv.com/		Four Sessions Adaptive Learning Sessions Online Training for Catechists https://sacraments.osv.com/confirmation/catechist_guide/594	https://sacraments.osv.com/confirmation/program_resources/spr_catechists/529	
Pflaum	**Confirmation with First Eucharist** https://cart.pflaum.com/product.php?productid=17769&cat=16&page=1		Eight Lessons Two Family Focus Posters with at-home activities		Sample Preview Pages https://www.pflaum.com/preview/TIJ-8317/
THE PASTORAL CENTER https://www.growingupcatholic.com/sacrament-prep-sessions.html	**Growing Up Catholic** Offers: Confirmation in Restored Order	1. Child, Parent, & Catechist Handouts (digital files to be self-printed; no textbook) 2. Online At Home web pages 3. Leader Guide * Handouts available in both English & Spanish	Four Sessions	https://www.growingupcatholic.com/uploads/1/2/7/7/12779077/guc_scope_and_sequence.pdf	
SADLIER	**Believe * Celebrate * Live** Confirmation Restored Order https://www.sadlier.com/religion/sacrament-preparation/confirmation-restored-order	1. Lectio & Visio Divina 2. Tips & Strategies for Children with Disabilities 3. Fully bilingual in both English & Spanish	Three Lessons	Sample Student Book https://secure.viewer.zmags.com/publication/34eb18a2#/34eb18a2/1	

RCIA for Children (ages 7-17) Preparation Resources

Publishing Co	Curriculum	What's Available	Session Length & Key Features	Scope & Sequence	Notes
LIGUORI PUBLICATIONS	**Journey of Faith Children Complete Set** https://www.liguori.org/journey-of-faith-children-complete-set.html#show1	1. Student text 2. Leader's Guide 3. Available in Spanish	16 lesesons for Inquiry 16 lessons for Catechumenate 8 lessons for Enlightenment 8 lessons for Mystagogy		Each lesson features a cartoon and an ongoing story so children can see their own faith journey mirrored in a fictional RCIA class.
	Journey of Faith Teen Complete Set **https://www.liguori.org/journey-of-faith-teens-complete-set.html**	1. Student text 2. Leader's Guide 3. Available in Spanish	Total of 48 lessons covering Inquiry, Catechumenate, Enlightenment, and Mystagogy		
RCL BENZIGER	**Our Catholic Heritage** (for ages 9 – 14) https://rclbenziger.com/our-catholic-heritage	1. Two Catechist Guides 2. Two student books: * Level 1 for ages 9-11 * Level II for ages 12-14 3. Online support: * Classroom activites * Family sessions 4. *With My Family* tear-away section for families 5. Available in Spanish Bilingual	Program Overview https://issuu.com/rclbenziger/docs/ocheritage_for_sales_r.2?backgroundColor=%2523222222	Uses the RCIA model * Offers a full initiatory catechesis * Introduces the Rites of Baptism, Confirmation, Eucharist and Reconciliation *Presents Catholic prayers, practices and a helpful key teachings section	
OUR SUNDAY VISITOR	**Faith Fusion** Elementary Edition (Grades 3-5) Middle School Edition (Grades 6-8) https://osvcurriculum.com/faithfusion	Both editions have: 1. Student text 2. Teacher text 3. Spanish Bilingual	1. 20 Lessons for each edition 2. Sample pagesfor each edition (on bottom of web page) https://osvcurriculum.com/faithfusion		1. Elementary Ed. is for children with no prior catechesis, have gaps in their faith formation, or are part of a RCIA for children. 2. Middle School Ed. is for Confirmation prep., RCIA, and junior high programs in parish or Catholic School.
TEAM RCIA	**Friends on the Way: Catechumenate Resource** http://teamrcia.com/catalog/friends-on-the-way-childrens-catechumenate-resource/	Sold as an e-resource	1. A dismissal and catechetical session for every Sunday of the liturgical year 2. Every session includes an optional intergenerational activity and a take-home handout for families		
LITURGY TRAINING PUBLICATIONS	**Guide to the RCIA for Children: Q&A for Parents** https://ltp.org/products/details/EQCIC/guide-to-the-rcia-for-children-qa-for-parents				

Religion Readiness (ages 7-17) Preparation Resources

Publishing Co	Curriculum	What's Available	Session Length & Key Features	Scope & Sequence	Notes
LOYOLA PRESS	**Bridges to Faith** (ages 8-11) https://www.loyolapress.com/faith-formation/religion-readiness/bridges-to-faith/	1. Childern's Book 2. Leader Guide 3. Online Director Guide 4. Spanish Bilingual	Program Overview https://www.loyolapress.com/faith-formation/religion-readiness/bridges-to-faith/program-overview-1/	Centered on the four pillars of the Catechism: Creed, Sacraments, Moral Life, and PRayer	Bilingual supplemental resource introducing children to the Catholic faith
	Called to Be Catholic (ages 12-15) https://www.loyolapress.com/faith-formation/religion-readiness/called-to-be-catholic/	1. Young People's Book 2. Catechist Guide 3. Director Guide 4. Spanish Bilingual	Program Overview https://www.loyolapress.com/faith-formation/religion-readiness/called-to-be-catholic/program-overview/	Can be used as the first part of a two-part Confirmation preparation program or as a stand-alone resource to fill in faith formation gaps https://s3.us-east-1.amazonaws.com/lpress-craft/files/ctbc2014-files/called-to-be-catholic-scope-sequence-english.pdf	Bilingual supplemental resource, highly flexible with comprehensive introduction to the essentials of the Catholic faith
SADLIER	**Our Catholic Faith** (ages 10-14; grades 4-6) https://www.sadlier.com/religion/parish-school/our-catholic-faith	1. Student Text 2. Catechist Guide 3. Spanish Bilingual	1. Fourteen chapters in four units 2. Program Overview and Sample Pages https://secure.viewer.zmags.com/publication/91ea8f6f#/91ea8f6f/1		1. Can be used as remote preparation for the sacraments 2. Can serve as catechism for baptized but uncatechized students
	One Faith, One Lord (grades 7-adult) https://www.sadlier.com/religion/parish-school/catholic-faith-formation		1. Sixteen chapter in four units 2. Program Overview and Sample Pages https://secure.viewer.zmags.com/publication/91ea8f6f#/91ea8f6f/20	1. Support for developing and assessing readiness for the Sacraments of Penance and Eucharist 2. A review for Confirmation candidates, adults in RCIA, and catechist training programs	1. Catch-up program in a single volume text 2. For those with minimal religious education

D. Theology of the Body Curriculum

All Catholic school and PSR programs will include a "Theology of the Body" curriculum in the overall catechetical plan each year. The following materials are designated for use at each grade level:

- K through 5th grade - "Rooted" published by Ruah Woods
- 6th through 8th - "TOB Middle School Edition" published by Ascension Press
- 9th through 12th grade - "YOU, Theology of the Body" by Ascension Press

*Curriculum may be ordered directly through the publishers.

E. Teaching Formal Prayer

"The blossoms...of faith and piety do not grow in the desert places of a memory-less catechesis" *(cf. DC #202)*.

The Catholic church has formed a common prayer language in the beautiful traditional prayers passed down through generations. Memorization of traditional prayers invites the believer into intimacy with Christ both personally and communally.

A list of prayers was compiled by the diocese in response to a request for guidance regarding the form of prayers to be taught, and the age level at which the students could be expected to commit the prayers to memory. Please refer to the "Teaching Prayer" booklet included in this binder. Prayers may be taught earlier than what is scheduled if desired. This list and schedule are meant to serve as a guide.

F. ARK Test

1. What is ARK?

ARK (Assessment of Religious Knowledge) is a test designed to assess the religious knowledge and beliefs of 2nd – 12th graders. It is administered once a year in the spring.

2. What are the six features of ARK?

a. Track knowledge and growth in six areas of the Catholic Faith

1. Sacraments and Liturgy
2. Creed & Salvation History
3. Morality
4. Prayer
5. Virtue
6. Living Discipleship

b. Empowering Catholic teachers and catechists:

- Teachers receive ready-to-use classroom resources to enrich and/or modify lessons.
- There are easy-to-use accommodations for learning disabled children.

c. Involving Families

- Parents receive score reports
- Easy-to-use recommended resources for parents to use at home

d. Customizable Tests

- 2nd – 8th grade tests correlated to all major religion textbooks
- Diocesan office may add religion topics to test in each grade level

e. Data for DREs

- Track student knowledge and growth
- Recommendations for building Catholic identity of the school

f. Analytics for diocesan leaders

- Mentor parishes with customized resources for professional development
- Focus on a certain area of data easily

3. Why is our PSR program being asked to administer ARK?

All Catholic schools and PSR programs in the diocese are asked to administer ARK. This is a tool that will help us better understand how we can evangelize and catechize our families and children.

4. When will ARK testing begin?

We will begin Spring 2022. Let us know how we can help you to get ready.
More info about ARK: https://arktest.org/

TEACHING PRAYER

Diocese of Springfield-Cape Girardeau

INTRODUCTION

Prayer is understood as the lifting up of the mind and heart to God in adoration, contrition, thanksgiving, and supplication. Prayer is when we consecrate all our time and attention to God alone. Just as communication is essential to any relationship, so conversation with God is essential to a relationship with God. All must make time for prayer. We pray because Jesus prayed, for the reasons He prayed, and the way He taught us to pray. We teach prayer to others because Jesus taught His disciples to pray.

Here are some general principles to bear in mind when teaching prayer:

Ways to pray: ***simply talking to Jesus, the Father or Holy Spirit from the heart, adoring Jesus in the Eucharist, especially when exposed on the altar, Lectio Divina with Scripture, Examen,***

a. Prayer is learned by praying. It is important to take time for prayer when you meet for religious instruction.

b. Explain the proper motivation for prayer: because God loves us, because we love God, and because we are aware of the Divine Indwelling. God starts the conversation and waits for our response.

c. Provide the proper atmosphere for prayer: silence, stillness, proper posture, and certain places and times of the day that are best for prayer.

d. Encourage the students to pray about what is important to them.

e. Make religion function throughout the day by means of prayer: an offering of the whole day in the morning, short phrases that can be memorized and prayed during the day, blessings at meals, an act of thanksgiving and contrition in the evening.

Here are some suggestions on how to teach prayer:

a. Introduce the prayer in a way that arouses interest, then explain the occasion or context of the prayer.

b. Teach the meaning of the prayer, of individual words and phrases, by using synonyms or paraphrasing.

c. Teach an appreciation for the prayer by the richness of its content, or by using stories, pictures, or dramatization.

d. Teach the prayer "word perfect," that is, pronounce the words slowly and distinctly. Make sure the meaning is understood before you work on memorization. Use flashcards for memorization drills, and involve the parents in listening to the prayers at home.

PRAYERS BY GRADE LEVEL

The following list of prayers was compiled in response to a request for guidance regarding the form of prayers to be taught, and the age level at which the students could be expected to commit the prayers to memory. There is no reason why a teacher may not teach these prayers earlier than what is scheduled. This list and schedule is meant to serve as a guide.

KINDERGARTEN/FIRST GRADE

By the time an average student finishes the First Grade, he or she should be able to repeat from memory the following prayers:

The Sign of the Cross	Our Father
Hail Mary	Glory Be
Grace Before Meals	Grace After Meals

SECOND GRADE

By the time an average student finishes the Second Grade, he or she should be able to repeat from memory the following prayers in addition to the ones listed in the previous grade:

Act of Contrition
Prayer to the Guardian Angel
All responses at Mass

At the elevation of the host during Mass, children should be taught to silently and internally say, "My Lord and My God."

At the elevation of the chalice during Mass, children should be taught to silently and internally say, "My Jesus, Mercy."

*Second graders should be familiar with the Ten Commandments but not necessarily memorized.

*Parents and Catechists of all those children preparing for First Communion should view the videos created by Bishop Rice on YouTube:
The Mass and Holy Eucharist, Part 1 The Mass and Holy Eucharist, Part 2

THIRD GRADE

By the time an average student finishes the Third Grade, he or she should be able to repeat from memory the following prayers in addition to the ones listed in the previous grade:

The Apostles' Creed	Responses to the Bishop's Blessing
The Mysteries of the Rosary	How to Pray the Rosary
Prayer for the Poor Souls in Purgatory	

FOURTH GRADE

By the time an average student finishes the Fourth Grade, he or she should be able to repeat from memory the following prayers in addition to the ones listed in the previous grade:

	Hail Holy Queen	Angelus	Ten Commandments
Optional prayers:	Act of Faith	Act of Hope	Act of Love

FIFTH GRADE

By the time an average student finishes the Fifth Grade, he or she should be able to repeat from memory the following prayers in addition to the ones listed in the previous grade:

Memorare Morning Offering

*Fifth Graders should also be able to list and briefly explain the Seven Sacraments.

SIXTH GRADE

By the time an average student finishes the Sixth Grade, he or she should be able to repeat from memory the following prayers in addition to the ones listed in the previous grade:

The Way of the Cross Prayer to the Holy Spirit

SEVENTH GRADE

By the time an average student finishes the Seventh Grade, he or she should be able to repeat from memory the following prayers in addition to the ones listed in the previous grade:

The Divine Praises "Sub tuum praesidium"

*Those seventh and/or eighth graders preparing for Confirmation, should be able to list the Seven Gifts of the Holy Spirit.

*All teens preparing for Confirmation should view the videos created by Bishop Rice on YouTube:
Confirmation, Gifts of the Holy Spirit – Part 1 Confirmation, Gifts of the Holy Spirit – Part 2

EIGHTH GRADE

By the time an average student finishes the Eighth Grade, he or she should be able to repeat from memory the following prayers in addition to the ones listed in the previous grade:

Prayer to St. Michael Regina Coeli
Prayer for the Pope

FORM OF PRAYERS

When teaching prayers and helping the students to commit them to memory, it is recommended that any confusion about which prayer forms should be taught be resolved in favor of the forms found below.

Sign of the Cross

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

Our Father

Our Father, who art in heaven, hallowed be Thy name; Thy kingdom come; Thy will be done on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

Hail Mary

Hail Mary, full of grace, the Lord is with thee; blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

Glory Be

Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and ever shall be, world without end. Amen.

Grace Before Meals

Bless us, O Lord, and these Thy gifts, which we are about to receive from Thy bounty, through Christ our Lord. Amen.

Grace After Meals

We give Thee thanks for all Thy benefits, Almighty God, Who live and reign forever and ever; and may the souls of the faithful departed, through the mercy of God, rest in peace. Amen.

Act of Contrition

O my God, I am heartily sorry for having offended Thee, and I detest all my sins because I dread the loss of heaven and the pains of hell, but most of all because they offend Thee, my God, who art all-good and deserving of all my love. I firmly resolve, with the help of Thy grace, to confess my sins, to do penance, and to amend my life. Amen.

Act of Contrition (alternate form)

My God, I am sorry for my sins with all my heart. In choosing to do wrong and failing to do good, I have sinned against You whom I should love above all things. I firmly intend, with your help, to do penance, to sin no more, and to avoid whatever leads me to sin. Our Savior Jesus Christ suffered and died for us. In His name, my God, have mercy. Amen.

Act of Contrition (shorter form)

Lord Jesus Christ, Son of God, have mercy on me, a sinner.

Prayer to the Guardian Angel

Angel of God, my guardian dear, to whom God's love commits me here; ever this day be at my side, to light and guard, to rule and guide. Amen.

Prayer to the Holy Spirit

Come, Holy Spirit, fill the hearts of Your faithful, and kindle in them the fire of Your love. Send forth Your Spirit and they shall be created, and You shall renew the face of the earth. Let us pray. O God, who did instruct the hearts of the faithful by the light of the Holy Spirit, grant that by the gift of that same Spirit, we may be truly wise and ever rejoice in His consolation. Through Christ our Lord. Amen.

Apostles' Creed

I believe in God, the Father Almighty, Creator of heaven and earth, and in Jesus Christ, His only Son, our Lord; who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried; He descended into hell; on the third day He rose again from the dead; He ascended into heaven, and is seated at the right hand of God the Father Almighty; from there He will come to judge the living and the dead. I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

Mysteries of the Rosary

The Joyful Mysteries

1. The Annunciation
2. The Visitation
3. The Birth of Our Lord
4. The Presentation in the Temple
5. The Finding of the Child Jesus in the Temple

The Luminous Mysteries

1. The Baptism in the Jordan River
2. The Miracle at the Wedding at Cana
3. The Proclamation of the Kingdom of God, and The Call to Conversion
4. The Transfiguration
5. The Institution of the Holy Eucharist

The Sorrowful Mysteries

1. The Agony in the Garden
2. The Scourging at the Pillar
3. The Crowning with Thorns
4. The Carrying of the Cross
5. The Crucifixion

The Glorious Mysteries

1. The Resurrection
2. The Ascension
3. The Descent of the Holy Spirit
4. The Assumption
5. The Crowning of the Blessed Virgin Mary

The Angelus

V: The Angel of the Lord declared unto Mary
R: and she conceived by the Holy Spirit.
"Hail Mary . . ."

V: Behold the handmaid of the Lord.
R: Be it done unto me according to Thy word.
"Hail Mary . . ."

V: And the Word was made flesh
R: And dwelt among us.
"Hail Mary . . ."

V: Pray for us, O holy Mother of God,
R: That we may be made worthy of the promises of Christ.

Let us pray.
Pour forth; we beseech Thee, O Lord, Thy grace into our hearts, that we to whom the Incarnation of Christ, Thy Son, was made known by the message of an Angel, may by His passion and cross be brought to the glory of His resurrection. Through the same Christ our Lord. Amen.

Act of Faith

O my God, I firmly believe that You are one God in three Divine Persons, Father, Son, and Holy Spirit. I believe that Your Divine Son became man, and died for our sins, and that He will come to judge the living and the dead. I believe these and all the truths, which the Holy Catholic Church teaches, because You have revealed them, Who can neither deceive nor be deceived. Amen.

Act of Hope

O my God, relying on Your almighty power and infinite mercy and promises, I hope to obtain pardon of my sins, the help of Your grace, and life everlasting, through the merits of Jesus Christ, my Lord and Redeemer. Amen.

Act of Love

O my God, I love You above all things, with my whole heart and soul, because You are all-good and worthy of all my love. I love my neighbor as myself for love of You. I forgive all who have injured me, and I ask pardon of all whom I have injured. Amen.

Memorare

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored thy help, or sought thine intercession was left unaided. Inspired with this confidence, I fly unto thee, O Virgin of virgins, my Mother. To thee do I come, before thee I stand, sinful, and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in thy mercy hear and answer me. Amen.

Prayer for the Poor Souls in Purgatory

Eternal rest grant to them, O Lord, and let perpetual light shine upon them. May the souls of the faithful departed, through the mercy of God, rest in peace. Amen

Morning Offering

O Jesus, through the Immaculate Heart of Mary, I offer You my prayers, works, joys and sufferings of this day, in union with the Holy Sacrifice of the Mass throughout the world. I offer them for all the intentions of Your Sacred Heart: the salvation of souls, reparation for sins, and the reunion of all Christians. I offer them for the intentions of our Bishops and of all Apostles of Prayer, and in particular for those recommended by our Holy Father this month. Amen.

The Way of the Cross

1. Jesus is condemned to death
2. Jesus bears His cross
3. Jesus falls the first time
4. Jesus meets His Mother
5. Jesus is helped by Simon
6. Veronica wipes the face of Jesus
7. Jesus falls a second time
8. Jesus speaks to the women
9. Jesus falls a third time
10. Jesus is stripped of His garments
11. Jesus is nailed to the Cross
12. Jesus dies on the cross
13. Jesus is taken down from the cross
14. Jesus is placed in the tomb

Hail Holy Queen

Hail, Holy Queen, Mother of Mercy; our life, our sweetness, and our hope! To thee do we cry, poor banished children of Eve! To thee do we send up our sighs, mourning and weeping in this valley of tears! Turn then, most gracious Advocate, thine eyes of mercy toward us; and after this, our exile, show unto us the blessed Fruit of thy womb, Jesus! O clement, O loving, O sweet Virgin Mary. Pray for us, O holy Mother of God, that we may be made worthy of the promises of Christ. Amen.

The Divine Praises

Blessed be God.
Blessed be His Holy Name.
Blessed be Jesus Christ, true God and true Man.
Blessed be the Name of Jesus.
Blessed be His most Sacred Heart.
Blessed be His most Precious Blood.
Blessed be Jesus in the most Holy Sacrament of the Altar.
Blessed be the Holy Spirit, the Paraclete.
Blessed be the great Mother of God, Mary most holy.
Blessed be her Holy and Immaculate Conception.
Blessed be her Glorious Assumption.
Blessed be the name of Mary, Virgin and Mother.
Blessed be St. Joseph, her most chaste spouse.
Blessed be God in His Angels and in His saints.

"Sub tuum praesidium"

We fly to thy patronage, O holy Mother of God; despise not our petitions in our necessities, but deliver us always from all dangers, O glorious and blessed Virgin. Amen.

Prayer to St. Michael

Saint Michael, the Archangel, defend us in battle; be our defense against the wickedness and snares of the devil. May God rebuke him, we humbly pray; and do thou, O prince of the heavenly host, by the power of God, thrust into hell Satan and the other evil spirits who prowl about the world for the ruin of souls. Amen.

Regina Coeli

Queen of Heaven, rejoice! alleluia:
For He whom thou merited to bear, alleluia,
Has risen, as He said, alleluia.
Pray for us to God, alleluia.

V: Rejoice and be glad, O Virgin Mary, alleluia.
R: Because the Lord is truly risen, alleluia.

Let us pray. O God, who by the resurrection of your Son, our Lord Jesus Christ, granted joy to the whole world: grant, we beg You, that through the intercession of the Virgin Mary, His Mother, we may lay hold of the joys of eternal life. Through the same Christ our Lord. Amen.

Responses to the Bishop's Blessing

Bishop: The Lord be with you.
People: And with your spirit.
Bishop: Blessed be the name of the Lord.
People: Now and forever.
Bishop: Our help is in the name of the Lord.
People: Who made heaven and earth.
Bishop: May almighty God bless you, + the Father, + and the Son, + and the Holy Spirit.
People: Amen.

Prayer for the Pope

V: Let us pray for our Sovereign Pontiff (N.)
R: The Lord preserve him and give him life, and make him blessed upon the earth, and deliver him not up to the will of his enemies. Amen.

ENSEÑAR A ORAR

Diócesis de Springfield-Cape Girardeau

INTRODUCCIÓN

La oración se entiende como la elevación de la mente y el corazón a Dios en la adoración, la contrición, el agradecimiento y la súplica. La oración es cuando dedicamos todo nuestro tiempo y atención sólo a Dios. Así como la comunicación es esencial para cualquier relación, la conversación con Dios es esencial para una relación con Dios. Todos deben hacer tiempo para orar. Oramos porque Jesús oró, por las razones que él oró y de la forma en que nos enseñó a orar. Enseñamos a orar a los demás porque Jesús enseñó a sus discípulos a orar.

Aquí hay algunos principios generales para tener en cuenta cuando se enseña a orar:

Formas de orar: ***simplemente hablando con Jesús, el Padre o el Espíritu Santo desde el corazón, adorando a Jesús en la Eucaristía, especialmente cuando se expone en el altar, mediante la lectio divina con la Escritura, el examen de conciencia,***

a. La oración se aprende orando. Es importante tomarse tiempo para la oración cuando se reúnen para la instrucción religiosa.

b. Explica la motivación adecuada para la oración: porque Dios nos ama, porque amamos a Dios, y porque somos conscientes de la morada divina. Dios inicia la conversación y espera nuestra respuesta.

c. Proporciona la atmósfera adecuada para la oración: silencio, quietud, postura adecuada, y ciertos lugares y momentos del día que son mejores para la oración.

d. Anima a los estudiantes a orar sobre lo que es importante para ellos.

e. Haz que la religión funcione durante todo el día por medio de la oración: una ofrenda para todo el día por la mañana, frases cortas que se pueden memorizar y rezar durante el día, bendiciones en las comidas, un acto de agradecimiento y contrición por la noche.

Aquí hay algunas sugerencias sobre cómo enseñar a orar:

a. Presenta la oración de manera que despierte interés, luego explica la ocasión o el contexto de la oración.

b. Enseña el significado de la oración, de las palabras y frases individuales, usando sinónimos o paráfrasis.

c. Enseña una apreciación de la oración por la riqueza de su contenido, o por el uso de historias, imágenes o dramatizaciones.

d. Enseña la oración de la forma “palabra perfecta”, es decir, pronuncia las palabras lenta y claramente. Asegúrate de que se entienda el significado antes de trabajar en la memorización. Usa tarjetas para ejercicios de memorización, e involucra a los padres en la escucha de las oraciones en casa.

ORACIONES POR NIVEL DE GRADO

La siguiente lista de oraciones fue compilada en respuesta a una solicitud de orientación sobre la forma en la que las oraciones debían enseñarse, y el nivel por edad en el que se podía esperar que los estudiantes las memorizaran. No hay razón para que un maestro no enseñe estas oraciones antes de lo planificado. Esta lista y planificación en el tiempo tienen como objetivo servir de guía.

JARDÍN DE INFANTES/PRIMER GRADO

Para cuando un estudiante promedio termina el primer grado, debe ser capaz de repetir de memoria las siguientes oraciones:

La señal de la cruz
Padrenuestro
Avemaría
Gloria al Padre
Bendición antes de las comidas
Acción de gracias después de las comidas

SEGUNDO GRADO

Cuando un estudiante promedio termina el segundo grado, debe ser capaz de repetir de memoria las siguientes oraciones, además de las que figuran en el grado anterior:

Acto de contrición
Oración al Ángel de Dios
Todas las respuestas de la misa

En la elevación de la hostia durante la misa, se debe enseñar a los niños a decir en silencio e interiormente: "Señor mío y Dios mío".

En la elevación del cáliz durante la misa, se debe enseñar a los niños a decir en silencio e internamente: "Jesús mío, ten misericordia de mí".

*Los niños de segundo grado deben estar familiarizados con los Diez Mandamientos, pero no necesariamente memorizarlos.

*Los padres y catequistas de todos los niños que se preparan para la Primera Comunión deben ver los videos creados por el Obispo Rice en YouTube:
The Mass and Holy Eucharist [La misa y la Sagrada Eucaristía], Parte 1
The Mass and Holy Eucharist [La misa y la Sagrada Eucaristía], Parte 2

TERCER GRADO

Cuando un estudiante promedio termina el tercer grado, debe ser capaz de repetir de memoria las siguientes oraciones, además de las que figuran en el grado anterior:

Símbolo de los Apóstoles
Respuestas a la bendición del obispo

Los Misterios del Santo Rosario Cómo rezar el Rosario
Oración por las benditas almas del purgatorio

CUARTO GRADO

Cuando un estudiante promedio termina el cuarto grado, debe ser capaz de repetir de memoria las siguientes oraciones, además de las que figuran en el grado anterior:

Salve Regina Ángelus Los Diez Mandamientos

Oraciones opcionales: Acto de fe Acto de esperanza Acto de caridad

QUINTO GRADO

Cuando un estudiante promedio termina el quinto grado, debe ser capaz de repetir de memoria las siguientes oraciones, además de las que figuran en el grado anterior:

Memorare Ofrenda de la mañana

*Los niños de quinto grado también deben ser capaces de enumerar y explicar brevemente los Siete Sacramentos.

SEXTO GRADO

Cuando un estudiante promedio termina el sexto grado, debe ser capaz de repetir de memoria las siguientes oraciones, además de las que figuran en el grado anterior:

Vía Crucis Oración al Espíritu Santo

SÉPTIMO GRADO

Cuando un estudiante promedio termina el séptimo grado, debe ser capaz de repetir de memoria las siguientes oraciones, además de las que figuran en el grado anterior:

Las alabanzas divinas "Sub tuum praesidium"

*Los alumnos de séptimo y/u octavo grado que se preparan para la Confirmación, deberían poder enumerar los Siete Dones del Espíritu Santo.

*Todos los adolescentes que se preparan para la Confirmación deben ver los videos creados por el obispo Rice en YouTube:
Confirmation, Gifts of the Holy Spirit [Confirmación, Dones del Espíritu Santo] – Parte 1
Confirmation, Gifts of the Holy Spirit [Confirmación, Dones del Espíritu Santo] – Parte 2

OCTAVO GRADO

Para cuando un estudiante promedio termina el octavo grado, debe ser capaz de repetir de memoria las siguientes oraciones, además de las que figuran en el grado anterior:

Oración a San Miguel Arcángel
Oración por el Papa
Regina Coeli

FORMA DE LAS ORACIONES

Cuando se enseñen oraciones y se ayude a los alumnos a memorizarlas, se recomienda que cualquier confusión sobre qué formas de oración deben enseñarse se resuelva a favor de las formas que se encuentran a continuación.

La señal de la cruz

En el nombre del Padre y del Hijo y del Espíritu Santo. Amén.

Padrenuestro

Padre nuestro, que estás en el cielo, santificado sea tu Nombre; venga a nosotros tu Reino; hágase tu voluntad en la tierra como en el cielo. Danos hoy nuestro pan de cada día; perdona nuestras ofensas, como también nosotros perdonamos a los que nos ofenden; no nos dejes caer en la tentación, y líbranos del mal. Amén.

Avemaría

Dios te salve, María, llena eres de gracia; el Señor es contigo. Bendita Tú eres entre todas las mujeres, y bendito es el fruto de tu vientre, Jesús. Santa María, Madre de Dios, ruega por nosotros, pecadores, ahora y en la hora de nuestra muerte. Amén.

Gloria al Padre

Gloria al Padre y al Hijo y al Espíritu Santo. Como era en el principio, ahora y siempre, por los siglos de los siglos. Amén.

Bendición antes de las comidas

Bendícenos, Señor, y bendice estos alimentos que nos vamos a servir, y que Tú nos das por Tu infinita bondad. Te lo pedimos por Cristo Nuestro Señor. Amén.

Acción de gracias después de las comidas

Te damos gracias, Señor, por todos tus beneficios. Tú que vives y reinas por los siglos de los siglos; y que las almas de los fieles difuntos, por la misericordia de Dios, descansen en paz. Amén.

Acto de contrición

Dios mío, me arrepiento de todo corazón de todos mis pecados y los aborrezco, porque al pecar, no sólo merezco las penas establecidas por ti justamente, sino principalmente porque te ofendí, a ti sumo Bien y digno de amor por encima de todas las cosas. Por eso propongo firmemente, con ayuda de tu gracia, no pecar más en adelante y huir de toda ocasión de pecado. Amén.

Acto de contrición (forma alternativa)

Dios mío, me arrepiento de mis pecados de todo corazón. Al elegir hacer el mal y no hacer el bien, he pecado contra ti, a quien debo amar por encima de todas las cosas. Tengo la firme intención, con tu ayuda, de hacer penitencia, de no pecar más, y de evitar todo lo que me lleve al pecado. Nuestro Salvador Jesucristo sufrió y murió por nosotros. En su nombre, Dios mío, ten piedad. Amén.

Acto de contrición (forma abreviada)

Señor Jesucristo, Hijo de Dios, ten piedad de mí, un pecador.

Oración al Ángel de Dios

Ángel de Dios, que eres mi custodio, pues la bondad divina me ha encomendado a ti, ilumíname, guárdame, defiéndeme y gobiérname. Amén.

Oración al Espíritu Santo

Ven, Espíritu Santo, llena los corazones de tus fieles y enciende en ellos el fuego de tu amor. Envía tu Espíritu y serán creadas todas las cosas. Y renovarás la faz de la tierra. Oremos. ¡Oh Dios, que has instruido los corazones de tus fieles con luz del Espíritu Santo!, concédenos que sintamos rectamente con el mismo Espíritu y gocemos siempre de su divino consuelo. Por Cristo nuestro Señor. Amén.

Símbolo de los Apóstoles

Creo en Dios, Padre Todopoderoso, Creador del cielo y de la tierra. Creo en Jesucristo, su único Hijo, Nuestro Señor, Que fue concebido por obra y gracia del Espíritu Santo, nació de Santa María Virgen, padeció bajo el poder de Poncio Pilato, fue crucificado, muerto y sepultado, descendió a los infiernos, al tercer día resucitó de entre los muertos, subió a los cielos y está sentado a la derecha de Dios, Padre todopoderoso. Desde allí ha de venir a juzgar a vivos y muertos. Creo en el Espíritu Santo, la santa Iglesia católica, la comunión de los santos, el perdón de los pecados, la resurrección de la carne y la vida eterna. Amén.

Misterios del Santo Rosario

Los misterios gozosos

1. La encarnación del Hijo de Dios.
2. La visitación de Nuestra Señora a su prima Santa Isabel.
3. El nacimiento del Hijo de Dios.
4. La Presentación de Jesús en el templo.
5. El Niño Jesús perdido y hallado en el templo.

Los misterios luminosos

1. El Bautismo de Jesús en el Jordán.
2. La autorrevelación de Jesús en las bodas de Caná.
3. El anuncio del Reino de Dios invitando a la conversión.
4. La Transfiguración.
5. La Institución de la Eucaristía.

Los misterios dolorosos

1. La Oración de Jesús en el Huerto.
2. La Flagelación del Señor.
3. La Coronación de espinas.
4. Jesús con la Cruz a cuestas camino del Calvario.
5. La Crucifixión y Muerte de Nuestro Señor.

Los misterios gloriosos

1. La Resurrección del Hijo de Dios.
2. La Ascensión del Señor a los Cielos.
3. La Venida del Espíritu Santo sobre los Apóstoles.
4. La Asunción de Nuestra Señora a los Cielos.
5. La Coronación de la Santísima Virgen como Reina de Cielos y Tierra.

El Ángelus

V: El ángel del Señor anunció a María,
R: y concibió por obra y gracia del Espíritu Santo
"Dios te salve, María . . ."

V: He aquí la esclava del Señor.
R: Hágase en mí según tu palabra.
"Dios te salve, María . . ."

V: Y el Verbo de Dios se hizo carne.
R: Y habitó entre nosotros
"Dios te salve, María . . ."

V: Ruega por nosotros, santa Madre de Dios,
R: para que seamos dignos de alcanzar las promesas de Jesucristo.

Oremos.
Infunde, Señor, tu gracia en nuestras almas, para que, los que hemos conocido, por el anuncio del Ángel, la Encarnación de tu Hijo Jesucristo, lleguemos por los Méritos de su Pasión y su Cruz, a la gloria de la Resurrección. Por Jesucristo Nuestro Señor. Amén.

Acto de fe

Señor Dios, creo firmemente y confieso todas y cada una de las verdades que la Santa Iglesia Católica propone, porque tú las revelaste, oh Dios, que eres la eterna Verdad y Sabiduría, que ni se engaña ni nos puede engañar. Amén.

Acto de esperanza

Señor Dios mío, espero por tu gracia la remisión de todos mis pecados; y después de esta vida, alcanzar la eterna felicidad, porque tú lo prometiste que eres infinitamente poderoso, fiel, benigno y lleno de misericordia. Quiero vivir y morir en esta esperanza, Amén.

Acto de caridad

Dios mío, te amo sobre todas las cosas y al prójimo por ti, porque Tú eres el infinito, sumo y perfecto Bien, digno de todo amor. Quiero vivir y morir en este amor. Amén.

Memorare

Acordaos, oh piadosísima Virgen María, que jamás se ha oído decir que ninguno de los que han acudido a tu protección, implorando tu asistencia y reclamando tu socorro, haya sido abandonado de ti. Animado con esta confianza, a ti también acudo, oh Madre, Virgen de las vírgenes, y aunque gimiendo bajo el peso de mis pecados, me atrevo a comparecer ante tu presencia soberana. No deseches mis humildes súplicas, oh Madre del Verbo divino, antes bien, escúchalas y acógelas benignamente. Amén.

Oración por las benditas almas del purgatorio

Dales Señor el descanso eterno. Brille para ellos la luz perpetua. Descanse en paz. Amén.

Ofrenda de la mañana

Oh Jesús, a través del Inmaculado Corazón de María, te ofrezco mis oraciones, obras, alegrías, sufrimientos de este día, en unión con el Santo Sacrificio de la Misa en todo el mundo. Te los ofrezco por los méritos de tu Sagrado Corazón: la salvación de las almas, enmienda de los pecados, la reunión de todos los cristianos; te los ofrezco por nuestros obispos y por los Apóstoles de la oración y de manera particular por aquellos que el Santo Padre escogió durante este mes. Amén.

Vía Crucis

1. Jesús sentenciado a muerte
2. Jesús cargado con la cruz
3. Jesús cae, por primera vez, bajo el peso de la cruz
4. Encuentro con la Virgen
5. El Cirineo ayuda al Señor a llevar la Cruz
6. Verónica enjuga el rostro de Jesús
7. Segunda caída en el camino de la Cruz
8. Jesús consuela a las hijas de Jerusalén
9. Jesús cae por tercera vez
10. Jesús despojado de sus vestiduras
11. Jesús es clavado en la Cruz
12. Jesús muere en la Cruz
13. Jesús es bajado de la cruz
14. Jesús es colocado en la tumba

Salve Regina

Dios te salve, Reina y Madre de misericordia, vida, dulzura y esperanza nuestra; Dios te salve. A ti llamamos los desterrados hijos de Eva; a ti suspiramos, gimiendo y llorando en este valle de lágrimas. Ea, pues, Señora, abogada nuestra, vuelve a nosotros esos tus ojos misericordiosos; y después de este destierro, muéstranos a Jesús, fruto bendito de tu vientre. ¡Oh, clementísima, oh piadosa, oh dulce Virgen María! Ruega por nosotros, Santa Madre de Dios, para que seamos dignos de alcanzar las promesas de Nuestro Señor Jesucristo. Amén.

Las alabanzas divinas

Bendito sea Dios.
Bendito sea su Santo Nombre.
Bendito sea Jesucristo verdadero Dios y verdadero Hombre.
Bendito sea el Nombre de Jesús.
Bendito sea su Sacratísimo Corazón.
Bendita sea su Preciosísima Sangre.
Bendito sea Jesús en el Santísimo Sacramento del Altar.
Bendito sea el Espíritu Santo Consolador.
Bendita sea la Incomparable Madre de Dios la Santísima Virgen María.
Bendita sea su Santa e Inmaculada Concepción.
Bendita sea su gloriosa Asunción.
Bendito sea el Nombre de María Virgen y Madre.
Bendito sea San José su casto esposo.
Bendito sea Dios en sus Ángeles y en sus Santos.

“Sub tuum praesidium”

Bajo tu amparo nos acogemos, santa Madre de Dios; no deseches las súplicas que te dirigimos en nuestras necesidades, antes bien, líbranos de todo peligro, oh siempre Virgen, gloriosa y bendita. Amén.

Oración a San Miguel Arcángel

San Miguel Arcángel, defiéndenos en la lucha. Sé nuestro amparo contra la perversidad y asechanzas del demonio. Que Dios manifieste sobre él su poder, es nuestra humilde súplica. Y tú, oh Príncipe de la Milicia Celestial, con el poder que Dios te ha conferido, arroja al infierno a Satanás, y a los demás espíritus malignos que vagan por el mundo para la perdición de las almas. Amén.

Regina Coeli

Reina del cielo alégrate; aleluya.
Porque el Señor, a quien has llevado en tu vientre; aleluya.
Ha resucitado según su palabra; aleluya.
Ruega al Señor por nosotros; aleluya.

V: Goza y alégrate, Virgen María; aleluya.
R: Porque en verdad ha resucitado el Señor; aleluya.

Oremos. Oh Dios, que por la resurrección de Tu Hijo, Nuestro Señor Jesucristo, has llenado el mundo de alegría, concédenos, por intercesión de su Madre, la Virgen María, llegar a los gozos eternos. Por Jesucristo Nuestro Señor. Amén.

Respuestas a la bendición del obispo

Obispo: El Señor esté con ustedes.
Gente: Y con tu espíritu.
Obispo: Bendito sea el nombre del Señor.
Gente: Ahora y para siempre.
Obispo: Nuestra ayuda está en el nombre del Señor.
Gente: Que hizo el cielo y la tierra.
Obispo: Que Dios todopoderoso los bendiga, + el Padre, + y el Hijo, + y el Espíritu Santo.
Gente: Amén.

Oración por el Papa

V: Oremos por nuestro Pontífice (N.)
R: Que el Señor le conserve, y le dé vida, y le haga santo en la tierra, y no le entregue a la voluntad de sus enemigos. Amén.

VI. Youth Ministry

Once youth have celebrated the Sacrament of Confirmation in their 7th-9th grade year of school, they have received the graces of the sacrament and the gifts of the Holy Spirit are ignited. They are ready to dive deeper into their faith formation journey. That journey continues through a parish youth ministry program.

A. Eight Components of Effective Comprehensive Youth Ministry

A vibrant parish youth ministry program will use the framework described in the document created by the USCCB entitled, "Renewing the Vision." This document points out eight key components of effective comprehensive youth ministry:

Advocacy on behalf of youth provides protection and empowerment for them so that they may have a voice and to step up in Christian leadership.

Catechesis is a lifelong process. Teenage youth continue to learn about the Catholic faith and grapple with how to make daily decisions as well as long term goals from the mindset of a life lived in Christ.

Community Life developed through youth ministry, creates a supportive church family of Gospel centered relationships between the youth and between the youth and adult mentors.

Evangelization remains as the key focus for youth ministry; to bring youth into encounters with Christ which call them to personal conversion, a deepening of that relationship with Christ and to intentional missionary discipleship.

Justice and Service are the direct challenges Jesus gave to each of us in the Gospel. Youth are invited to respond to Jesus' commands to work for justice, seeking the dignity and common good of all, and to serve the poor.

Leadership Development in youth ministry is key. Developing leadership skills in youth calls forth the gifts within each person and enables them to utilize those gifts in service to God and one another, thus allowing them to fully live out the call to missionary discipleship.

Pastoral Care for youth is a direct form of accompaniment whereby adult leaders provide support for healing, spiritual direction, and assistance with discernment.

Prayer and Worship is at the heart of youth ministry. Praying for and with youth draw them into powerful encounters with Christ, invites them into active and intentional participation in the liturgical life of the Church, and strengthens the communal Christian bond.

Developing a youth ministry in the parish using the eight components listed above, will provide various opportunities for youth to encounter Christ, continue to learn the ways of discipleship, and be prepared as witnesses to the faith. Pope Francis acknowledged that in today's culture, "Youth Ministry needs to become more flexible, inviting young people to events or occasions that provide an opportunity not only for learning, but also for conversing, celebrating, singing, listening to real stories, and experiencing a shared encounter with a living God" (Christus Vivit #204).

B. Creating a Strong Team of Adults

A comprehensive youth ministry requires establishing a team of dedicated adults who serve as mentors for youth. These adults are people who care about the youth and are ready to listen attentively, encourage, instruct, and help youth find answers to their questions. It is important to build a team of adults with various gifts who will work together to create an environment that is wholly Christ centered and supportive of teens in their faith journey. Adults may serve not only as catechists, but also as mentors in small groups, leaders for prayer, music, or games, or even planners for community service activities. Ask the youth and parents to help identify and invite those adults who already seem to have a good relationship with teens.

C. Youth Ministry Resources

There are many wonderful resources available for facilitating a comprehensive youth ministry program. A list of recommendations for full youth ministry programs, various catechetical materials for high school, and other resources are included in this handbook.

Youth Ministry Programs and Resources

Program	Format	Content	Cost
Ablaze Ministry https://ablaze.us/ablazeyouth	❖A trained missionary team comes into your parish for a year or two, to train a core team to serve the youth.	❖weekly youth nights ❖small groups ❖service experiences ❖semester retreats ❖prayer experiences ❖relational ministry ❖outreach to volunteers	❖Varies, depending on parish size. Contact Ablaze for information. They offer parish grouping discounts.
Catholic Youth Ministry Hub – Eric Gallagher https://www.youtube.com/c/Cymhub/featured	❖Online	❖YouTube videos relating to Catholic Youth Ministries, specifically for adult leaders and volunteers.	❖Free
Credible Catholic https://www.crediblecatholic.com/	❖Can be downloaded or watched online.	❖Resources to respond to young people's questions and concerns about faith, science, and modern problems. ❖Seven "essential" modules dedicated to common intellectual challenges to faith. ❖20 Modules covering the entire Catechism ❖Ideal for students 9th-12th grade	❖Free
LifeTeen https://lifeteen.com	❖Online, In-Person and Hybrid ❖Subscription based. New material sent out 4 times/year.	Comprehensive Youth Ministry Program including: ❖High School and Middle School youth group meeting plans and catechetical materials ❖Confirmation program ❖Small or large groups ❖Retreats ❖Parent resources ❖Leader training	❖Edge Middle School Online Access $600 ❖Lifeteen High School Online Access $795 ❖Purpose – Confirmation Online Access $199
Marathon Youth Ministry https://marathonyouthministry.com/	❖Books, Blogs, Podcasts	❖Resources for Youth Ministers	❖Blogs and podcasts are free ❖Fee for books, speaking and coaching
Project YM www.projectym.com	❖Online	❖FREE weekly online youth night (90 minutes) during the summer. May continue in the fall. ❖Fall Playbook with excellent ideas and resources https://projectym.com/playbook ❖Training for adults ❖Facebook group for adults ❖Graphics and games	❖Youth Nights – free ❖Fall Playbook - free ❖Thrive: Leader training/resources $20/month ❖Thrive: Leader and volunteer team training/ resources $30 per month

For guidance in selecting the best program for your group, contact the Office of Youth Formation, Diocese of Springfield-Cape Girardeau
417-866-0841, Lynn Melendez-Director (lmelendez@dioscg.org) or Katie Newton-Admin. Asst (knewton@dioscg.org)

Youth Ministry Programs and Resources

Program	Format	Content	Cost
St. Mary's Press www.smp.org	❖Hard copy books	❖6 manuals cover all 8 aspects of *Renewing the Vision* ❖Includes CDs with reproducible materials ❖Affordable resources for specific aspects of Youth Ministry: retreats, communication, games, relating with parents, etc.	❖"Total Youth Ministry" $165.00 ❖Creative Activities for Small Youth Groups $15 ❖Creative Communication and Discussion Activities $15 ❖Creative Crowd-Breakers, Mixers, and Games $15
YDisciple (by NET Ministries) https://ydisciple.com	❖Streaming ❖Some units available in hard-copy & DVD. ❖Can work in face-to-face discussion groups and online discussion groups. ❖English and Spanish	Comprehensive Youth Ministry program including: ❖Leader Training ❖Detailed Leader Guides ❖Small Groups ❖Confirmation Programs ❖Middle School and/or High School catechetical materials ❖Parent Resources (English and Spanish) ❖Small or large parishes	❖Subscription $325.00 per year. ❖Individual units – hard copy and downloadable, $24-$80 per unit.
YMCentral http://ymcentral.com/ymc	❖Digital, downloadable	❖12-semester curriculum covering the Catechism of the Catholic Church. ❖Confirmation curriculum (6 units, 32 meetings). Includes sponsor and parent involvement	❖Crossroads 4-year (12 semesters) curriculum $600 ❖Crossroads Semester curriculum $60 ❖Kenosis Confirmation Curriculum $100 ❖Weekly Scripture reflections - Free
Youth Ministry Access (by Center for Ministry Development) https://www.cmdnet.org/yma	❖Online subscription based	❖Multiple resources including youth nights, service projects, retreats ❖High School ❖Middle School ❖Confirmation program	❖$275 per year for both middle school and high school. ❖$200 per year for either middle school OR high school

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Curriculum resources which can be used after Confirmation for continued formation and small group discussion:

Curriculum	Format	Content	Cost
Altaration: The Mystery of the Mass Revealed (Ascension Press) https://ascensionpress.com/collections/altaration-the-mystery-of-the-mass-revealed	Hard copy books with DVD. Online included with hard copy. Option for online only.	❖Helps them fall in love with the Mass ❖Very inspirational ❖5 lessons ❖Perfect for 13-18 year old students (***and parents***).	❖Starter Pack and DVDs 99.00 ❖Student Packs w/online access $15.95 ea. Student online (only) access $13.95
Ascension Presents Videos https://media.ascensionpress.com/category/ascension-presents/	Video Segments from speakers like Fr. Michael Schmitz, Jackie & Bobbie Angel, Matt Fradd, and many more	❖Short videos, covering many different aspects of the Catholic Church, especially those that teens today (and their parents) question. ❖Reflections on Sunday Mass readings ❖Great discussion starters or ice breakers to dive deeper into various subjects.	❖Free
DoCat https://www.ignatius.com/DOCAT-P568.aspx	Hard copy PDFs of the study guide can be downloaded online.	❖Both YouCat book and the Study Guides are available in English and Spanish. ❖DOCAT answers the question "What to do"? ❖A way of using the Gospel to change ourselves first, then our immediate environment, and finally the whole world ❖Also suitable for school lessons	❖$19.95 ❖Free English Study Guides: https://www.youcat.org/docatstudy ❖Free Spanish Study Guides: https://www.youcat.org/es/docatstudy
Franciscan University Online Catechetical Institute	Online classes, workshops, presentations	❖Many workshops and classes would be suitable for high school students. ❖Parents can also take any of the classes ❖Any adult in our diocese may register at www.franciscanathome.com/sgf ❖	❖Free through diocesan partnership and sponsorship of the Missouri Knights of Columbus
Quick Catholic Lessons with Fr. Mike https://ascensionpress.com/collections/quick-catholic-lessons	Hard copy book with DVD	❖Short videos from Fr. Mike Schmitz with teacher guide, covering many different aspects of the Catholic Church, especially those that teens today (and their parents) question.	❖$59.95
T3: Teen Timeline ascensionpress.com/collections/t3-the-teen-timeline	Hard copy books with DVD. Online included with hard copy. Option for online only.	❖Bible study for teens ❖Teen version of the Great Adventure Bible Timeline ❖Other thematic bible studies available.	❖Starter Pack and DVDs $99.95 ❖Student Packs w/online access $15.95 ea. ❖Student online (only) access $13.95

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Curriculum	Format	Content	Cost
The Catholic Youth Bible – www.smp.org/series/64/The-Catholic-Youth-Bible/#components	Hard Copy	❖Study Bible for teens ❖Easy-to-use navigation ❖Includes introductions, commentary, Sunday Mass readings, full color maps, guides to Catholic beliefs	❖Bible $29.95 each ❖Student Activity Book $34.95 ❖Leader Guide for Activity Book $34.95
V-Cat and ODB Films	Online Videos and Video Clips Podcasts Downloadable	❖Video segments and short movies on relevant issues and discussion starters ❖Video segments on the catechism (V-Vat) ❖Podcasts	❖Prices range from Free to $5.00 to download.
YOU – Theology of the Body (Ascension Press) https://ascensionpress.com/collections/you-life-love-and-the-theology-of-the-body	Hard copy books with DVD. Online included with hard copy. Option for online only.	❖Perfect for 10th - 12th grade. Can be adapted for 9th grade. ❖Chastity, Sexuality and Morality ❖Parent guides included with student packs.	❖Starter Pack and DVDs 129.95 ❖Student Packs w/online access $24.95 ea. ❖Student online (only) access $18.95
YouCat https://www.ignatius.com/YOUCAT-P2696.aspx	English and Spanish Available Hard Copy PDFs of the study guide can be downloaded online.	❖Both YouCat book and the Study Guides are available in English and Spanish. ❖Question and answer format that is easily relatable to youth ❖Based on the contents of the Catechism of the Catholic Church ❖Focus on the most important contents ❖Simple and understandable language	❖$19.95 each ❖Free English Study Guides: https://www.youcat.org/youcatstudy ❖Free Spanish Study Guides: https://www.youcat.org/es/estudioyoucat

For guidance in selecting the best program for your group, contact the Office of Youth Formation, Diocese of Springfield-Cape Girardeau
417-866-0841, Lynn Melendez-Director (lmelendez@dioscg.org) or Katie Newton-Admin. Asst (knewton@dioscg.org)

VII. Other Helpful Resources for Catechists and Youth Ministers

Publications:

- *Directory for Catechesis* - (may be purchased in print through the USCCB)
- "The Catechetical Review" - an international quarterly catechetical journal from Franciscan University, primarily written for Directors of Religious Education, catechetical leaders, religious educators, youth ministers, RCIA coordinators and anyone involved in faith formation (available in print and online). https://review.catechetics.com/
- USCCB: *Renewing the Vision* - (all Youth Ministry programs should use the framework of Renewing the Vision) http://www.usccb.org/about/laity-marriage-family-life-and-youth/young-adults/renewing-the-vision.cfm
- *Christus Vivit (Christ Lives)* – Pope Francis' Exhortation for youth and everyone ministering with youth - available online (also available in print through the USCCB) http://w2.vatican.va/content/francesco/en/apost_exhortations/documents/papa-francesco_esortazione-ap_20190325_christus-vivit.html

Websites:

- Holy See/Vatican website to access papal documents - http://www.vatican.va/offices/papal_docs_list.html
- Unite States Conference of Catholic Bishops (USCCB) - http://www.usccb.org/
- National Federation for Catholic Youth Ministry - http://nfcym.org/
- Diocese of Springfield-Cape Girardeau - http://dioscg.org/
- Diocesan Resource Library - https://dioscglibrary.libib.com/
- Franciscan at Home (online workshops) - https://franciscanathome.com/scg

Social Media or Networks:

- Evangelization and Catechesis - Diocese of Springfield-Cape Girardeau - https://www.facebook.com/groups/EvangelizationandCatechesis/
- Catholic Directors of Faith Formation (Project YM) - https://www.facebook.com/groups/catholicfaithformation/?epa=SEARCH_BOX
- DIOSCG – Diocesan Youth Leaders Facebook group - https://www.facebook.com/groups/710542925702759/

- Catholic Youth Ministers (national) Facebook group - https://www.facebook.com/groups/CatholicYM/
- Forming Intentional Disciples Forum - https://www.facebook.com/groups/436537336408999/

Helpful Catholic Phone Apps:

- Catholic Mutual App for Emergencies
- Laudate (Prayers, reading of the day, Catechism, Bible, Vatican Documents, etc.)
- Mass Times.org
- Hallow (prayer app)

ADDITIONAL NECESSARY FORMS FOR MINISTRY (included in this handbook):

- **Best Practices for Catechetical Leaders Checklist** – to start the year off right!

- **Waiver Forms** - may be used for any activity held away from parish facilities
- **Volunteer Driver Form** - may be used when transporting children to activities way from parish facilities
- **Youth Endowment Grant applications** - financial assistance for faith formation and youth ministry activities

Best Practices for Catechetical Leaders

Professional and Personal Growth

- ❑ Pursue Certification as Directors/Coordinators of PSR through the Franciscan University Online Catechetical Institute - PCL Track
- ❑ Plan for Continuing Education through workshops offered in the Franciscan University Online Catechetical Institute
- ❑ Attend diocesan workshops and conferences
- ❑ Schedule times for your own Spiritual Retreat (includes Mass, Eucharistic Adoration, Sacrament of Penance, spiritual reading, journaling, talks, etc)

Accountability / Collaboration with your Pastor

- ❑ Communicate with the pastor, the achievements and assessment of the past year
- ❑ Set future goals with the pastor and parish pastoral council
- ❑ Have a clear vision of the pastor's expectations and needs of the community for the coming year

Communications

- ❑ Establish channels for communication with catechists and with parents
    - Set up e-mail correspondence for catechists and parents
    - Set-up an emergency phone-tree
    - Set up texting and/or social media communications as needed
- ❑ Develop a catechist handbook and / or family handbook

Formation of Catechists

- ❑ Recruit catechists
- ❑ Meet with catechists (3-4x/year)
    - Always begin with prayer!
    - Share your mission statement, vision and goals
    - Review Safety Environment program and requirements
    - Inform them about programs and expectations for catechist certification through the Franciscan University Online Catechetical Institute (C.I. Workshops may be completed individually or as a group.)
    - Review teacher's manuals and student texts
    - Share curriculum expectations for the appropriate grade level
    - Review student disciplinary procedures
    - Assign classrooms and emphasize importance of a prayer corner/sacred space in the rooms
    - Review party and snack policy
    - Share substitute teacher procedures
    - Review procedures for requesting classroom supplies
    - Distribute schedule of catechist meetings

Best Practices for Catechetical Leaders

- ❑ Integrate spiritual and pedagogical formation (Franciscan courses available)
- ❑ Offer a day of recollection/retreat for catechists

Formation of Parents

- ❑ Offer a monthly(preferably) or quarterly family catechesis time
- ❑ Include information about events and best practices for parents/families in parish bulletin, website, and other media
- ❑ Have intentional communication with home-schooling families and Catholic school parents

Administrative Duties

- ❑ Develop a master calendar
  - Ensure classes meet 12-14 clock hours per semester; ("social time/snacks" is not considered)
  - Schedule parent meetings
  - Schedule *Protecting God's Children* sessions
  - Schedule *Theology of the Body* sessions
  - Schedule *ARK* testing
  - Reserve deanery and diocesan meetings and events dates on calendar
- ❑ Forward a copy of the master calendar to the diocesan Office of Evangelization and Catechesis (lmelendez@dioscg.org or jtran@diosg.org)
- ❑ Send updated contact information for the parish staff to the diocesan Office of Evangelization and Catechesis
- ❑ Develop an approved budget
- ❑ Set emergency plans in place
- ❑ Post office hours
- ❑ Inventory textbooks and supplies

Guidelines and Procedures

- ❑ Obtain and review my copy of the *Expectations for Parish School of Religion* from the Diocesan Office of Evangelization and Catechesis
- ❑ Obtain and review my copy of the diocesan guidelines for the *Diocesan Catechetical Certification Process*
- ❑ Obtain and review the diocesan *Sacramental Preparation Guidelines*
- ❑ Read and implement the recommendations found in *Directory for Catechesis* – published by the United States Conference of Catholic Bishops.

Adapted from:
https://d2y1pz2y630308.cloudfront.net/2446/documents/2017/6/Appendix%2031%20-%20DRE%20Checklist-1.pdf

DIOCESE OF SPRINGFIELD-CAPE GIRARDEAU – OFFICE OF YOUTH FORMATION

Consent Form, Liability Waiver & Multi-Media Release

(The parish and diocese will take responsible care to see that the following information will be held in confidence.)

Parish Name _____ Parish City _____

Participant First Name _____ Initial _____ Last Name _____

Participant's Address: _____

Participant's Age: _____ Grade: _____ School: _____

City, State Zip _____ Participant Cell Phone # _____

Mother/Guardian's First Name _____ Last Name _____

Home Phone _____ Cell Phone _____

Father/Guardian's First Name _____ Last Name _____

Home Phone _____ Cell Phone _____

Family Doctor _____ Phone _____

Family Health Plan Carrier _____ Policy # _____

Emergency Contact Person _____ Phone # _____

Attendee is taking medication at present: YES _____ **NO** _____

Medication _____

Dosage _____ Frequency _____

Medication _____

Dosage _____ Frequency _____

Specific Medical Information:

Date of last tetanus immunization _____

*Allergic reactions (medicines, food, plants, insects, etc.) _____

*Does the child have a medically prescribed diet? _____

*Any physical limitations? _____

*Has child been recently exposed to any contagious diseases or condition? If yes, date and disease condition: _____

_____

*You should be aware of these special medical conditions of my/our child _____

_____

Of the following statements pertaining to medical matters,* ***sign ONLY that which applies:

No medication of any type, **whether prescription or non-prescription**, may be administered to my/our child unless the situation is life threatening and emergency treatment is required.

Parent/Guardian Signature(s) _____ Date _____

OR

I/we hereby **grant permission for non-prescription medication** (such as Tylenol, throat lozenges, cough syrup) to be given to my/our child, if deemed advisable.

Parent/Guardian Signature(s) _____ Date _____

Please complete both sides of this form.

I/we, _____ _____parent(s)/guardian(s) of above named participant, grant permission for my/our child to participate in (event/activity)_____on the dates of _____. This activity will take place under the guidance and direction of parish employees and/or volunteers. As parent(s)/guardian, I/we remain legally responsible for any personal actions taken by the above named minor ("participant").

*In the event of an emergency, I/we hereby give permission to transport my/our child to a hospital for treatment by the hospital or doctor. I wish to be advised prior to any further treatment by the hospital or doctor. I/we further give my/our permission for health officials to release medical information on my/our son/daughter to the diocesan group leader, if applicable.

*Further, I/we give my/our permission for photographs/video of my/our child to be used for parish or diocesan communications and promotional programs. I understand that any photographs/videos will be used only in a legal manner and that at no time will my child or I be depicted in any unethical manner.

*I/We understand the **parish will provide** transportation to the event. My/our son/daughter has permission to ride in a car with a volunteer driver designated by the parish. I/We understand that no one under the age of 21 will be allowed to serve as a driver.

*I/we agree, on behalf of myself/ourselves, my/our child named herein, my/our and my/our child's heirs, successors and assigns, to hold harmless and defend _____ parish and the Diocese of Springfield-Cape Girardeau, their officers, directors, employees, volunteers, agents, chaperons, and representatives associated with the event, from any claim arising from or in connection with my/our child attending the event, from any claim arising from or in connection with any illness or injury (including death) or in connection with the cost of medical treatment as a result of an illness or injury, even if the cause of damages or injury is alleged to be the fault of or caused by the negligence of the parish or the Diocese of Springfield-Cape Girardeau, their officers, directors, employees and agents, chaperons, and representatives associated with the event. I agree to compensate the parish or Diocese, their officers, directors, employees, agents and chaperones or representatives associated with the event for reasonable attorney's fees and expenses which they may incur in any action brought against them as a result of such injury or damage, unless such a claim arises from the negligence of the parish or Diocese.

I/we warrant that the information herein (on both pages of this waiver) is correct to the best of my/our knowledge. I/we fully understand and sign this Parental/Guardian Consent Form and Liability Waiver knowingly, freely and willingly.
(Your signature(s) required.)

Parent(s)/Guardian(s) signature(s) _____ _____

Date: _____

Code of Behavior

I, (name of participant)_____, hereby agree to abide by the expected Code of Behavior required of me when present at this event. I will cooperate fully with any chaperones or leaders of this event and obey local laws and ordinances, in addition to any special rules given to me. I will not bring nor consume any tobacco products, alcohol, or illegal substances. I understand that failure to comply with this Code may result in me having to leave the program.

Youth Participant signature_____Date_____

I/we agree that my/our child shall abide by all rules and regulations as established by the parish and/or diocesan staff for this event. I/we agree that if my/our child fails to abide by the code of behavior my/our child may be sent home immediately at my/our expense.

Parent(s)/Guardian(s) signature(s) _____ _____

Date: _____

==========

Please complete both sides of this form.

When making copies, please copy front to back (one piece of paper per person)

DIÓCESIS DE SPRINGFIELD-CAPE GIRARDEAU, OFICINA DE FORMACIÓN JUVENIL

Formulario de Consentimiento, Renuncia de Responsabilidad y Publicación Multimedia

(La parroquia y la diócesis se encargarán de que la siguiente información sea confidencial)

Nombre de la Parroquia_____Ciudad de la Parroquia_____

Nombre del participante_____Inicial_____Apellido_____

Dirección del participante:_____

Edad del participante: _____Grado: _____Escuela:_____

Ciudad, Estado Zip_____Teléfono celular del participante_____

Nombre de la madre/tutor_____Apellido_____

Teléfono de la casa_____Celular_____

Nombre del padre/tutor_____Apellido_____

Teléfono de la casa_____Celular_____

Médico de familia_____Teléfono_____

Proveedor del Plan de Salud Familiar_____Número de póliza_____

Persona de contacto en caso de emergencia_____Teléfono_____

El participante toma medicamentos en este momento: SÍ_____ NO_____

Medicamentos_____

Dosis_____Frecuencia_____

Medicamentos_____

Dosis_____Frecuencia_____

Información médica específica:

Fecha de la última vacuna antitetánica_____

*Reacciones alérgicas (medicamentos, alimentos, plantas, insectos, etc.)_____

*¿Tiene el niño una dieta prescrita por el médico?_____

*¿Alguna limitación física?_____

*¿Ha estado el niño expuesto recientemente a alguna enfermedad o condición contagiosa? En caso afirmativo, fecha y condición de la enfermedad:_____

_____

*Usted debe estar consciente de estas condiciones médicas especiales de mi/nuestro hijo/a_____

_____

De las siguientes declaraciones relacionadas con asuntos médicos, firme SOLAMENTE **lo que corresponda:

No se puede administrar ningún tipo de medicamento, **con o sin** receta, a mi/nuestro hijo/a a menos que la situación sea de peligro para la vida y se requiera un tratamiento de emergencia.

Firma(s) de **Padre o Madre/Tutor**_____Fecha_____

O

Yo/nosotros por la presente concedo/ concedemos **permiso para** que se le dé a mi/nuestro hijo/a medicamentos **sin** receta (como Tylenol, pastillas para la garganta, jarabe para la tos), si se considera aconsejable.

Firma(s) de Padre o Madre/Tutor_____Fecha_____

Por favor, complete ambos lados de este formulario.

Yo/nosotros, _____ _____ padre(s)/tutor(es) del participante arriba mencionado, otorgo(amos) permiso para que mi/nuestro hijo(a) participe en (evento/actividad)_____ en las fechas de _____.
Esta actividad se llevará a cabo bajo la guía y dirección de los empleados y/o voluntarios de la parroquia. Como padre(s)/tutor, yo/nosotros permanezco(cemos) legalmente responsable(s) de cualquier acción personal tomada por el menor nombrado arriba («participante»).

*En caso de una emergencia, yo/nosotros damos permiso para transportar a mi/nuestro hijo a un hospital para ser tratado por el hospital o el doctor. Deseo que el hospital o el médico me aconsejen antes de cualquier otro tratamiento. Yo/nosotros también doy/damos permiso a los responsables de salud para que divulguen información médica sobre mi/nuestro hijo/hija al líder del grupo diocesano, si es aplicable.

*Además, yo/nosotros damos mi/nuestro permiso para que las fotografías/videos de mi/nuestro hijo/a se utilicen para las comunicaciones y programas promocionales de la parroquia o la diócesis. Entiendo que cualquier fotografía/videos será utilizada sólo de manera legal y que en ningún momento mi hijo o yo seremos representados de manera no ética.

*Yo/nosotros entendemos que la **parroquia proveerá** el transporte al evento. Mi/nuestro hijo/hija tiene permiso para viajar en un auto con un conductor voluntario designado por la parroquia. Yo/nosotros entiendo/entendemos que no se permitirá a nadie menor de 21 años servir como conductor.

*Yo/nosotros estoy/estamos acuerdo, en nombre mío/nuestro, mi/nuestro hijo nombrado aquí, mi/nuestro y los herederos, sucesores y asignados míos/nuestros y de mi/nuestro hijo/a, eximir de toda responsabilidad y defender a la parroquia _____ y a la Diócesis de Springfield-Cabo Girardeau, sus responsables, directores, empleados, voluntarios, agentes, chaperones y representantes asociados con el evento, de cualquier reclamo que surja de o en conexión con la asistencia de mi/nuestro hijo/a al evento, de cualquier reclamo que surja de o en conexión con cualquier enfermedad o lesión (incluyendo la muerte) o en conexión con el costo de tratamiento médico como resultado de una enfermedad o lesión, incluso se alega que la causa de los daños o lesiones es la culpa o es causada por la negligencia de la parroquia o la Diócesis de Springfield-Cape Girardeau, sus oficiales, directores, empleados y agentes, chaperones y representantes asociados con el evento. Estoy de acuerdo en compensar a la parroquia o Diócesis, sus responsables, directores, empleados, agentes y chaperones o representantes asociados con el evento por los honorarios razonables de abogados y gastos en los que puedan incurrir en cualquier acción que se presente en su contra como resultado de tal lesión o daño, a menos que tal reclamo surja de la negligencia de la parroquia o Diócesis.

Yo/nosotros garantizo(amos) que la información aquí contenida (en ambas páginas de esta exención de responsabilidad) es correcta según mi/nuestro conocimiento. Yo/nosotros entendemos completamente y firmamos este Formulario de Consentimiento y Exención de Responsabilidad de los Padres/Tutores a sabiendas, libremente y de buena gana. (Se requiere[n] su[s] firma[s]).

Firma(s) de padre(s) o tutor(es) _____ _____

Fecha: _____

Código de Conducta

Yo, (nombre del participante)_____En el caso de que yo esté presente en este evento, estoy de acuerdo en cumplir con el Código de Conducta que se espera de mí. Cooperaré completamente con cualquier chaperón o líder de este evento y obedeceré las leyes y ordenanzas locales, además de cualquier regla especial que se me dé. No traeré ni consumiré ningún producto de tabaco, alcohol o sustancias ilegales. Entiendo que el incumplimiento de este Código puede resultar en que tenga que dejar el programa.

Firma del participante menor_____Fecha_____

Yo/nosotros acepto/aceptamos que nuestro hijo(a) debe cumplir con todas las normas y reglamentos establecidas por la parroquia y/o el personal diocesano para este evento. Yo/nosotros aceptamos que si mi/nuestro hijo/a no cumple con el código de conducta mi/nuestro hijo(a) puede ser enviado a casa inmediatamente a mi/nuestro costo.

Firma(s) de padre(s) o tutor(es) _____ _____

Fecha: _____

==========

Por favor, complete ambos lados de este formulario.

Cuando haga copias, por favor copie de frente al reverso (una hoja de papel por persona)

Diocese of Springfield-Cape Girardeau

ADULT CHAPERONE GUIDELINES, LIABILITY & WAIVER FORM

Name_____

Home Address, City & State _____

Cell Phone_____Home Phone _____

EMERGENCY CONTACT:

Name_____Cell Phone _____

Home Phone_____Business Phone _____

You should be aware of the following medical conditions _____

_____

I am taking the following medications _____

Chaperone guidelines:

- The ratio for adult chaperones to youth is one adult for every six youth, with a minimum of 2 adults.
- Adult chaperones must be at least 21 years old.

I understand that as a chaperone, I set an example for the young people who participate in youth events and that the following is expected and required of me as a chaperone:

- All adult chaperones are responsible for helping to enforce the event code of behavior and should use it as a guide for their own behavior.
- All adult chaperones are expected to adhere to the Diocesan Safe Environment Guidelines.
- Adult chaperones are expected to refrain from drinking alcoholic beverages and using tobacco products while responsible for the youth during travel to and from the event, as well as during the actual event.
- The possession or use of illegal drugs by any individual will not be tolerated.
- An adult chaperone may possess no weapon of any kind.
- Adults, as well as youth, are expected to attend ALL event activities. During all scheduled event activities and during other social activities, adult chaperones should be available in the area where the activity takes place to supervise all youth.
- Adults are asked not to go anywhere during the event where the youth may not go with them (i.e. bars, etc.).
- Leaders may choose to assign chaperones to particular youth during the event who will be responsible for their behavior.
- Adult chaperones should review the code of behavior and schedule for the event, with the young people in advance and also help orient them to the event layout so they can find activities.
- Adult chaperones are responsible for enforcing the event curfew and for keeping noise levels controlled after quiet time. Adult chaperones or group leaders do not have the authority to extend curfew.
- If an adult chaperone must go into a sleeping room with youth, especially of the opposite sex, it is required that a second adult chaperone (of the same sex as the youth) be present with them.
- Adults will not share a hotel or single dorm room with a child unless they are the parent of that child. If lodging consists of a bunk room with several beds, at least two adults may stay in the room with two or more youth of the same sex.
- Adult chaperones should be fully and appropriately dressed at all times, in the presence of youth. If sharing lodging and/or bathing facilities, please establish separate bathing/dressing times for youth and adults.

*I agree, on behalf of myself and my heirs, successors and assigns, to hold harmless and defend _____ parish and the Diocese of Springfield-Cape Girardeau, their officers, directors, employees, agents, volunteers, and representatives associated with the event, from any claim arising from or in connection with my attendance at parish and/or diocesan sponsored events, any illness or injury (including death), or in connection with the cost of medical treatment as a result of an illness or injury, even if the cause of damages or injury is alleged to be the fault of or caused by the negligence of the parish or the Diocese of Springfield-Cape Girardeau, their officers, directors, employees, agents, volunteers, and representatives associated with the event. I agree to compensate the parish or Diocese, their officers, directors, employees, agents and chaperones or representatives associated with the event for reasonable attorney's fees and expenses which they may incur in any action brought against them as a result of such injury or damage, unless such a claim arises from the negligence of the parish or Diocese.

I warrant that the information herein is correct to the best of my knowledge. I fully understand and sign this Liability Waiver knowingly, freely and willingly.
(Your signature(s) required.)

Signature: _____

Date: _____

All adults must be in compliance with Diocesan Safe Environment Policies. Event organizers are required to confirm compliance BEFORE the event begins., visit https://dioscg.org/about/child-youth-protection2/

Diócesis de Springfield-Cape Girardeau

DIRECTRICES PARA LOS ACOMPAÑANTES ADULTOS, FORMULARIO DE EXENCIÓN DE RESPONSABILIDAD

Nombre_____

Domicilio, Ciudad y Estado _____

Celular_____Teléfono de la casa _____

CONTACTO DE EMERGENCIA:

Nombre_____Celular _____

Teléfono de la casa _____Teléfono trabajo _____

Debe tenerse en cuenta las siguientes condiciones médicas _____

_____

Estoy tomando los siguientes medicamentos _____

Pautas para los acompañantes adultos (chaperones):

- La proporción de acompañantes adultos por joven es de un adulto por cada seis jóvenes, con un mínimo de dos adultos.
- Los acompañantes adultos deben tener al menos 21 años.

Entiendo que como acompañante adulto (chaperón) doy ejemplo a los jóvenes que participan en eventos juveniles y que se espera y se requiere de mí lo siguiente como acompañante adulto:

- Todos los acompañantes adultos son responsables de ayudar a hacer cumplir el código de conducta del evento y deben usarlo como guía para su propio comportamiento.
- Se espera que todos los acompañantes adultos adhieran a las Directrices Diocesanas para un Ambiente Seguro.
- Se espera que los acompañantes adultos se abstengan de beber bebidas alcohólicas y de consumir productos de tabaco mientras sean responsables de los jóvenes durante el viaje de ida y vuelta al evento, así como durante el evento propiamente dicho.
- No se tolerará la posesión o el uso de drogas ilegales por parte de ningún individuo.
- Un acompañante adulto no puede poseer ningún tipo de arma.
- Se espera que tanto los adultos como los jóvenes asistan a TODAS las actividades del evento. Durante todas las actividades de los eventos programados y durante otras actividades sociales, se debe disponer de acompañantes adultos en la zona donde se realiza la actividad para supervisar a todos los jóvenes.
- Se pide a los adultos que no vayan a ningún sitio durante el evento donde los jóvenes no puedan ir con ellos (por ejemplo, bares, etc).
- Los líderes pueden elegir asignar acompañantes adultos a determinados jóvenes durante el evento que serán responsables de su comportamiento.
- Los acompañantes adultos deben revisar el código de conducta y el horario del evento con los jóvenes de antemano y también ayudar a orientarlos en el plano y el horario del evento para que puedan encontrar actividades.
- Los acompañantes adultos son responsables de hacer cumplir el toque de queda del evento y de mantener controlados los niveles de ruido después del tiempo de silencio. Los acompañantes adultos o los líderes de grupo no tienen autoridad para extender el toque de queda.
- Si un acompañante adulto debe entrar en una habitación con jóvenes, especialmente del sexo opuesto, se requiere que un segundo acompañante adulto (del mismo sexo que el joven) esté presente con ellos.
- Los adultos no compartirán un hotel o una habitación individual con un niño a menos que sean los padres de ese niño. Si el alojamiento consiste en una habitación con varias camas, al menos dos adultos pueden permanecer en la habitación con dos o más jóvenes del mismo sexo.
- Los acompañantes adultos deben estar vestidos completa y apropiadamente en todo momento, en presencia de los jóvenes. Si comparten alojamiento y/o instalaciones de baño, por favor establezcan horarios de baño/vestimenta separados para jóvenes y adultos.

*Acepto, en nombre mío y de mis herederos, sucesores y asignados, eximir de toda responsabilidad y defender a la parroquia _____ y a la Diócesis de Springfield-Cape Girardeau, sus responsables, directores, empleados, voluntarios, agentes y representantes asociados con el evento, de cualquier reclamo que surja de o en conexión con mi asistencia a eventos patrocinados por la parroquia y/o la diócesis, con cualquier enfermedad o lesión (incluyendo la muerte) o en conexión con el costo de tratamiento médico como resultado de una enfermedad o lesión, incluso si la causa de los daños o lesiones es la culpa o es causada por la negligencia de la parroquia o la Diócesis de Springfield-Cape Girardeau, sus oficiales, directores, directores, empleados y agentes, voluntarios y representantes asociados con el evento. Estoy de acuerdo en compensar a la parroquia o Diócesis, sus responsables, directores, empleados, agentes y chaperones o representantes asociados con el evento por los honorarios razonables de abogados y gastos en los que puedan incurrir en cualquier acción que se presente en su contra como resultado de tal lesión o daño, a menos que tal reclamo surja de la negligencia de la parroquia o Diócesis.

Garantizo que la información aquí contenida es correcta según mi leal saber y entender. Entiendo plenamente y firmo esta Exención de Responsabilidad a sabiendas, libremente y de buena gana.
(Se requiere[n] su[s] firma[s]).

Firma: _____

Fecha: _____

Todos los adultos deben cumplir con las Políticas de Ambiente Seguro de la Diócesis. Los organizadores del evento deben confirmar su cumplimiento ANTES de que comience el evento., visite http://dioscg.org/index.php/about/child-youth-protection/

VOLUNTEER DRIVER FORM

Name of Driver: _____
Address: _____
_____
Drivers License #: _____ State Issued: _____
Year, Make & Model of Vehicle: _____
Insurance Company's Name: _____
Liability Limits: _____
(Minimum Limits of $100,000/$300,000 Required)

In order to provide for the safety of those we serve, we must ask each volunteer to answer the following questions:

	TRUE	FALSE
1. I have NOT had a conviction for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) in the last three years.	_____	_____
2. I have NOT had two or more convictions for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) in the last seven years.	_____	_____
3. I have had no more than three moving violations or accidents in the last three years.	_____	_____

Please be aware that as a volunteer driver, your insurance is primary.
Thank you for helping us with our transportation needs.
Certification
I certify that the information given on this form is true and correct to the best of my knowledge. I understand driving for Church ministry is a profound responsibility and I will exercise extreme care and due diligence while driving. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle. I agree that I will refrain from using a cell phone or any other electronic device while operating my vehicle.

_____ _____

Volunteer Driver Signature Date

(Please complete both sides)

DRIVER ACKNOWLEDGEMENT FORM

For the safety of the passengers, I will abide by driving regulations and Rules set by the state. _____

I am aware I am not to operate any electronic devices while driving. _____

I will only use a cell phone when safely parked or during an emergency. _____

All passengers at all times will be required to wear a seatbelt. _____

Daily maximum miles will not exceed 500 miles per vehicle. _____

Maximum miles driven without at least a 30 minute break will not exceed 250 miles. _____

I have phone numbers of individuals to call in the event of an emergency or contact when needed. _____

I will not use illegal drugs, alcohol, or tobacco products while transporting minor age youth. _____

Signed: _____

Diocesan Youth Endowment Fund

2022-2023 APPLICATION for
INDIVIDUAL GRANT ASSISTANCE

A portion of the Youth Endowment Fund is designated as grant assistance for middle or high school youth and their adult chaperones or campus ministry students and their adult chaperones, attending the various youth or campus ministry activities listed below:

- **National Conferences, Camps, Institutes** (ie. SEEK, Life Teen Camp, Notre Dame Institute, Benedictine Conferences etc.): generally up to $200 per person but may vary according to need and available funds (application deadline **06/23/23**)
- **Steubenville Conference 2023**: up to $100 per person (application deadline **4/24/23**)
- **DYC 2023:** up to $30 per person (application deadline **03/17/23**)
- **Camp Re-NEW-All 2023:** up to $75 per person (application deadline **06/23/23**)
- **Camp Barnabas:** up to $1,500 per person (application deadline **06/23/23**)
- **March for Life Diocesan Pilgrimage:** up to $150 per person (application deadline **12/12/22**)
- **World Youth Day 2023:** up to $1000 per person (application deadline **2/27/23**)

Individual participants should complete the form below and have the pastor or campus ministry leader sign it. Applications are then to be returned by mail or email to the address listed on the back of the form.

Personal Information:

Name of Person Applying: _____

If applicant is a minor, (under the age of 18), parent name: _____

Daytime Telephone #: _____ Email Address: _____

If applicant is a minor, parent phone # _____ Parent email: _____

Parish Name: _____

Parish City: _____

For Grant Assistance to Attend a Workshop, Conference, Event, etc.

In general, it is expected that a participant will pay a portion of the total cost of attending a conference, the parish will help fundraise a portion, and a portion may be provided through grant assistance.

Name of Event: _____

Date/Place: _____

Total cost to attend event
(including hotel, transportation, meals, registration) _____

Amount being contributed by the individual: _____

Amount being contributed by the parish: _____

Amount requested from grant: _____

(continue on back)

Additional Information

If there are extenuating circumstances which would require additional financial assistance, please describe the circumstances and what additional help is requested:

_____

_____

_____

_____

_____

_____

_____

Pastor Recommendation

_____

_____

_____

_____

_____

Signature of Applicant: _____

Signature of Applicant's Parent (if applicant is a minor): _____

Signature of Pastor: _____

Date of Application: _____

Please return to:

Mrs. Lynn Melendez
Director of Evangelization, Catechesis and Youth Formation
The Catholic Center
601 South Jefferson Ave.
Springfield, MO 65806
lmelendez@dioscg.org

Catholic Center Use

Grant Approval Date: _____ Director Signature: _____

Choose One:

Check Payable to: _____

JE Transfer to A/C#: _____

Diocesan Youth Endowment Fund

2022-2023 APPLICATION for
SCHOOL OR PARISH GRANT ASSISTANCE

Last day to apply for assistance: June 23, 2023

A portion of the Diocesan Youth Endowment Fund is designated to provide assistance to parishes or schools for the following youth related activities:

- **Guest Speaker/Retreat Leader for Catholic high schools (up to $2,500 per school/year)**
- **Guest speaker/Retreat Leader for Catholic elementary schools (up to $1,000 per school/year)**
- **Guest speaker/ Retreat Leader for parish Youth Ministry or PSR (up to $1,000 per parish/year)**
- **Youth Adventure Program Catholic Retreats or Lock-ins - ie. Scouts, Troops of St. George, American Heritage Girls (up to $1,000 per year)**
- **Funding for Youth Ministry program subscriptions (ie. Lifeteen, YDisciple)**
- **Resources/Supplies for faith formation and youth ministry programs - Bibles, books, videos, on-line resources, computer/smart tv, service projects supplies, etc. (up to $1,000 per parish/year)**

School or Parish Information:

School or Parish Name: _____

School or Parish City: _____

Name of Person Applying: _____

School or Parish Address: _____

City: _____ Zip: _____

Daytime Telephone #: _____ Email Address: _____

Total Amount Requested: _____ Please describe in detail what the money will be used for.

_____

_____

_____

_____

_____

_____

_____

_____

_____

(continue on back)

Rationale From Applicant

Describe the purpose of this event/program and the benefit it will give to the parish/school/diocesan Church:

_____

_____

_____

_____

_____

_____

_____

Pastor Recommendation

_____

_____

_____

_____

Signature of Applicant: _____

Signature of Pastor: _____

Date of Application: _____

Please return to:

Mrs. Lynn Melendez
Director of Evangelization, Catechesis and Youth Formation
The Catholic Center
601 South Jefferson Ave.
Springfield, MO 65806
lmelendez@dioscg.org

Catholic Center Use

Grant Approval Date: _____ Director Signature: _____

Choose One:

Check Payable to: _____

JE Transfer to A/C#: _____

VII. Safe Environment Requirements

A. Overview

Compliance with diocesan Safe Environment Policies is required of all leaders, catechists, and regular adult volunteers **PRIOR TO ANY CONTACT WITH MINORS**:

1. Background check
2. Code of Conduct (reviewed and signed annually)
3. Virtus training (initial and ongoing)

Parents visiting occasionally, do not need to be compliant as long as 2 other adults who are compliant with diocesan Safe Environment requirements are present.

All volunteers and employees working with youth are automatically considered "Mandated Reporters". (Please see the Mandated Reporter summary included in this binder.)

Complete and up-to-date information for diocesan safety environment requirements and policy can be found at the diocesan Office of Child and Youth Protection (OCYP) web page: https://dioscg.org/child-youth-protection/

B. Checklist for Local Safe Environment Coordinator

□ Assist and ensure all employees and volunteers have completed and signed the *Background Disclosure and Authorization* form.

- Retain this form in a secure and locked manner for five years past the volunteer/employee's service.
- Submit copies of these forms to the diocesan Office of Child and Youth Protection (OCYP) via mail or fax as soon as possible.

□ Assist and ensure all employees and volunteers annually review and sign the *Code of Conduct* forms.

- Retain this form in a secure and locked manner for five years past the volunteer/employee's service.

- Submit copies of these forms to the OCYP via mail or fax by October 15th.

□ Assist and ensure all employees and volunteers have registered and completed the VIRTUS *Protecting God's Children* training

- The training steps to VIRTUS registration are on the OCYP home webpage.
- Assist and remind employees and volunteers read monthly training bulletins as provided by VIRTUS and/or the diocese.

□ Maintain a current list of employees and volunteers that have met the diocesan Safety Environment requirements.

- Submit this current list to the OCYP by April 15th. Use provided form on OCYP page.
- Submit a report of completion using the excel form provide on the OCYP page.

□ Assist and ensure children in Kindergarten through 12th grade is taught the VIRTUS' children's lessons. Please pay attention to OCYP's emails to know which lessons are to be taught for the year.

□ Implement the Code of Conduct for minors working with minors

- This is to be used for diocesan and parish activities where minors in grades seven through twelve have regular contact with other minors.
- A copy of this document is to be kept at the Parish, School, or Diocesan Office of Youth Ministries.

□ Have regular communication with parish, schools, and parents

- Every parish and school are required to prominently display, in public gathering areas, the Safe Environment Reporting Procedures poster distributed by the OCYP.
- Including a statement from the OCYP about safety environment in parish/school handbooks, and parent communications. Complete text can be found at: https://dioscg.org/wp-content/uploads/AnnualSEInstructionLetter2021-2022.1.pdf

□ New and/or untrained local safe environment coordinators

- Training video (45 min) available online: https://dioscg.org/local-safe-environment-coordinator-training-video/
- Please contact Rosie Francka at rfrancka@dioscg.org on completing the training video.

A. REPORTING A CONCERN

- Violations of the *Code of Conduct for Clergy, Employees and Adult Volunteers Working with Minors* may also be reported to the Diocesan Director of Child and Youth Protection, by calling (417) 866-0841, or by email to childandyouthprotection@dioscg.org or by contacting a Victim Assistance Coordinator.
- Concerns may be discussed with your supervisor, the Director of Child and Youth Protection or a Victim Assistance Coordinator, or the diocesan TIPS online reporting system.

B. FILING A REPORT/COMPLAINT

- All volunteers and employees working with children are considered "mandated reporters." (See summary of Mandated Reporter)
- The diocese requires all adults working with children report any suspected or known abuse involving a minor or vulnerable adult to the Missouri Child Abuse and Neglect Hotline 800-392-3738 or 844-CAN-TELL.

C. Policy and Guidelines for Use of Technology

All Catechetical Leaders, Youth Ministry Leaders, and catechists are expected to be familiar with the diocesan "Policy and Guidelines for the Use of Technology, Email, and Social Media." The use of email, texting, video conferencing, social media and other technology for communication and for teaching purposes must be in compliance with the policies and guidelines outlined in this document.

Parents should receive a copy of the "Policy and Guidelines for the Use of Technology, Email, and Social Media" and sign the corresponding release form found at the back of the document: "Parental/Guardian Consent and Media Release Form." The release will be signed, submitted, and kept

on file at the parish prior to any use of email, texting, social media, video conferencing, or other technology in communicating with a minor.

Guidelines and Release form is found under the "resources" tab at: https://dioscg.org/child-youth-protection/

Office of Child and Youth Protection (OCYP)

William Holtmeyer, Jr., MS, NCC, LPC, CEAP, Director billholtmeyer@dioscg.org
Rosie Francka, Administrative Assistant rfrancka@dioscg.org
(417) 866-0841, Toll free fax: 888-820-6032

- Main web page: https://dioscg.org/child-youth-protection/
- Checklist adapted from: https://dioscg.org/about/local-safe-environment-coordinators/
- 2021-2022 Instructions AND links to all forms: https://dioscg.org/wp-content/uploads/AnnualSEInstructionLetter2021-2022.1.pdf

THE DIOCESE OF SPRINGFIELD–CAPE GIRARDEAU

PROMISE TO PROTECT
PLEDGE TO HEAL

Child Abuse and Neglect Brief Summary for Mandated Reporters

Reporting child abuse is everyone's responsibility.

- All mandatory reporters shall, upon finding reasonable cause, directly and immediately report suspected child abuse or neglect as provided in section 210.115, RSMo;
- No supervisor or administrator may impede or inhibit any reporting under section 210.115, RSMo; and
- No person making a report under section 210.115, RSMo shall be subject to any sanction, including any adverse employment action, for making such report.

Any person may report suspected child abuse, neglect, or exploitation.

Anonymous reports are accepted from individuals who are not mandated by occupation to report, but please consider identifying yourself. Being able to contact you later helps the Children's Division staff complete a more thorough investigation. They may also need to ask you for more information during the investigation process.

Section 210.109.3, RSMo., states **mandated reporters <u>may not</u> make child abuse/neglect (CA/N) reports anonymously** provided the reporter is informed that reporter information will be held as confidential.

Mandated Reporters

Members of certain occupational groups, such as ministers, principals, teachers, child care workers, mental health professionals, social workers, healthcare workers and physicians are mandated by law to make reports to the hotline and are considered mandated reporters. For a complete list of mandated reporters, please review 210.115.1, RSMo.

Mandated reporters can report suspected child abuse and neglect by calling the **Missouri Child Abuse and Neglect Hotline 800-392-3738 or 844-CAN-TELL** directly, or by making a report online. Online reporting should only be used in non-emergency situations.

What if I'm not sure it's abuse or neglect?

You can call the local Children's Division office to discuss your concerns. They can advise you whether or not to call the hotline. They can also give you advice that might help you help the family in crisis.

Err on the side of over-reporting. If you have the thought, ***"Maybe I should call" or "I'm not sure I should call" — DO!*** Not all of the calls to the hotline are determined to be abuse/neglect. However, the Children's Division can often provide services and assistance that can help families prevent abuse.

The screening will determine that:

- The alleged victim is a child (less than eighteen (18) years-old) at the time of the hotline call;
- Whether or not the person who is alleged to have abused the child was "responsible for the care, custody, and control" of the child at the time of the incident;*
- The alleged abuse or neglect is having an adverse effect on the child;
- The incident occurred in Missouri;
- The report meets the definition of abuse or neglect as defined by law; and
- Identifying information is available to locate the child/family.

When making a report, the following information may be requested:

- The name, address, present location or whereabouts, sex, race, and birth date or estimated age of the reported child or children and of any other children in the household;
- The name(s), address(es), and telephone number(s) of the child's parent(s), or other person(s) responsible for the child's care;
- The name(s), address(es), and telephone number(s) of the person(s) alleged to be responsible for the abuse or neglect, if different from the parent(s);
- Directions to the home, if available, when the child's address is general delivery, rural route, or only a town;
- Other means of locating the family;
- Parents'/alleged perpetrators' place of employment and work hours, if known;
- The full nature and extent of the child's injuries, abuse, or neglect, and any indication of prior injuries, including the reason for suspecting the child may be subjected to conditions resulting in abuse or neglect;
- An assessment of the risk of further harm to the child and, if a risk exists, whether it is imminent;
- Any event that precipitated the report;
- If the information was provided by a third party, or if there were witnesses, the identity of that person(s);
- The circumstances under which the reporter first became aware of the child's alleged injuries, abuse or neglect;
- The action taken, if any, to treat, shelter, or assist the child;
- Whether the subjects of the report are aware a report is being made;
- The name, address, work, and home telephone numbers, profession, and relationship to the child of the reporter;
- When was the child last seen by the reporter;
- Whether other children are currently in the home.

It is not necessary to have all or parts of this information known or available when making a call to the Hotline.

When a report is received, Child Abuse and Neglect Hotline Unit (CANHU) completes the following primary tasks:
Call Classification (Investigation, Family Assessment, Juvenile Report, or Documented Call)
Response Priority Assignment (3-Hour, 24-hour, or 72-hour)

Call Classification
If the concerns being reported meet criteria for a child abuse/neglect report, CANHU will determine if the report will be classified as an investigation, family assessment, juvenile report or documented call.

Investigation: When there is an identified need to collect physical and verbal evidence to determine if a child has been abused or neglected.

- Requires the Children's Division (CD) to co-investigate with law enforcement.
- Generally, there is a criminal component.
- Requires CD to make a determination whether the abuse/neglect act occurred.
- Burden of proof is preponderance of the evidence.
- The alleged perpetrator has the ability to appeal the determination if the report is substantiated.
- If the report is substantiated, once the appeal process is complete, the alleged perpetrator is placed on the Central Registry.

Family Assessment: Designed to help the family identify areas where they need assistance safeguarding their children. The Assessment response determines the family's need for services and refers the family to needed resources.

- Intended to provide a global assessment of the child and family.
- Determines if the family needs can be met by linking to community resources or if there is a need for short term family-centered services from the Division.
- Does not typically involve law enforcement.
- Results in a determination of whether the family is in need of services.

Juvenile Report: Intended to support families in obtaining treatment for children with sexual behavior problems. Section 210.148, RSMo., defines **a child with problem sexual behavior** as "***any person, under fourteen years of age, who has allegedly committed sexual abuse against another child.***"

Sexual abuse for juvenile reports: Any sexual or sexualized interaction with a child including, but not limited to, acts that are age or developmentally inappropriate and—

1) Involve force or threats of the use of force;
2) Are intrusive;
3) Are unwelcome;
4) Result in physical injury or cause emotional trauma to the victim child; or
5) Are coercive or manipulative.

CD is required to use a family assessment and services approach.
Children are not automatically referred to the juvenile office, law enforcement, or for a Child Advocacy interview unless they committed a sexual abuse act that caused a serious physical injury or used a weapon.

210.110 RSMo. Definitions. — As used in sections 210.109 to 210.165, and sections 210.180 to 210.183, the following terms mean:

Abuse: any physical injury, sexual abuse, or emotional abuse inflicted on a child other than by accidental means by those responsible for the child's care, custody, and control, except that discipline including spanking, administered in a reasonable manner, shall not be construed to be abuse. Victims of abuse shall also include any victims of sex trafficking or severe forms of trafficking as those terms are defined in 22 U.S.C. 78 Section 7102(9)-(10);

Neglect: the failure to provide, by those responsible for the care, custody, and control of the child, the proper or necessary support, education as required by law, nutrition or medical, surgical, or any other care necessary for the child's well-being. Victims of neglect shall also include any victims of sex trafficking or severe forms of trafficking as those terms are defined in 22 U.S.C. 78 Section 7102(9)-(10);

- **Educational Neglect** must be differentiated from truancy (a status offense). When a child is continuously absent from school through intent or neglect of the parent or caretaker, there is educational neglect. When a child is absent through his/her own intent, this is truancy and not reportable as child abuse/neglect.
- Home schooling does not constitute educational neglect.
- Consider, too, if absences are excessive, do not have medical excuse or personal family reasons, are significantly interfering with the child's academic performance and/or disrupting overall functioning in school, and if attempts to remedy with the parent(s)/guardian(s) have been unsuccessful.

Those responsible for the care, custody, and control of the child, includes, but is not limited to:

- The parents or legal guardians of a child;
- Other members of the child's household;
- Those exercising supervision over a child for any part of a twenty-four-hour day;
- Any person who has access to the child based on relationship to the parents of the child or members of the child's household or the family; or
- Any person who takes control of the child by deception, force, or coercion.
- School personnel, contractors, and volunteers, if the relationship with the child was established through the school or through school-related activities, even if the alleged abuse or neglect occurred outside of school or off school grounds.

Emotional abuse is defined as any injury to a child's psychological capacity or emotional stability demonstrated by an observable or substantial change or impairment in the child's behavior, emotional response, or cognition, which may include, but is not limited to: anxiety, depression, withdrawal, or aggressive behavior; and which may be established by either lay or expert witnesses.

Physical injury is defined as any bruising, lacerations, hematomas, welts, permanent or temporary disfigurement; loss, or impairment of any bodily function or organ, which may be accompanied by physical pain, illness, or impairment of the child's physical condition.

Proper or necessary support includes adequate food, clothing, shelter, medical care, or other care and control necessary to provide for the child's physical, mental, or emotional health or development.

Sexual abuse shall include, but is not limited to:

1) Any touching of the genitals, anus or buttocks of a child, or the breast of a female child, or any such touching through the clothing; any act involving the genitals of a child and the hand, mouth, tongue, or anus of another person; or any sexual act involving the penetration, however slight, of a child's mouth, penis, female genitalia, or anus by any body part of another person, or by any instrument or object;

2) Any conduct that would constitute a violation, regardless of arrest or conviction, of Chapter 566, RSMo. if the victim is less than eighteen (18) years of age, section 567.050, RSMo if the victim is less than eighteen (18) years of age, sections 568.020, 568.060, 568.080, or 568.090, RSMo, sections 573.025, 573.035, 573.037, or 573.040, RSMo, or an attempt to commit any of the preceding crimes;

3) Sexual exploitation of the child, which shall include:

- **a.** Allowing, permitting, or encouraging a child to engage in prostitution, as defined by state law; or
- **b.** Allowing, permitting, encouraging, or engaging in the obscene or pornographic photographing, filming, or depicting of a child as those acts are defined by state law. This includes the storage or transmission of any data depicting said obscene or pornographic acts, images, or recordings.

4) Any reasonable interaction with a child, including touching a child's body for the purpose of providing the proper or necessary care or support of the child, shall not be considered sexual abuse. The touching of a child's body, including a child's genitals, buttocks, anus, or breasts for reasonable, medical, child rearing, or child care purposes shall not be considered sexual abuse.

- The division shall not be required to prove that the alleged perpetrator received sexual gratification or that there was an exchange or promise of anything of value as a result of the act of sexual abuse to establish sexual abuse under Chapter 210 or 211, RSMo.
- The use of force or coercion is not a necessary element for a finding of sexual abuse.
- Sexual abuse may occur over or under the child's clothes.
- The division shall not be required to prove that the child suffered trauma or harm as a result of the act of sexual abuse.
- A child cannot consent to a sexual or sexualized act or interaction with a person responsible for that child's care, custody, and control.

Sexual contact between a student or vulnerable adult and a teacher, employee, contracted employee, or other adult volunteer, will always be viewed as unwelcome, nonconsensual, and can be subject to criminal prosecution {566.086, RSMo}.

Sex trafficking is defined as the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act.
Severe forms of trafficking in persons is defined as:

1) Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or

2) The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

Commercial sex act is defined as any sex act on account of which anything of value is given to, promised, or received by any person.

Reporting Requirements

When any individual (mandated reporter, as identified above) has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, that person shall immediately report.

- Reasonable cause to suspect means a standard of reasonable suspicion, rather than conclusive proof.
- *The term "abuse" is ***not limited to abuse inflicted by a person responsible for the child's care, custody and control*** *as specified in section 210.110, RSMo.,* ***but shall also include abuse inflicted by any other person***.
- No internal investigation shall be initiated until such a report has been made.

- The reporting requirements under this section are individual, and no supervisor or administrator may impede or inhibit any reporting under this section.
- No person making a report shall be subject to any sanction, including any adverse employment action, for making such report.
- Every employer shall ensure that any employee required to report has immediate and unrestricted access to communications technology necessary to make an immediate report and is temporarily relieved of other work duties for such time as is required to make any report.
- The only exception to the individual reporting requirement is that when two or more members of a medical institution, who are required to report, jointly have knowledge of a known or suspected instance of child abuse or neglect, a single report may be made by a designated member of that medical team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter immediately make the report. Nothing however, is meant to preclude any person from reporting abuse or neglect. Multiple mandated reporters with knowledge of abuse and neglect may call together to make a single report.
- Any person or individual required to report may also report the suspicion of abuse or neglect to any law enforcement agency or juvenile office. Such report shall not, however, take the place of reporting to the Children's Division.

Relevant Missouri Statutes

210.148 RSMo. Juveniles with problem sexual behavior reports, procedure — definition — rulemaking authority. —

1) Notwithstanding any provision of section 210.145 to the contrary, upon the receipt of a report under section 210.145 where the subject of the report is a juvenile with problem sexual behavior, the division shall immediately communicate such report to the appropriate local office along with any relevant information as may be contained in the information system. Upon receipt of the report and relevant information, the local office shall use a family assessment and services approach, as described in subsection 14 of section 210.145 to respond to the allegation contained in the report. For the purposes of family assessments performed under this section***, the alleged abuse does not have to be committed by a person responsible for the care, custody, and control of the child.***

2) Nothing in this section shall prohibit the local office from commencing an investigation if the local office, at any point in using the family assessment and services approach, determines that an investigation is required. Such investigation shall comply with the provisions of section 210.145 and may include requesting assistance from the appropriate law enforcement agency.

3) As used in this section, the term **"juvenile with problem sexual behavior"** shall mean ***any person, under fourteen years of age, who has allegedly committed sexual abuse against another child*****.**

210.115 RSMo. Reports of abuse, neglect, and under age eighteen deaths — persons required to report --
When any physician, medical examiner, coroner, dentist, chiropractor, optometrist, podiatrist, resident, intern, nurse, hospital or clinic personnel that are engaged in the examination, care, treatment or research of persons, and any other health practitioner, psychologist, mental health professional, social worker, day care center worker or other child-care worker, juvenile officer, probation or parole officer, jail or detention center personnel, teacher, principal or other school official, minister as provided by section 352.400, peace officer or law enforcement official, or other ***person with responsibility for the care of children has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, that person shall immediately report to the division*** in accordance with the provisions of sections 210.109 to 210.183.

No internal investigation shall be initiated until such a report has been made.

*As used in this section, *the term* ***"abuse" is not limited to abuse inflicted by a person responsible for the child's care, custody and control*** *as specified in section 210.110, RSMo.,* ***but shall also include abuse inflicted by any other person.***

210.140 RSMo. Privileged communication not recognized, exception. —
Any legally recognized privileged communication, except that between attorney and client or involving communications made to a minister or clergyperson, shall not apply to situations involving known or suspected child abuse or neglect and shall not constitute grounds for failure to report as required or permitted by sections 210.110 to 210.165, to cooperate with the division in any of its activities pursuant to sections 210.110 to 210.165, or to give or accept evidence in any judicial proceeding relating to child abuse or neglect.

352.400 RSMo. Ministers, duty to report child abuse and neglect —
When a minister or agent designated pursuant to subsection 3 of this section has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect under circumstances required to be reported pursuant to sections 210.109 to 210.183, the minister or designated agent shall immediately report or cause a report to be made as provided in sections 210.109 to 210.183. Notwithstanding any other provision of this section or sections 210.109 to 210.183, a minister shall not be required to report concerning a privileged communication made to him or her in his or her professional capacity.

210.165 RSMo. Penalty for violation. —
Failure to report: Any person violating any provision of sections 210.110 to 210.165 is guilty of a class A misdemeanor.
False Report: Any person who intentionally files a false report of child abuse or neglect shall be guilty of a class A misdemeanor.

210.135 RSMo. Immunity
Immunity/Penalties (Section 210.135 RSMo.) The law provides immunity from civil or criminal liability to those who are required to make reports with CD, any law enforcement agency, or the juvenile office in the completion of an investigation/family assessment. Immunity is provided regardless of the outcome of the investigation/family assessment; however, it does not apply if a person intentionally files a false report.

Additional Resources

Diocese of Springfield-Cape Girardeau, Office of Child and Youth Protection
https://dioscg.org/about/child-youth-protection2/

Missouri Child Abuse and Neglect Mandated Reporter Training
http://protectmokids.com/

Missouri Children's Division, Guidelines for Mandated Reporters of Child Abuse and Neglect
https://dss.mo.gov/cd/pdf/guidelines_can_reports.pdf

Missouri Department of Social Services
https://dss.mo.gov/cd/keeping-kids-safe/can.htm

Missouri Department of Social Services, User Guide: Online System for Child Abuse & Neglect (CA/N) Reporting (OSCR)
https://apps.dss.mo.gov/OnlineCanReporting/Documents/OSCR%20User%20Manual.pdf

Disclaimer: *This document was produced to briefly summarize the Guidelines for Mandated Reporters of Child Abuse and Neglect, published January 2020 by the Missouri Children's Division, which was used as primary source of the information contained herein. This does not constitute a full and complete conveyance of the information contained in that publication, nor is this to be considered a comprehensive or complete review of the laws/statutes of the State of Missouri. The information referenced may be found directly from the original sources and may change without notification.*

06/2020

ROMAN CATHOLIC
DIOCESE of SPRINGFIELD–CAPE GIRARDEAU
Office of Child and Youth Protection

Policy and Guidelines for the Use of Technology, Email, and Social Media

Diocesan personnel are called to high standards of ethical conduct and personal integrity. In our work, including as it relates to conduct, all have a sacred responsibility to uphold Church teaching. Furthermore, those in leadership roles and ministerial positions have a responsibility to lead a personal life that bears witness to Catholic teaching and avoids scandal.

POLICY STATEMENT: The Diocese of Springfield – Cape Girardeau and its Affiliates (defined as "parishes, schools, offices, agencies, and other institutions which operate under the administrative authority of the Bishop") recognize that in today's environment, with the increasing prevalence of the Internet, employees, clerics, religious men and women, and volunteers will use the Internet to conduct ministry work and to communicate with associates, colleagues, and friends. The Internet provides various ways for individuals to interact and has changed the way we communicate and share information. The Diocese of Springfield – Cape Girardeau views the Internet as an important educational and evangelizing tool to promote school and ministerial programs. The Diocese encourages administrators, pastors, and principals to support Internet use and to give diocesan personnel the necessary training and tools to interact safely and responsibly online. However, those using the Internet should bear in mind that certain comments and information may have a harmful effect on the Diocese of Springfield – Cape Girardeau, its reputation, its employees, and its members. In light of this, diocesan personnel are required to adhere to the following policy regarding the use of Personal and Ministry Websites including Social Networks, Email, and Blogs.

DEFINITIONS FOR THE PURPOSE OF THIS POLICY:

Adult: Any person who is eighteen (18) years of age or older.

Blog: A type of Website, usually maintained by an individual, whose primary purpose is to offer commentary or news on events or subjects (e.g. Church teaching, theology, morals, etc.).

Child/Minor: means any person under the age of eighteen, or who is considered by law to be the equivalent of a minor. For the purposes of this document, the term "minors" also includes high school students age 18 or older.

Cleric: An ordained Priest or an ordained Deacon who is incardinated in the Diocese of Springfield – Cape Girardeau as well as a religious Priest or Deacon, or a Priest or Deacon incardinated in another Diocese, who is engaged in a ministry under the control or auspices of the Diocese of Springfield – Cape Girardeau or an Affiliate.

Diocesan personnel: All clergy, deacons, seminarians, religious, diocesan, parish and school employees and adult volunteers who work or volunteer on a regular or part-time basis within any organization designated as a diocesan entity.

Employee: Any person who is employed by the Diocese of Springfield – Cape Girardeau or an Affiliate. An employee may be a cleric, religious, or a lay-person who may also be a member of a religious institute.

Ministry Website: A Social Network Page, Blog or any Internet Website/tool created by diocesan personnel for the sole purpose of conducting Diocesan/Affiliate ministry.

Personal Website: A Social Network page, Blog, or any Internet Website/tool created by diocesan personnel primarily to share personal communication with friends and associates.

Religious: A consecrated religious woman (sister) or man (brother) who is engaged in ministry under the control or auspices of the Diocese of Springfield – Cape Girardeau or an Affiliate.

Social Networking Sites: A type of personal Website that is used by groups with a common interest for communication purposes.

Supervisor: The hiring and/or supervising agent: for parish staff, the pastor; for parish volunteers, the appropriate administrator (e.g. Parish Catechetical Leader or Director of Youth Ministry); for school personnel, the principal.

Volunteer: An adult who works without financial or material gain on behalf of the Diocese of Springfield – Cape Girardeau or its Affiliates who is not an employee, a cleric, or religious (for example, an intern, catechist, Scout leader, coach, student teacher and others in similar capacities).

PROCEDURE

As established by the United States Conference of Catholic Bishops and adapted by the Diocese of Springfield – Cape Girardeau:

Key Rules for Establishing Sites:

- Abide by all diocesan/parish policies including the Diocesan Safe Environment Policy and Procedures and the Code of Conduct.
- Electronic communications, via text, email, or other means, should always be generated from official diocesan, parish, school, or agency accounts and devices.
- Electronic communications with students/ minors should also include the parents of the student/minor, the entire group/class, and/or other appropriate staff (e.g., Principal, Pastor, Supervisor, or Colleague).
- Adults should refrain from using personal email accounts or cellphones when communicating/text-messaging with individual students/ minors.
- Appropriate and professional boundaries must be maintained when communicating with students/minors.
- Keep all communications brief, to the point, and in compliance with the Diocesan Safe Environment Policy and Procedures and the Code of Conduct.
- Be aware that even personal communication by diocesan personnel reflects upon the Church and that you may be held responsible for any electronically communicated and publicly expressed opinions.
- Do not claim to represent the official position of the organization or teachings of the Church, unless authorized to do so.
- Identify yourself. Do not misrepresent yourself, use pseudonyms or name of the parish, school, or program, etc., as your identity, unless authorized to do so.
- Abide by all applicable laws and regulations (e.g., copyright, fair use and IRS financial disclosure regulations).
- Do not divulge confidential information about others. Using the name, address, or other personal identifying information of minors (anyone under age 18) is prohibited without the expressed written consent of the Parent/ Legal Guardian (signed Media Release Statement).
- Obtain permission or written consent when citing others, posting photos, or videos, or links to their material.
- Do not create a Website or Web page designed to look like an official Diocesan, Affiliate, Agency, Institution, or School posting without the written permission of the Director of Communications, Principal, Pastor, or Agency, Institution Administrator, or other designated official.
- Do not use insignia (logos/school seals, etc.), mottos, or another "corporate" or "official" badging and visual branding without written permission of the Diocese, Affiliate, Principal, or Pastor.
- At least one institutional representative (the pastor, principal, or another designated diocesan official) listed on any Website/Blog/ Post, must also be an administrator of and monitor the site.
- Adults may not create a Website/Blog/ Personal Post with photos of students/minors, link or create gateways to Webpages or blogs belonging to students/minors. Students/ Minors should not be on any personal "buddy" or "friends list" of an adult.
- It is the sole responsibility of all diocesan personnel to protect their login credentials and passwords at all times. Be sure to log off all electronic devices to ensure unauthorized access is prevented.
- Be cautious of "Links": Do not identify a Website on a Web page as "Catholic" without approval. Sites must be vetted for content.

Ministry Websites

The Diocese of Springfield – Cape Girardeau and its Affiliates support the creation of Ministry Websites as a means to conduct Diocesan/Affiliate ministry. The use of Ministry Websites is encouraged when conducting Diocesan/Affiliate educational and evangelizing programs. Supervisors who approve individuals to create a Ministry Website for dispersal of information are responsible for monitoring the Ministry Website.

Ministry Email/Blogs

The Diocese of Springfield – Cape Girardeau and its Affiliates support the use of Email and Blogging as a ministry communication tool. It is an excellent platform for creating and distributing information. Although Emailing and Blogging is a powerful communication tool, Ministry Email or Blogs may not be used for:

- Conducting outside business;
- Defaming the character of any individual or institution;
- Causing harm and/or embarrassment to the Diocese of Springfield – Cape Girardeau or Affiliates; or
- Divulging any personal information about anyone, particularly minors, that could jeopardize their safety or well-being in any way.

Personal Websites

The Diocese of Springfield – Cape Girardeau and its Affiliates recognize that diocesan personnel may create Personal Websites as a medium of self-expression. However, they must be aware that anything published on a Personal Website is no different from making such information available in any public forum. Any information that causes or has the potential to cause harm and/or embarrassment to the Diocese of Springfield – Cape Girardeau or its Affiliates should be avoided.

Personal sites of diocesan personnel should also reflect Catholic morality and values. Businesses are cautioning their employees that, while employees have a right to privacy and confidentiality regarding what their employers know about them, an employee's use of social networking—because of its very nature—means he or she relinquishes some privacy and could be construed as representing the company's ethics and values. Likewise, diocesan personnel are encouraged to understand that they are witnessing to the faith through all of their social networking, whether "public" or "private."

Personal Email/Blogs

In the event an employee, cleric, religious identifies himself/herself as, or is understood to be an employee or cleric of the Diocese of Springfield – Cape Girardeau or its Affiliates on a Personal Email/Blog (or other Website with a similar purpose), to help reduce the potential for confusion, the employee is required to put the following notice in a reasonably prominent place on the Website/Email/Blog: ***"The views expressed on this Website/Email/Blog are mine alone and do not necessarily reflect the views of my employer."***

Even with this notice, any information that causes or has the potential to cause harm and/or embarrassment to the Diocese of Springfield – Cape Girardeau or its Affiliates should be avoided.

Password-Protected Sites

Both Ministry Websites and Personal Websites may involve the use of a username/password or other such means to access all or portions of the site. In the event that a cleric, employee, religious, or volunteer gives a student/minor access to a Website that is not otherwise openly accessible to the public, that same access must also be shared with/provided to the child's parent/guardian when requested. Be aware, every person is responsible for protecting their own passwords, for logging off any electronic device, email or social media platform, and to prevent unauthorized access.

Social Networking Websites

Because of the increasing popularity of social networking Websites, parish use of these Websites is permitted as a means to effectively communicate for ministry and education purposes.

Social Networking should not be used for the primary purpose of befriending people or socializing. Rather, it is to be directly related to academics, ministry, and evangelization.

Every effort should be made in order to provide a safe and secure environment and to avoid even the appearance of impropriety when using the Internet as a ministry tool. To achieve this goal, the following guidelines should be adhered to when using social networking Websites for programs that involve youth under the age of 18. The use of social networking sites is <u>not recommended</u> for groups that include students younger than high school age.

- Always obtain the permission of the Diocese, Pastor, or Principal before using a social networking medium for a parish program. Be specific which platform: i.e. Facebook, Twitter, Instagram, etc.
- Inform parents in writing that the parish is planning to use a social networking site; and obtain releases engendering necessary permissions for specific posts. Provide parents necessary passwords and access.
- Establish a parish account; never use a personal account.

- The site administrator must be an adult and at least ONE Supervisor, Pastor, or Principal. The site administrator is considered to work with minors and thus should have completed the Safe Environment Training in accordance with diocesan policy, and signed a current Code of Conduct.
- It is recommended that the site be set up as a public rather than private site in order to allow for transparency in all communications and postings. The administrator should pre-approve or regularly monitor all comments and postings. Any inappropriate content should be deleted and the person who posted it should be contacted and reminded that improper content is not acceptable.
- Post rules of conduct on the site.
- The main purpose of the site should be for general communication about group events rather than for chatting or socializing.
- All information displayed on the site should reflect and uphold the Catholic faith.
- Write as if you are certain others will read it. Communications can easily be shared with others for whom they are not intended.
- Keep copies of any communications sent to youth. ALWAYS send copies of all communication to parents and supervisors, as well as youth members.
- Do not invite a minor to be a "friend." The minor must make the request.
- Always follow diocesan rules regarding taking and posting photographs. Do not "tag" any pictures (to identify someone in a photo for the purposes of Social Networking).
- Use caution and deliberate carefully when posting photos/videos/audio on social media sites. Never personally ID youth—"global" identification is preferred, e.g. "third grade students in St. Ambrose School, Chaffee, and marked Veteran's Day with local community."
- The name, address, or other personal identifying information of minors is forbidden under diocesan policy. Always obtain necessary releases for any social media post.
- STRONGLY consider archiving component/ time-frame for post/project releases ensuring that no archival of posts occurs. **Specifically, YouTube, Instagram, Facebook, Twitter. Once a post is submitted, it is always on the Internet/searchable unless an administrator removes it after 30 days, etc. Even then, it may remain visible. Be cautious and vigilant.
- Consider how pop-up advertising comes into play. Choose sites that have this at a minimum and those that conform to Christian morality and other appropriate contexts. **YouTube, for example, "suggests" other posts for users that are not always appropriate. Other sites may prove more ideal.
- Be prudent, intentional, and aware.

Confidential and Proprietary Information

Consistent with our policy on "Confidentiality" as stated in the employee handbook, diocesan personnel are prohibited from disclosing information that is understood to as proprietary or held in confidence by the Diocese of Springfield – Cape Girardeau or its Affiliates without proper knowledge and consent of the appropriate authority. Also, upon resignation or termination, if an employee or cleric has identified himself/herself as an employee or cleric of the Diocese of Springfield – Cape Girardeau or its Affiliates on a personal Website, he/she should remove mention of the Diocese of Springfield – Cape Girardeau or its Affiliates from their Website.

Trademarks and Logos

Diocesan personnel may use Diocesan or Affiliate trademarks or logos on Personal Websites only in ways that clearly promote or call positive attention to Diocesan events, Websites, or organizations associated with the trademark or logo after receiving prior authorization from the Director of Communications, Media, and Publications. Diocesan personnel may not use Diocesan or Affiliate trademarks or logos on their Personal Websites in any way that could reasonably suggest Diocesan or Affiliate sponsorship or agreement with any views expressed. Employees are similarly prohibited from providing a link or otherwise referring to the diocesan Website on their personal Website, social networks, or blogs without receiving prior authorization from the Director of Communications, Media, and Publications.

Inappropriate Language and Images

The Diocese of Springfield – Cape Girardeau and its Affiliates will not tolerate diocesan personnel posting obscene, harassing, offensive, derogatory, defamatory, or otherwise potentially-scandalous comments, links, and/or images which reflect discredit or cause harm and/or embarrassment to the Diocese of Springfield – Cape Girardeau or its Affiliates, parishes or schools, members, employees, vendors, partners, or agencies.

Employees are reminded of their obligations under the diocesan "Code of Conduct", as stated in the diocesan employee handbook. In particular, diocesan personnel should not take any action against the Church, its teachings, or its leaders on social media; nor affiliate with any organization or movement with an animus toward the Church or which is directed or has as its prime principles the criticism, rejection, or disrespect of the Church.

Right to Review

The Diocese of Springfield – Cape Girardeau and its Affiliates reserve the right to review the Personal Website of any diocesan personnel if there are reasons to believe that this and other related policies are being violated.

Protection of Children

Diocesan personnel of the Diocese of Springfield – Cape Girardeau and its Affiliates will comply with all aspects of the Children's Online Privacy Protection Act: (https://www.ftc.gov/enforcement/rules/rulemaking-regulatory-reform-proceedings/childrens-online-privacy-protection-rule) and the Safe Environment Policy and Procedures of the Diocese of Springfield – Cape Girardeau: (http://dioscg.org/index.php/about/child-youth-protection/).

Diocesan personnel are forbidden to post or distribute personal identifiable information including pictures of any child under the age of eighteen (18) without verifiable consent of a parent or guardian. Personal identifiable information includes full name, photos, home address, Email address, telephone number, or any information that would allow someone to identify or contact a child. Verifiable consent can take the form of a release/permission form that includes use of photographs, an Email from a parent or guardian, or verbal permission by a parent or guardian witnessed by another authorized adult.

The Diocese of Springfield – Cape Girardeau and its Affiliates will review alleged violations of the Children's Online Privacy Protection Act, the Safe Environment Policy and Procedures, or the Policies of the Diocese of Springfield – Cape Girardeau on a case-by-case basis. In the event that a provision of this Policy and Guidelines for the Use of Technology, Email and Social Media cannot be reconciled with the Safe Environment Policy and Procedures of the Diocese of Springfield – Cape Girardeau, the provisions of the Safe Environment Policy and Procedures of the Diocese of Springfield – Cape Girardeau will be in force.

Enforcement

The Diocese of Springfield – Cape Girardeau, its Affiliates and their respective administrators intend to enforce the policy set forth here and expect all diocesan personnel to comply. Failure to comply with any of the provisions of this Policy and Guidelines for the Use of Technology, Email and Social Media will be grounds for discipline, up to and including termination, if an employee or cleric, or removal from position, if a volunteer.

The Diocese of Springfield – Cape Girardeau and its Affiliates reserve the right to make changes to this policy at any time and at its sole discretion, and interpret and administer the policy in light of changing circumstances and events.

APPROVED on September 1, 2015 by Most Reverend James V. Johnston, Diocese of Springfield – Cape Girardeau.

REVIEWED, REVISED, and APPROVED on June 28, 2017 by Most Reverend Edward Rice, Diocese of Springfield – Cape Girardeau. Revised 2019, 2021.

A suggestion of online resources here:
**"Social Media Best Practices and Guidelines," United States Conference of Catholic Bishops
**"Schools must weigh risks and benefits of social media for networking," by Sr. Mary Angela Shaughnessy, SCN, JD, PhD

NOTE from Leslie Eidson, Director of Communications, Media, and Publications, leidson@dioscg.org:
The Diocese of Springfield – Cape Girardeau gratefully acknowledges the generosity of the Archdiocese of St. Louis, Diocese of Beaumont, and Archdiocese of Seattle in their guidelines as a resource for the development of this policy; and the USCCB for resource material in the development of this policy.

To follow: Various releases for use in Schools, Parishes, and Affiliates, etc., as signed pages indicating the understanding of the policy. Particularly, school forms to be issued to both parents and students.

ROMAN CATHOLIC
DIOCESE of SPRINGFIELD–CAPE GIRARDEAU
Office of Child and Youth Protection

Parent/Guardian Media Consent and Release Form

Dear Parent/Guardian,

By completing and signing this Parental Media Consent and Disclaimer Form, it is understood that, as part of catechesis and education in parishes and schools, my child/student may participate in live and/or recorded electronic communications and activities, such as group email, group text messages, social media and/or audio or video conferencing (using only the specific platforms designated below).

These activities and images may be recorded and included on the official website of the Diocese, Parish or School or in social media publications, materials and campaigns, as well as in other media initiatives (e.g. print or electronic news media, newsletters, websites, fundraising, advocacy and development efforts, grant applications, and video, PowerPoint, or other electronic or communication media presentations), only in compliance with *the Policy and Guidelines for the Use of Technology, Email, and Social Media* and other related policies, without compensation to the child or parent/guardian.

Photographs, video conferences and recordings, social media messages, and other print and electronic media may be available for an

indeterminate period of time, unless otherwise noted:_____

and restricted to specific groups of people:_____

and, for a specific purpose:_____

- Parents/guardians who have completed and meet the Safe Environment, Training, and Background Research requirements, and have submitted the current Adult Code of Conduct to the Parish/School Safe Environment Coordinator may request to participate in videoconferencing/audio conferencing sessions involving their child. Parents/guardians may, at any time, request copies of materials sent to their child in connection with electronic communications.
- I understand that, due to the nature of electronic communication platforms and the media, confidentiality and/or protection against unauthorized dissemination cannot be guaranteed.
- I understand that any photograph, audio or video recording will be used only by the Diocese, Parish or School in a legal manner and that at no time will my child be represented in an unethical manner.
- I certify that I am aware of, understand and agree to comply with the *Policy and Guidelines for the Use of Technology, Email and Social Media*: https://dioscg.org/wp-content/uploads/Policy-and-Guidelines-for-the-Use-of-Tech-Email-Soc.-Media.2021.pdf
- I understand that unauthorized (one-to-one) personal conversations between diocesan staff and minors are a violation of the *Policy and Guidelines for the Use of Technology, Email and Social Media,* and that I may report any concerns or violations to the Diocesan Office of Communications, Media and Publications, the Diocesan Office for the Protection of Children and Youth, Law Enforcement, or the Missouri Child Abuse and Neglect Hotline **800-392-3738** or **844-CAN-TELL.**
- This Consent and Discharge Form is effective for the current academic year, beginning July 1 and ending June 30 of the following year, and may be revoked by the parent/guardian at any time upon written notice.

Child/Student Name:_____Date of Birth:_____

Parish/School/Group and Place:_____

Permission is granted for these contact preferences (initial and full):

_____ Group Emails for Parent/Guardian:_____ Child:_____

_____ Group Text Messages for Parent/Guardian:_____ Child:_____

_____ Video or audio conferencing platform:_____

_____ Designated social media platform: ___ Facebook___ Twitter___ Instagram___ YouTube

_____ **NO, I do not consent to my child being contacted by any means of electronic communication.**

Parent/Guardian Name (print):_____Phone number:_____

Parent or Guardian Signature:_____Date:_____

ROMAN CATHOLIC
DIOCESE of SPRINGFIELD–CAPE GIRARDEAU
Office of Child and Youth Protection

Política y Directrices para el Uso de Tecnología, Correo Electrónico y Medios Sociales

El personal diocesano está llamado a altos estándares de conducta ética e integridad personal. En nuestro trabajo, incluyendo lo relacionado con la conducta, todos tienen la sagrada responsabilidad de sostener la enseñanza de la Iglesia. Además, los que desempeñan funciones de liderazgo y cargos ministeriales tienen la responsabilidad de vivir personalmente como testigos de la enseñanza católica y evitar el escándalo.

DECLARACIÓN DE POLÍTICA: La Diócesis de Springfield-Cape Girardeau y sus entidades afiliadas (definidas como «parroquias, escuelas, oficinas, agencias y otras instituciones que operan bajo la autoridad administrativa del Obispo») reconocen que, en el ambiente de hoy, con la creciente prevalencia de Internet, los empleados, clérigos, hombres y mujeres religiosos y voluntarios usarán Internet para llevar a cabo el trabajo ministerial y para comunicarse con sus asociados, colegas y amigos. Internet ofrece diversas formas de interactuar con las personas y ha cambiado la forma en que nos comunicamos y compartimos información. La Diócesis de Springfield-Cape Girardeau ve a Internet como una importante herramienta educativa y evangelizadora para promover programas escolares y ministeriales. La Diócesis anima a los administradores, párrocos y directores a apoyar el uso de Internet y a dar al personal diocesano la capacitación y las herramientas necesarias para interactuar de manera segura y responsable en línea. Sin embargo, quienes usan Internet deben tener en cuenta que ciertos comentarios e información pueden tener un efecto perjudicial sobre la Diócesis de Springfield-Cape Girardeau, su reputación y sus miembros. A la luz de esto, el personal diocesano está obligado a cumplir con la siguiente política con respecto al uso de sitios web personales y pastorales, incluyendo redes sociales, correo electrónico y blogs.

DEFINICIONES PARA EL PROPOSITO DE ESTA POLÍTICA:

Adultos: Cualquier persona de 18 (dieciocho) años o más.

Blog: Un tipo de sitio web, generalmente mantenido por un individuo, cuyo propósito principal es ofrecer comentarios o noticias sobre eventos o temas (por ejemplo, enseñanza de la Iglesia, teología, moral, etc.).

Niño/menor: significa toda persona menor de dieciocho años, o que sea considerada por la ley como el equivalente de un menor. A los efectos de este documento, el término «menores» también incluye a los estudiantes de secundaria de 18 años o más.

Clérigo: Un sacerdote o un diácono ordenados que esté incardinado en la Diócesis de Springfield-Cape Girardeau, así como un sacerdote o diácono religioso, o un sacerdote o diácono incardinado en otra diócesis, que esté ocupado en un ministerio bajo el control o auspicio de la Diócesis de Springfield-Cape Girardeau o entidad afiliada a ésta.

Personal diocesano: Todo el clero, diáconos, seminaristas, empleados religiosos, diocesanos, parroquiales y escolares y voluntarios adultos que trabajan o se ofrecen como voluntarios de manera regular o tiempo parcial dentro de cualquier organización designada como entidad diocesana.

Empleado: Cualquier persona empleada por la Diócesis de Springfield-Cape Girardeau o una entidad afiliada. Un empleado puede ser un clérigo, un(a) religioso/a o un(a) laico/a que también puede ser miembro de un instituto religioso.

Sitio pastoral: Una página de red social, un blog o cualquier sitio web / herramienta de Internet creado por el personal diocesano con el único propósito de llevar a cabo el ministerio diocesano o de la entidad afiliada.

Sitio web personal: Una página de red social, un blog o cualquier sitio web / herramienta de Internet creado por el personal diocesano con el propósito principal de compartir información personal con amigos y asociados.

Religioso/a: Una mujer (hermana) o un hombre (hermano) religioso consagrado que se dedica al ministerio bajo el control o los auspicios de la Diócesis de Springfield-Cape Girardeau o de una entidad afiliada.

Sitios de redes sociales: Un tipo de sitio web personal que es utilizado por grupos con un interés común para fines de comunicación.

Supervisor: El agente que contrata y/o supervisa: para el personal parroquial, el párroco; para los voluntarios de la parroquia, el administrador apropiado (por ejemplo, Líder Catequético Parroquial o Director de la Pastoral Juvenil); para el personal de la escuela, el director.

Voluntario: Adulto que trabaja sin ganancias financieras o materiales en nombre de la Diócesis de Springfield-Cape Girardeau o de sus entidades afiliadas que no sea un empleado, clérigo o religioso (por ejemplo, un pasante, catequista, líder Scout, entrenador, u otras personas en capacidades similares).

PROCEDIMIENTO

Según lo establecido por la Conferencia de los Obispos Católicos de los Estados Unidos y adaptado por la Diócesis de Springfield-Cape Girardeau:

Reglas clave para crear sitios:

- Cumpla con todas las políticas diocesanas/parroquiales incluyendo la Política y Procedimientos para un Ambiente Seguro y el Código de Conducta de la Diócesis.
- Las comunicaciones electrónicas, a través de mensajes de texto, correo electrónico u otros medios, siempre deben generarse a partir de cuentas y dispositivos oficiales diocesanos, parroquiales, escolares o de agencias.
- Las comunicaciones electrónicas con los estudiantes/menores también deben incluir a los padres del estudiante/menor, a todo el grupo/clase, y/o a otro personal apropiado (por ejemplo, el director, el párroco, el supervisor o un colega).
- Los adultos deben abstenerse de usar cuentas de correo electrónico o teléfonos celulares cuando se comuniquen o envíen mensajes de texto con estudiantes o menores.
- Se deben mantener los límites apropiados y profesionales al comunicar con los estudiantes y los menores.
- Mantenga todas las comunicaciones breves y dentro del tema, y en línea con la Política y Procedimientos para un Ambiente Seguro y el Código de Conducta de la Diócesis.
- Tenga en cuenta que incluso la comunicación personal del personal diocesano refleja la Iglesia y que usted puede ser responsable de cualquier opinión comunicada electrónicamente y expresada públicamente.
- No pretenda representar la posición oficial de la organización o las enseñanzas de la Iglesia, a menos que esté autorizado para hacerlo.
- Identifíquese. No haga declaración falsa de su propia identidad, no use pseudónimos o el nombre de la parroquia, programa, etc., como su identidad, a menos que esté autorizado para hacerlo.
- Cumpla con todas las leyes y normas vigentes (por ejemplo, los derechos de autor, el uso justo y las normas de divulgación financiera del IRS).
- No divulgue información confidencial sobre otros. El uso del nombre, dirección u otra información de identificación personal de menores (cualquier persona menor de 18 años) está prohibido sin el consentimiento expreso y por escrito del padre o tutor (Declaración firmada de divulgación a los medios de comunicación).
- Obtenga permiso o consentimiento escrito cuando se citen a otros, se publiquen fotos o vídeos, o enlaces a su material.
- No cree un sitio web o una página web diseñada para parecerse a una publicación oficial diocesana, de una entidad afiliada, agencia, institución o escuela sin el permiso por escrito del Director de Comunicaciones, Director, Párroco o Administrador de la agencia, institución u otro representante oficialmente designado.
- No utilice insignias (logotipos / sellos escolares, etc.), lemas, u otro emblema «corporativo» u «oficial» sin el permiso por escrito de la diócesis, la entidad afiliada, el director o párroco.
- Por lo menos un representante institucional (el párroco, director u otro representante oficial diocesano designado) listado en cualquier sitio web, blog, publicación debe ser un administrador del sitio y monitorearlo.
- Los adultos no pueden crear un sitio web / blog / publicación personal con fotos de estudiantes o menores, o enlaces o crear pasarelas a las páginas web o blogs de los estudiantes o menores. Los estudiantes y menores no deben estar en ninguna «lista de amigos» personal de un adulto.
- Es responsabilidad de todo el personal diocesano proteger sus credenciales de acceso y contraseñas en todo momento. Asegúrese de desconectar todos los dispositivos electrónicos para evitar el acceso no autorizado.
- Esté atento a los «enlaces»: No identifique un sitio web en una página web como «católico» sin aprobación. Los sitios deben ser examinados en su contenido.

Sitios web pastorales

La Diócesis de Springfield-Cape Girardeau y sus entidades afiliadas apoyan la creación de sitios web pastorales como un medio para llevar a cabo el ministerio de la diócesis / institución afiliada.
Se recomienda el uso de sitios web ministeriales para llevar a cabo los programas educativos y evangelizadores de la diócesis o las entidades afiliadas. Los supervisores que aprueban a las personas para crear un sitio web pastoral para divulgar información son responsables de supervisar el sitio web pastoral.

Correo electrónico pastoral / blogs

La Diócesis de Springfield-Cape Girardeau y sus entidades afiliadas apoyan el uso de correo electrónico y blogs como una herramienta de comunicación pastoral. Es una excelente plataforma para crear y distribuir información. Aunque el email y los blogs son poderosas herramientas de comunicación, el email o el blog del ministerio no pueden ser utilizados para:

1. llevar a cabo negocios externos;
2. difamar el carácter de cualquier individuo o institución;
3. causar daño y / o vergüenza a la Diócesis de Springfield-Cape Girardeau o a sus entidades afiliadas; o

4. divulgar cualquier información personal sobre cualquier persona, particularmente niños, que podría poner en peligro su seguridad o bienestar de cualquier manera.

Sitios web personales

La Diócesis de Springfield-Cape Girardeau y sus entidades afiliadas reconocen que el personal diocesano puede crear sitios web personales como medio de autoexpresión. Sin embargo, deben ser conscientes que cualquier cosa publicada en un sitio web personal no es diferente de hacer que dicha información esté disponible en cualquier foro público. Debe evitarse cualquier información que cause o tenga el potencial de causar daño y / o vergüenza a la Diócesis de Springfield-Cape Girardeau o a sus entidades afiliadas.

Los sitios personales del personal diocesano también deben reflejar la moral y los valores católicos. Las empresas están advirtiendo a sus empleados que, si bien los empleados tienen derecho a la privacidad y a la confidencialidad con respecto a lo que sus empleadores saben de ellos, el uso que hacen los empleados de las redes sociales, por su misma naturaleza, significa que renuncia a cierta intimidad y podría interpretarse como representando la ética y los valores de la empresa. Del mismo modo, se anima al personal diocesano a comprender que están siendo testigos de la fe a través de todas sus redes sociales, ya sean «públicas» o «privadas.»

Correo electrónico / blogs personales

En el caso de que un empleado, clérigo, religioso se identifique a sí mismo como un empleado o clérigo de la Diócesis de Springfield-Cape Girardeau o sus entidades afiliadas en un email / blog personal (o cualquier otro sitio web con una finalidad similar), para ayudar a disminuir posibles malentendidos, el empleado está obligado a poner el siguiente aviso en un lugar razonablemente prominente en el sitio web / correo electrónico / blog:

«Las opiniones expresadas en este sitio web / correo electrónico / blog son mías y no reflejan necesariamente las opiniones de mi empleador».

Aún con este aviso, se debe evitar cualquier información que cause o pueda causar daño y / o vergüenza a la Diócesis de Springfield-Cape Girardeau o a sus entidades afiliadas.

Sitios protegidos por contraseña

Tanto los sitios web pastorales como los sitios web personales pueden implicar el uso de un nombre de usuario / contraseña u otros medios para acceder a todas o partes del sitio. En el caso de que un clérigo, empleado, religioso o voluntario le dé a un estudiante o menor acceso a un sitio web que de otra manera no es abiertamente accesible al público, ese mismo acceso también debe ser compartido con y proporcionado al padre o tutor del niño cuando lo solicite. Tenga en cuenta que cada persona es responsable de proteger sus propias contraseñas, de cerrar la sesión de cualquier dispositivo electrónico, correo electrónico o plataforma de medios sociales, y de impedir el acceso no autorizado.

Sitios de redes sociales

Debido a la creciente popularidad de los sitios web de redes sociales, se permite el uso parroquial de estos sitios web como un medio para comunicar eficazmente con fines de ministerio y educación.

No debe usarse con el propósito principal de hacer amistad o socializar con la gente. Por el contrario, deben estar directamente relacionados con sujetos académicos, el ministerio y la evangelización. Debe hacerse todo lo posible para proporcionar un entorno seguro y evitar incluso la apariencia de impropiedad al utilizar Internet como herramienta para el ministerio. Para lograr este objetivo, se deben cumplir las siguientes directrices cuando se usan sitios web de redes sociales para programas en los que participen a jóvenes menores de 18 años. El uso de las redes sociales <u>no es recomendable</u> para grupos que incluyen a los alumnos más jóvenes que los de edad de escuela secundaria.

- Siempre obtenga el permiso de la diócesis / párroco / director antes de usar un medio de redes sociales para un programa parroquial. Sea específico en qué plataforma: es decir, Facebook, Twitter, Instagram, etc.
- Informe a los padres por escrito que la parroquia está planeando usar un sitio de redes sociales; y obtenga las autorizaciones que engendran los permisos necesarios para publicaciones específicas. Proporcione a los padres las contraseñas y el acceso necesarios.
- Cree una cuenta parroquial; nunca use una cuenta personal.
- El administrador del sitio debe ser un adulto y al menos UN supervisor, párroco o director. Se considera que el administrador del sitio trabaja con menores y por lo tanto debe haber completado la Capacitación para un Ambiente Seguro de acuerdo con la política diocesana y haber firmado un Código de Conducta actualizado.
- Se recomienda que el sitio se establezca como un sitio público en lugar de privado a fin de permitir la transparencia en todas las comunicaciones y publicaciones. El administrador debe preaprobar o supervisar regularmente todos los comentarios y publicaciones. Cualquier contenido inapropiado debe ser eliminado y la persona que lo publicó debe ser contactado y se le debe recordar que el contenido inapropiado no es aceptable.
- Publique las reglas de conducta en el sitio.

- El objetivo principal del sitio debe ser para la comunicación general sobre eventos de grupo en lugar de para charlar o socializar.
- Toda la información mostrada en el sitio debe reflejar y sostener la fe católica.
- Escriba como si estuviera seguro de que otros lo leerán. Las comunicaciones pueden ser fácilmente compartidas con otras personas para las que no están destinadas.
- Guarde copias de cualquier comunicación enviada a los jóvenes. Envíe SIEMPRE copias de toda la comunicación a los padres, así como a los jóvenes.
- No invite a un menor a ser un «amigo». El menor es quien debe hacer la solicitud.
- Siempre siga las reglas diocesanas respecto a tomar y publicar fotografías. No «etiquete» (*tag*) ninguna imagen (para identificar a alguien en una foto con fines de socialización en redes sociales).
- Tenga cuidado y delibere cuidadosamente al publicar fotos / videos / audio en sitios de redes sociales. Nunca identifica personalmente a un joven (se prefiere la identificación «global»), por ejemplo «alumnos de tercer grado en la escuela St. Ambrose, Chaffee, marcan el Día de los Veteranos con la comunidad local».
- El nombre, dirección u otra información personal de identificación de menores está prohibido bajo la política diocesana. Siempre obtenga las autorizaciones necesarias para cualquier publicación de medios sociales.
- Piense SERIAMENTE en archivar el componente / marco de tiempo para los lanzamientos de publicaciones / proyectos, asegurando que no ocurra el archivo de publicaciones. ** Específicamente, YouTube, Instagram, Facebook, Twitter. Una vez que se envía una publicación, está siempre se encuentra en Internet y se puede buscar a menos que un administrador la elimine después de 30 días, etc. Aun así, puede permanecer visible. Sea cauteloso y vigilante.
- Considere cómo la publicidad emergente (*pop-up advertising*) entra en juego. Elija sitios que tengan esto como mínimo y aquellos que se ajusten a la moral cristiana y otros contextos apropiados. ** YouTube, por ejemplo, «sugiere» otras publicaciones para usuarios que no siempre son apropiadas. Otros sitios pueden resultar más ideales.
- Sea prudente; actúe de manera intencional y consciente.

Información confidencial y propietaria

De acuerdo con nuestra política de «Confidencialidad» como se indica en el manual del empleado, el personal diocesano tiene prohibido revelar información que se entienda como de propiedad de o guardada como confidencial por la Diócesis de Springfield-Cape Girardeau o sus entidades afiliadas, sin el conocimiento y consentimiento apropiado de la autoridad correspondiente. Asimismo, en caso de despido, si un empleado o clérigo se ha identificado a sí mismo como un empleado o clérigo de la Diócesis de Springfield-Cape Girardeau o sus entidades afiliadas en un sitio personal, deberá eliminar la mención de la Diócesis de Springfield-Cape Girardeau o sus entidades afiliadas en su sitio web.

Marcas registradas y logotipos

El personal diocesano o de las entidades afiliadas puede usar las marcas registradas o los logotipos diocesanos o de las entidades afiliadas en los sitios web personales únicamente de manera que claramente promuevan o llamen la atención positiva a eventos diocesanos, sitios web u organizaciones asociadas con la marca o logotipo, después de recibir la autorización previa del Director de Comunicaciones. El personal diocesano no puede usar las marcas registradas o los logotipos de la diócesis o sus entidades afiliadas en sus sitios web personales en cualquier manera que razonablemente podría sugerir el patrocinio diocesano o de la institución afiliada o el acuerdo con cualesquiera opiniones expresadas. Asimismo, se prohíbe a los empleados proporcionar un enlace o de cualquier otra forma referirse al sitio web diocesano en su sitio personal, redes sociales o blogs sin recibir autorización previa del Director de Comunicaciones.

Lenguaje e imágenes inapropiados

La Diócesis de Springfield-Cape Girardeau y sus entidades afiliadas no tolerarán que miembros del personal diocesano publiquen comentarios obscenos, acosadores, ofensivos, despectivos, difamatorios o potencialmente escandalosos, enlaces y/o imágenes que reflejen un descrédito o causen daño y/o vergüenza a la Diócesis de Springfield-Cape Girardeau o a sus entidades afiliadas, empleados, proveedores, socios, agencias, escuelas y otros. A los empleados se les recuerda sus obligaciones bajo el «Código de Conducta» diocesano, tal como se indica en el manual del empleado diocesano. En particular, los miembros del personal diocesano no deben tomar ninguna acción contra la Iglesia, sus enseñanzas, o sus dirigentes en las redes sociales; ni afiliarse a ninguna organización o movimiento con espíritu antieclesial o que se dirige o tiene como principios fundamentales la crítica, el rechazo o la falta de respeto de la Iglesia.

Derecho a la revisión

La Diócesis de Springfield-Cape Girardeau y sus entidades afiliadas se reservan el derecho de revisar el sitio web personal de cualquier miembro del personal diocesano si hay razones para creer que esta y otras políticas relacionadas están siendo infringidas.

Protección de los niños

El personal de la Diócesis de Springfield-Cape Girardeau y sus entidades afiliadas cumplirán con todos los aspectos de la Ley de Protección de la Privacidad de los Niños en Línea: (https://www.ftc.gov/enforcement/rules/rulemaking-regulatory-reform-proceedings/childrens-online-privacy-protection-rule) y la Política y Procedimientos de Ambiente Seguro de la Diócesis de Springfield-Cape Girardeau: (http://dioscg.org/index.php/about/child-youth-protection/).

Se prohíbe al personal diocesano publicar o distribuir información identificable personal, incluyendo imágenes, de cualquier niño de menos de dieciocho (18) años sin el consentimiento verificable de un padre o de un tutor. La información personal identificable incluye el nombre completo, las fotos, la dirección del hogar, la dirección de correo electrónico, el número de teléfono o cualquier información que permita identificar o contactar a un niño. El consentimiento verificable puede ser en forma de un formulario de descargo / permiso que incluye el uso de fotografías, un correo electrónico de un padre o tutor o el permiso oral de un padre o tutor en presencia de otro adulto autorizado.

La Diócesis de Springfield-Cape Girardeau y sus entidades afiliadas revisarán caso por caso las infracciones contra la Ley de Protección de la Privacidad de los Niños en Línea o los Procedimientos para un Ambiente Seguro o las Políticas de la Diócesis de Springfield-Cape Girardeau. En el caso de que una disposición de las Directrices para el Uso de Tecnología, Correo Electrónico y Medios Sociales no pueda conciliarse con la Política y Procedimientos de Ambiente Seguro de la Diócesis de Springfield-Cape Girardeau, estarán en vigor las disposiciones de la Política y Procedimientos de Ambiente Seguro de la Diócesis de Springfield-Cape Girardeau.

Aplicación

La Diócesis de Springfield-Cape Girardeau, sus entidades afiliadas y sus respectivos administradores tienen la intención de hacer cumplir la política establecida aquí y esperan que todos los miembros del personal diocesano la cumplan. El incumplimiento de cualquiera de las disposiciones de esta Política y las Directrices para el Uso de Tecnología, Correo Electrónico y Medios Sociales será motivo de acción disciplinaria, hasta e incluyendo el despido, en el caso de un empleado o clérigo, o la remoción del puesto, si es un voluntario.

La Diócesis de Springfield-Cape Girardeau y sus entidades afiliadas se reservan el derecho de hacer cambios a esta política en cualquier momento y a su sola discreción, y a interpretar y administrar la política a la luz de las circunstancias y eventos cambiantes.

APROBADO el 1 de septiembre de 2015 por el Excmo. Mons. James V. Johnston, Diócesis de Springfield-Cape Girardeau.

REVISADO y APROBADO el 28 de junio de 2017 por el Excmo. Mons. Edward Rice, Diócesis de Springfield-Cape Girardeau. Revisado en 2019.

Una sugerencia de recursos en línea se encuentra a continuación:
**«Social Media Best Practices and Guidelines», Conferencia Estadounidense de los Obispos Católicos
**«Schools must weigh risks and benefits of social media for networking», por la Hna. Mary Angela Shaughnessy, SCN, JD, PhD

NOTA de Leslie Eidson, directora of Communicaciones, Medios y Publicaciones, leidson@dioscg.org:
La Diócesis de Springfield-Cape Girardeau agradece la generosidad de la Arquidiócesis de Saint Louis, la Diócesis de Beaumont y la Arquidiócesis de Seattle en la utilización de sus directrices como un recurso para el desarrollo de esta política; y de la Conferencia Estadounidense de los Obispos Católicos por el material de recursos en el desarrollo de esta política.

Elementos a continuación: Varias publicaciones para uso en escuelas, parroquias e entidades afiliadas, etc., como páginas firmadas que indican la comprensión de la política. En particular, los formularios de las escuelas se expedirán tanto a los padres como a los alumnos.

ROMAN CATHOLIC
DIOCESE of SPRINGFIELD–CAPE GIRARDEAU
Office of Child and Youth Protection

Formulario de Consentimiento y Descargo para los Medios de Comunicación de los Padres/Tutores

Estimado padre/tutor:

Al completar y firmar este Formulario Parental de Consentimiento y Descargo para los Medios de Comunicación, se entiende que, como parte de la catequesis y la educación en las parroquias y escuelas, mi hijo/estudiante puede participar en comunicaciones y actividades electrónicas en vivo y/o grabadas, tales como correo electrónico de grupo, mensajes de texto de grupo, medios de comunicación social y/o conferencias de audio o video (utilizando sólo las plataformas específicas designadas a continuación).

Estas actividades e imágenes pueden ser grabadas e incluidas en la página web oficial de la Diócesis, Parroquia o Escuela o en las publicaciones, materiales y campañas de los medios sociales, así como en otras iniciativas de los medios de comunicación (por ejemplo, medios de noticias impresos o electrónicos, boletines informativos, páginas web, recaudación de fondos, esfuerzos de promoción y desarrollo, solicitudes de subvenciones y presentaciones de vídeo, PowerPoint u otros medios electrónicos o de comunicación), sólo en cumplimiento de la *Política y Directrices para el Uso de Tecnología, Correo Electrónico y Medios Sociales* y otras políticas relacionadas, sin compensación para el niño o los padres/tutores.

Las fotografías, las videoconferencias y grabaciones, los mensajes de los medios sociales y otros medios impresos y electrónicos pueden estar disponibles durante un tiempo indeterminado, a menos que se indique lo contrario: _____
y restringidas a grupos específicos de personas**:** _____
y, para un propósito específico: _____

- Los padres/tutores que hayan completado y cumplan con los requisitos de Ambiente Seguro, Capacitación e Investigación de Antecedentes, y hayan presentado el Código de Conducta para Adultos actual al Coordinador de Ambiente Seguro de la Parroquia/Escuela pueden solicitar participar en sesiones de videoconferencia/audioconferencia que involucren a su hijo. Los padres/tutores pueden, en cualquier momento, solicitar copias de los materiales enviados a su hijo en relación con las comunicaciones electrónicas.
- Entiendo que, debido a la naturaleza de las plataformas de comunicación electrónica y de los medios de comunicación, no se puede garantizar la confidencialidad y/o la protección contra la difusión no autorizada.
- Entiendo que cualquier fotografía, grabación de audio o video será utilizado solamente por la Diócesis, Parroquia o Escuela de manera legal y que en ningún momento mi hijo será representado de manera no ética.
- Certifico que soy consciente de, entiendo y estoy de acuerdo en cumplir con la *Política y las Directrices para el Uso de la Tecnología, el Correo Electrónico y los Medios Sociales*:
https://dioscg.org/wp-content/uploads/Policy-and-Guidelines-for-the-Use-of-Tech-Email-Soc.-Media.SPANISH.pdf
- Entiendo que las conversaciones personales no autorizadas (uno a uno) entre el personal diocesano y los menores son una infracción contra la *Política y Directrices para el Uso de Tecnología, Correo Electrónico y Medios Sociales,* y que puedo reportar cualquier preocupación o infracción a la Oficina Diocesana de Comunicaciones, Medios de Comunicación y Publicaciones, la Oficina Diocesana de Protección de Niños y Jóvenes, las Fuerzas del orden, o la Línea Directa de Abuso y Negligencia Infantil de Missouri **800-392-3738** o **844-CAN-TELL.**
- Este Formulario de Consentimiento y Descargo es efectivo para el año académico actual, comenzando el 1 de julio y terminando el 30 de junio del año siguiente, y puede ser revocado por el padre/tutor en cualquier momento mediante una notificación por escrito.

Nombre del niño/estudiante:_____ Fecha de nacimiento:_____

Parroquia/Escuela/Grupo y Lugar:_____

Se concede permiso para estas preferencias de contacto (inicial y completo):

_____ Emails grupales para Padre/Tutor: _____ Niño:_____

_____ Mensajes de textos grupales para Padre/Tutor: _____ Niño:_____

_____ Plataforma de conferencia video o audio:_____

_____ Plataforma de medios sociales designada: ____ Facebook ____ Twitter ____ Instagram ____ YouTube

_____ **NO, no consiento que mi niño sea contactado por ningún medio de comunicación electrónico.**

Nombre del padre/tutor (letra de molde):_____ Número telefónico:_____

Firma de padre o tutor_____ Fecha:_____

ROMAN CATHOLIC
DIOCESE of SPRINGFIELD–CAPE GIRARDEAU
Office of Child and Youth Protection

The Code of Conduct for Clergy, Employees and Adult Volunteers of the Diocese, Parishes, and Schools

The Safe Environment Policy:
The Diocese of Springfield – Cape Girardeau and its Affiliates promote a zero-tolerance policy regarding sexual misconduct and are committed to creating and maintaining a safe environment for all of God's people, one that is free from any form of sexual misconduct, which is antithetical to the teachings of the Catholic Church.

For the purposes of this policy, sexual misconduct means any behavior of a sexual nature that occurs between diocesan personnel and a minor or an adult, which includes: sexual abuse, enticement, exploitation, and any other such behavior, or the appearance of any such behavior, whether in-person, verbal, written, or through the use of technology or other media, that is defined by and contrary to the moral teachings, doctrines, and Canon Law of the Catholic Church; and/or unlawful as described by local, state, and federal laws.

This policy applies to all diocesan personnel, including clergy, seminarians, consecrated religious, diocesan, parish and school employees, and all adult volunteers. Any violation of this policy will be grounds for discipline up to and including termination.

The Diocese of Springfield – Cape Girardeau has established this Code of Conduct for Clergy, Employees and Adult Volunteers of the Diocese, Parishes, and Schools to foster and maintain an atmosphere of trust and safety in its ministry to all minors and adults. Diocesan personnel have a responsibility to provide a safe environment and actively protect minors and adults from all forms of abuse and are expected to uphold and maintain the highest standards of professional, ministerial, and moral behavior.

A. Reporting Violations

Any known or suspected **abuse or neglect of a minor** must first be immediately reported to the **Missouri Child Abuse and Neglect Hotline at 800-392-3738.**

Any known or suspected **abuse or neglect of an adult** must first be immediately reported to the **Missouri Adult Abuse and Neglect Hotline at 800-392-0210**.

In situations of immediate danger, call 911.

Known or suspected abuse may also be reported to law enforcement in addition to making a report to the MO Child Abuse and Neglect Hotline or to the MO Adult Abuse and Neglect Hotline.

- **Failure to Report Abuse or Neglect is a Class A Misdemeanor for any person who is required under the law to report.**
- **No supervisor may interfere with or impede the reporting of suspected abuse.**
- **Filing a False Report is a Class A Misdemeanor.**

All diocesan personnel are required to also report violations of *The Code of Conduct for Clergy, Employees and Adult Volunteers of the Diocese, Parishes and Schools* to the Director of the Office of Child and Youth Protection at childandyouthprotection@dioscg.org or **417-866-0841,** or through the **TIPS** online reporting system, which is available on the diocesan website www.dioscg.org.

Violations involving the Bishop should be reported to the **Catholic Bishop Abuse Reporting System** at **800-276-1562** or https://reportbishopabuse.org/.

B. General Guidelines

All diocesan personnel are required to complete the designated safe environment training, complete and submit the background screening, and be current and compliant with the Code of Conduct ***before*** engaging in diocesan, parish, and/or school-sponsored activities involving minors and/or vulnerable adults.

Diocesan personnel are expected to maintain an environment that is free from unlawful behaviors, harassment, discrimination, violence, or retaliation in our diocesan, parish, and school-sponsored programs and activities as described in this Code of Conduct and related policies.

The guidelines contained herein are intended to assist diocesan personnel in making decisions about their interactions with minors or adults in diocesan, parish, or school-sponsored and affiliated programs and are not designed or intended to address the interactions within families.

Nothing contained in this policy, in whole or in part, is intended or to be interpreted to supersede civil laws.

C. Definitions

Abuse is any physical injury, sexual abuse or exploitation, or emotional abuse inflicted on a person other than by accidental means, by those responsible for his or her care, custody, and control. *(The use of physical discipline or physical force in any way for the behavior management, retaliation or correction of a minor by diocesan personnel is prohibited; section K.)*

Adult: any person 18 years of age or older (other than students in school). ***Vulnerable or eligible adults*** are persons who are considered uniquely vulnerable, who are unable to protect their own interests or adequately perform or obtain services necessary to meet their essential human needs due to physical or mental disabilities, and as defined by the statutes of the State of Missouri. ***"Vulnerable person"*** means any person in a state of infirmity, physical or mental deficiency, or deprivation of personal liberty which, in fact, even occasionally, limits their ability to understand or to want or otherwise resist the offense, (as defined, 2019, *Motu Proprio, Vos estis lux mundi,* Article 1).

Child or Minor*:* any person under the age of 18, or who is considered by law to be the equivalent of a minor. For the purposes of this document, the term "minors" also includes high school students age 18 or older.

Diocesan personnel means all clergy, seminarians, consecrated religious, diocesan, parish and school employees and all adult volunteers who work or volunteer on a regular or part-time basis within any organization designated as a diocesan entity.

Mandated Reporter**:** any person, as designated by the laws of the State of Missouri, who has reasonable cause to suspect that an individual has been or may be subjected to abuse or neglect or observes them being subjected to conditions or circumstances which would reasonably result in abuse or neglect, who is required by law to immediately report or cause a report to be made to the Child or Adult Abuse and Neglect Hotlines.

Neglect is defined as the failure to provide, by those responsible for the care, custody, and control of a child or adult, the proper or necessary support, education as required by law, nutrition or medical, surgical, or any other care necessary for the child or adult's well-being.

Sexual misconduct: for the purposes of this document, means any behavior of a sexual nature that occurs between diocesan personnel and a minor or an adult, which includes sexual abuse, enticement, exploitation, and other such behavior, or the appearance of any such behavior, whether in-person, verbal, written, or through the use of technology or other media, that are defined by and contrary to the moral instructions, doctrines and Canon Law of the Catholic Church, or unlawful as defined by civil laws.

D. Ensuring a Safe Environment

The Diocese of Springfield – Cape Girardeau has established a policy to promote a positive, nurturing, and safe environment for all ministries to protect minors and adults, as well as diocesan personnel, from misconduct or misunderstandings. This and related policies and guidelines are to be carefully followed by all diocesan personnel.

Diocesan personnel must take precautions to avoid any activities, or the appearance of such activities, that violate, contradict, or are contrary to the moral teachings, doctrines, and Canon Law of the Catholic Church, diocesan policies and guidelines, or are unlawful as defined by civil laws.

E. Education and Training

Diocesan personnel who regularly engage in activities involving minors or vulnerable adults are required to attend and complete the designated safe environment training. Clergy, employees, catechetical leaders, and other volunteers may be required to read monthly training bulletins, and/or complete other relevant training when assigned and/or requested by their supervisor or by the diocese. Diocesan personnel are required to annually review *The Code of Conduct for Clergy, Employees and Adult Volunteers* as part of their ongoing training.

F. Background Screening

Background Disclosure and Authorization: All diocesan personnel over the age of 18 must complete, sign, and submit the Background Disclosure and Authorization. The diocese will conduct a national and local criminal background screening of all diocesan personnel. Random and periodic rescreening will be conducted on all diocesan personnel.

Thorough reference checks should also be conducted for potential diocesan personnel.

Disqualifying Offenses: Background screening reports indicating, but not limited to physical or sexual abuse, sexual misconduct, exploitation, or harassment, crimes of violence, domestic violence, substance abuse, and/or impaired driving infractions may result in exclusion, restricted access, or other precautions.

The Background Disclosure and Authorization and the Code of Conduct forms are to be submitted to the designated local parish or school Safe Environment Coordinator. These documents may be retained in a secure manner at the parish, school, or the diocesan institution, and copies also forwarded to the Diocesan Office of Child and Youth Protection.

G. The Code of Conduct for Clergy, Employees and Adult Volunteers

Diocesan personnel, which includes clergy, religious, diocesan, parish or school employees, and all adult volunteers who regularly engage in activities involving minors or vulnerable adults are to annually read and sign *The Code of Conduct for Clergy, Employees and Adult Volunteers of the Diocese, Parishes, and Schools*. When completed and signed, the Code of Conduct is to be submitted to the designated local Parish or School Safe Environment Coordinator who then sends a copy to the Diocesan Office of Child and Youth Protection.

Minors who are employed or volunteer are required to read, sign and submit *The Code of Conduct for Minors Volunteering or Working with Younger Children*.

H. Dissemination

The Safe Environment Policy and Procedures of the diocese may be accessed on the Diocesan Webpage, www.dioscg.org, requested from the Diocesan Office of Child and Youth Protection, and is available at each Parish and School Office or from the designated local Safe Environment Coordinator. Parishes and schools are required to display posters with the Reporting Procedures in clearly visible locations and entrances. Every parish is required to include the Reporting Procedures in their bulletin annually. The diocese will periodically include the Reporting Procedures in its newspaper, printed or electronic publications.

I. Program Supervision

Diocesan personnel responsible for supervision of diocesan, parish and school activities must be aware of all programs for minors that are sponsored by a parish, school, or institution. A list of employees, volunteers, sponsors, and coordinators for these programs and activities, including the purpose, the meeting times and locations, is to be maintained at the parish, school or other institution and updated annually.

Programs for minors are to be sponsored by two or more screened, trained, and compliant adults *(see sections E, F and G).* Leaders are to evaluate these programs and ensure that there is adequate supervision. Diocesan personnel under 21 years of age must work under the direction of a supervisor 25 or older.

Ministries and other diocesan, parish, and/or school-sponsored programs and activities offered specifically or exclusively to minors within the Church are at the will and service of the parents/legal guardian who have the primary responsibility to care for and educate their children. Programs and activities for minors are to be conducted with the knowledge and consent of their parent(s) or legal guardian.

Parents and legal guardians are welcome to observe and are encouraged to be a part of any diocesan, parish and school-sponsored programs and activities in which their children are involved; however, all adults, including parents or legal guardians and adult family members, who regularly work, volunteer, or engage in diocesan, parish, or school-sponsored programs or activities for minors and/or vulnerable adults are required to complete the adult application process *(see sections E, F and G).*

Diocesan personnel are responsible for releasing minors in their care only to the parent/legal guardian or other persons designated by parent/legal guardian at the close of services or activities. In the event that diocesan personnel are uncertain of the propriety of releasing a minor, they are to locate or contact their supervisor before releasing the child.

J. Undue Attention

Certain behaviors and interactions between diocesan personnel and minors or vulnerable adults are viewed as ***not*** appropriate nor acceptable.

Examples of behaviors and interactions that are prohibited include, but are not limited to:

- Giving excessive attention or treating a minor or vulnerable adult in a different manner than others.
- Engaging in activities with a minor or vulnerable adult where no other adults are present or nearby.
- Singling out a minor person for special privileges, events, outings, or overnight trips.
- Being isolated or alone with a minor or vulnerable adult for any extended period of time in areas of a building or any other locations where no other adults are present or nearby, such as a private residence, staff-only and private rooms, hotel, dorm or bedrooms, closets, bathrooms, or vehicle.
- Sleeping alone in a room with or sharing a bed with an unrelated minor or vulnerable adult.
- Comments or remarks or other forms of attention, or expressed affection about physical appearance, attractiveness, and/or attire when discomfort is expressed, verbally or non-verbally.
- Having repeated, unofficial, or private contact or personally intimate conversations with a minor or vulnerable adult, whether in person, by telephone, through text-messaging, email, social media, apps, or any other means.
- Taking, requesting, sharing, publishing or posting photographs or audio/video recording of a minor or vulnerable adult without the knowledge and consent of their parent(s) or legal guardian.
- Giving extravagant gifts to or receiving gifts from a minor/vulnerable adult without the knowledge and consent of their parent(s) or legal guardian, and the Pastor, Principal, or Program Supervisor.

K. Physical Contact

Unacceptable, inappropriate or unwanted physical contact with a minor or vulnerable adult is prohibited. Examples of physical contact ***not to be used*** include, but not limited to:

- Physical affection such as kisses on the face, ears, lips, or other body part; lengthy hugs or embraces.
- Tickling, rough-housing, wrestling, piggyback or horseback rides.
- Holding a minor over five years old on the lap.
- Touching, patting, grabbing, pinching, massaging, or rubbing of the body, knees, legs, buttocks, chest, breasts, genital areas, or the clothing surrounding these areas (except when assisting with necessary hygiene and toileting).
- Any sexual contact or misconduct, as defined.
- Physical aggression, violent, threatening postures and gestures, holding, blocking, spanking, shaking, shoving, hitting, slapping, pinching, or biting.
- Physical discipline or other physical force in any way or manner used for behavior management, retaliation or correction of minors.

As part of Church life and ministry, when diocesan personnel interact with minors or adults, they are expected to be respectful of others and boundaries, to prioritize safety, act appropriately, consistently follow the policies, and create/maintain a safe environment.

Examples of acceptable forms of interaction *include:*

- Conversations when others are present, visible or nearby.
- Verbal praise, handshakes, hand-slapping, "high-fives," and "fist bumps."
- Touching shoulders or arms of minors.
- Pats on the shoulder or back; gentle pats on the head when culturally and age-appropriate.
- Side hugs, arms around shoulders, shoulder-to-shoulder hugs.
- Holding hands while walking with small children.

L. Agreements

I will:

- Immediately report any known or suspected child abuse or neglect to the **Missouri Child Abuse and Neglect Hotline at 800-392-3738.**
- Immediately report any known or suspected adult abuse or neglect to the **Missouri Adult Abuse and Neglect Hotline at 800-392-0210.**
- Call **911** or law enforcement when there are safety concerns and/or situations of immediate danger.
- Inform the Diocesan Director of the Office of Child and Youth Protection of any concerns or violations of *The Code of Conduct* or *Safe Environment Policy and Procedures*.
- Cooperate with any investigation(s) conducted by civil authorities and/or by the diocese regarding suspected abuse, misconduct or other violations.
- Adhere to *The Code of Conduct* and *The Safe Environment Policy and Procedures* of the diocese.
- Comply with *The Policy and Guidelines for the Use of Technology, Email, and Social Media*.
- Comply with *The Policy Addressing Harassment, Discrimination, Violence, and Retaliation*.
- Use positive reinforcement, attention, and praise with children, youth, and vulnerable adults.
- Treat everyone with respect, patience, integrity, courtesy, dignity, and consideration.

I will not:

- Have any contact, whether in-person, verbal, written, or through the use of technology or other media, with a minor or adult person involved in diocesan, parish or school-sponsored activities, that is defined by and contrary to the moral teachings, doctrines and Canon Law of the Catholic Church; unlawful as described by local, state, and federal law; and/or not in keeping with this Code of Conduct and other diocesan policies.
- Be isolated or alone with a minor or vulnerable adult for any extended period of time in areas of a building or any other locations where no other adults are present and nearby, such as a private residence, staff-only and private rooms, hotel, dorm or bedrooms, closets, bathrooms, or vehicle.
- Sleep alone in a room with or share a bed with an unrelated minor or vulnerable adult.
- Use tobacco, e-cigarettes, vaping, or other similar products or devices in the presence of minors.
- Use, possess, and/or be under the influence of alcohol or impaired by other drugs at any time while supervising or directly working with minors or vulnerable adults.
- Provide tobacco, e-cigarettes, vaping, or other similar products or devices, alcohol, or any other drugs to minors or vulnerable adults.
- Possess weapons of any sort while working with minors or vulnerable adults, except and only when in compliance with diocesan policy.
- Use obscene, indecent, and/or sexually explicit language or materials in the presence of minors.
- Possess, request, expose or share illegal, obscene, indecent images or child sexual abuse materials.
- Take, request, share, publish or post photographs or audio/video recording of a minor or vulnerable adult without the knowledge and consent of their parent(s) or legal guardian(s).
- Give extravagant gifts to or receive gifts from a minor or vulnerable adult without the knowledge and consent of their parent(s) or legal guardian, and the Pastor, Principal, or Program Supervisor.
- Use electronic devices (including phones, tablets, computers, etc.) for personal use for an extended period of time while supervising or working with minors, except in an emergency.

BACKGROUND QUESTIONNAIRE CONCERNING MISCONDUCT AND ABUSE

1. Have you ever sexually or physically abused a minor or an adult? ☐ **Yes** ☐ **No**
2. Have you ever been convicted of physical or sexual abuse, sexual misconduct, exploitation, harassment, crimes of violence, domestic violence, or endangering the welfare of a minor or an adult? ☐ **Yes** ☐ **No**
3. Has any allegation or civil or criminal complaint ever been made against you relating to physical or sexual abuse, sexual misconduct, exploitation, harassment, crimes of violence, domestic violence, or endangering the welfare of a minor or an adult? ☐ **Yes** ☐ **No**
4. Have you ever terminated your employment or had your employment terminated for reasons relating to allegations or civil or criminal complaints against you for physical or sexual abuse, sexual misconduct, exploitation, harassment, crimes of violence, domestic violence, or endangering the welfare of a minor or an adult? ☐ **Yes** ☐ **No**
5. Have you ever received any treatment, medical or psychological, for reasons involving physical or sexual abuse, sexual misconduct, exploitation, harassment, crimes of violence, or domestic violence, or endangering the welfare of a minor or an adult? ☐ **Yes** ☐ **No**

ACKNOWLEDGEMENT AND UNDERSTANDING

I understand that any known or suspected abuse or neglect of a minor must first be immediately reported to the **MO Child Abuse and Neglect Hotline at 800-392-3738.**

Any known or suspected abuse or neglect of an adult must first be immediately reported to the **MO Adult Abuse and Neglect Hotline at 800-392-0210**.

In situations of immediate danger, call 911.

Known or suspected abuse or neglect may also be reported to law enforcement in addition to making a report to the MO CAN or the MO AAN Hotlines.

- **Failure to Report Abuse or Neglect is a Class A Misdemeanor for a person who is required under the law to report.**
- **No supervisor may interfere with or impede the reporting of suspected abuse.**
- **Filing a False Report is a Class A Misdemeanor.**

Diocesan personnel are required to also report violations of *The Code of Conduct for Clergy, Employees and Adult Volunteers of the Diocese, Parishes and Schools* to the Diocesan Director, Office of Child and Youth Protection at childandyouthprotection@dioscg.org or **(417) 866-0841** or through the **TIPS** online reporting system, which is available on the diocesan website www.dioscg.org.

Violations involving the Bishop should be reported to the Catholic Bishop Abuse Reporting System at **800-276-1562** or https://reportbishopabuse.org/.

By signing this document, I certify that the responses contained in the Background Questionnaire are accurate, true, and complete to the best of my knowledge; and, I understand that falsified statements shall be grounds for dismissal.

I authorize investigation of all statements contained herein and release all parties from all liability for any damage that may result. I also authorize periodic recheck and update on my background screening.

I understand that my participation in and completion of any required and/or ongoing training and education may be a condition of employment or volunteering.

I further understand that any action inconsistent with or in violation of the Safe Environment Policy and this Code of Conduct or any failure to take action mandated by law or this Code of Conduct may result in disciplinary actions up to and including dismissal or termination.

I verify that I have read, understand and agree to faithfully follow the policies and guidelines in the *Diocese of Springfield – Cape Girardeau Code of Conduct for Clergy, Employees, and Adult Volunteers of the Diocese, Parishes, and Schools* as a condition of my employment or volunteer work.

Name of parish, school, or institution:_____

Role:_____ **Print Name:**_____

Phone No:_____ **Signature:**_____

Email:_____ **Date:**_____

The Code of Conduct is required annually and is to be submitted to local designated Safe Environment Coordinator. A copy should be retained for future reference. This Code of Conduct expires December 31, 2023.

ROMAN CATHOLIC
DIOCESE of SPRINGFIELD–CAPE GIRARDEAU
Office of Child and Youth Protection

El Código de Conducta para el Clero, los Empleados y los Voluntarios Adultos de la Diócesis, las Parroquias y Escuelas

La Política de Medio Ambiente Seguro:
La Diócesis de Springfield-Cape Girardeau y sus entidades afiliadas promueven una política de tolerancia cero en relación con la conducta sexual impropia y se comprometen a crear y mantener un ambiente seguro para todo el pueblo de Dios, libre de cualquier forma de conducta sexual impropia, lo cual es contrario a las enseñanzas de la Iglesia Católica.

A los efectos de esta política, la conducta sexual impropia significa cualquier comportamiento de naturaleza sexual que ocurra entre el personal diocesano y un menor o un adulto, lo cual incluye: el abuso sexual, la seducción, la explotación y cualquier otro comportamiento, o la aparición de tal comportamiento, ya sea en persona, verbal, escrito, o a través del uso de la tecnología u otros medios, que se define por y es contrario a las enseñanzas morales, doctrinas, y el Derecho Canónico de la Iglesia Católica; y/o es ilegal según lo descrito por las leyes locales, estatales y federales.

Esta política se aplica a todo el personal diocesano, incluyendo el clero, los seminaristas, los religiosos consagrados, los empleados diocesanos, parroquiales y escolares, y todos los adultos voluntarios. Cualquier infracción contra esta política será motivo de disciplina, hasta e incluyendo el despido.

La Diócesis de Springfield-Cape Girardeau ha establecido este Código de Conducta para el Clero, los Empleados y los Voluntarios Adultos de la Diócesis, las Parroquias y Escuelas para fomentar y mantener una atmósfera de confianza y seguridad en su ministerio a todos los menores y adultos. El personal diocesano tiene la responsabilidad de proveer un ambiente seguro y proteger activamente a los menores y adultos de todas las formas de abuso y se espera que mantengan los más altos estándares de conducta profesional, ministerial y moral.

A. Denuncia de infracciones

Cualquier **abuso o negligencia infantil**, conocido o presunto, debe primero ser reportado inmediatamente a la **Línea Directa de Abuso y Negligencia Infantil de Missouri al 800-392-3738.**

Cualquier **abuso o negligencia contra un adulto**, conocido o presunto, debe primero ser reportado inmediatamente a la **Línea Directa de Abuso y Negligencia de Adultos al 800-392-0210.**

En situaciones de peligro inmediato, llame al 911.

El abuso conocido o presunto puede ser denunciado a la policía además de hacer una denuncia a la Línea Directa de Abuso y Negligencia Infantil de Missouri o a la Línea Directa de Abuso y Negligencia de Adultos de Missouri.

- **El no denunciar es un delito menor de Clase A (*Class A Misdemeanor*) para una persona que está obligada por ley a denunciar.**
- **Ningún supervisor puede interferir o impedir la denuncia de un presunto abuso.**
- **Presentar una denuncia falsa es un delito menor de clase A.**

Todo el personal diocesano también debe denunciar las infracciones al *Código de Conducta para el Clero, Empleados y Voluntarios Adultos de la Diócesis, las Parroquias y Escuelas* al Director de la Oficina de Protección de Niños y Jóvenes de la Diócesis al: childandyouthprotection@dioscg.org o **(417) 866-0841** o a través del sistema de informe **TIPS**, el cual está disponible en el sitio web diocesano www.dioscg.org.

Las infracciones que involucran al Obispo deben ser denunciadas al **Sistema de Reportes de Abuso de los Obispos Católicos al** o https://reportbishopabuse.org/ **o 800-276-1562**.

B. Directrices generales

El personal diocesano que participa regularmente en actividades que involucran a menores o adultos vulnerables, debe completar elentrenmiento designada para un Ambiente Seguro, cumplir con la investigación de antecedentes y estar al día y cumplir con el Código de Conducta. Se espera que todo el personal diocesano mantenga un ambiente libre de comportamientos ilegales, acoso, discriminación, violencia o represalias en nuestros programas/actividades diocesanos, parroquiales y patrocinados por las escuelas, como se describe en este Código de Conducta y políticas relacionadas.

Las directrices contenidas en este documento tienen la intención de ayudar al personal diocesano a tomar decisiones sobre sus interacciones con menores o adultos en programas diocesanos, parroquiales o patrocinados por las escuelas y entidades afiliadas, y no están diseñadas ni tienen la intención de tratar las interacciones dentro de las familias.

Nada de lo contenido en esta política, en su totalidad o en parte, tiene la intención o se interpreta para sustituir a las leyes civiles.

C. Definiciones

El ***abuso*** es cualquier lesión física, abuso o explotación sexuales, o abuso emocional infligido a una persona que no sea por medios accidentales, por los responsables de su cuidado, custodia y control. *(El uso de disciplina física o fuerza física de cualquier manera para el manejo de la conducta, represalias o corrección de un menor por parte del personal diocesano está prohibido; sección K.).*

Adulto: cualquier persona de 18 años de edad o mayor (que no sea estudiante en las escuelas). Los ***adultos vulnerables o elegibles*** son personas que se consideran excepcionalmente vulnerables, que no pueden proteger sus propios intereses ni realizar u obtener los servicios necesarios para satisfacer sus necesidades humanas esenciales debido a discapacidades físicas o mentales, según y lo definido por las leyes del estado de Missouri. Por ***«persona vulnerable»*** se entiende toda persona en estado de enfermedad, deficiencia física o mental o privación de libertad personal que, de hecho, limita su capacidad —incluso ocasionalmente— de comprender o de querer o de resistirse de otro modo al delito (como se define en el *Motu Proprio «Vos estis lux mundi»,* artículo 1, de 2019).

Niño o menor*:* toda persona menor de 18 años de edad, o que sea considerada por la ley como el equivalente de un menor. A los efectos de este documento, el término «menores» también incluye a los estudiantes de secundaria de 18 años o más.

Por ***personal diocesano*** se entiende todo el clero, seminaristas, religiosos consagrados, empleados diocesanos, parroquiales y escolares y voluntarios adultos que trabajan o se ofrecen como voluntarios de manera regular o a tiempo parcial dentro de cualquier organización designada como entidad diocesana.

Informante por mandato**:** cualquier persona, según lo designado por las leyes del estado de Missouri, que tenga motivos razonables para sospechar que una persona ha sido o puede ser sometida a abuso o negligencia, o que observe que está sujeta a condiciones o circunstancias que podrían resultar razonablemente en abuso o negligencia, a quien la ley le exige que denuncie inmediatamente o que haga que se haga una denuncia a las líneas directas de abuso y negligencia para niños o adultos.

La ***negligencia*** se define como la falta de proporcionar, por parte de los responsables de la atención, custodia y control de un niño o un adulto, el apoyo adecuado o necesario, la educación requerida por la ley, la nutrición o la atención médica, quirúrgica, o cualquier otra atención necesaria para el bienestar del niño o del adulto.

Conducta sexual impropia: a los efectos de este documento, significa cualquier comportamiento de naturaleza sexual que ocurra entre el personal diocesano y un menor o un adulto que incluya abuso sexual, instigación, explotación, y otro tipo de comportamiento de este tipo, o la aparición de cualquier otro comportamiento, ya sea en persona, verbal, escrito o a través del uso de tecnología u otros medios de comunicación, que estén definidos y sean contrarios a las instrucciones morales, las doctrinas y el Derecho Canónico de la Iglesia Católica, o ilegales según lo descrito por las leyes civiles.

D. Garantizar un Ambiente Seguro

La Diócesis de Springfield-Cape Girardeau ha establecido una política para promover un ambiente positivo, enriquecedor y seguro para todos los ministerios para proteger a menores y adultos, así como al personal diocesano, de mala conducta o malentendidos. Esta política y las políticas y directrices relacionadas deben ser seguidas cuidadosamente por todo el personal diocesano.

El personal diocesano debe tomar precauciones para evitar cualquier actividad, o apariencia de tal actividad, que infrinja, contradiga o sea contraria a las enseñanzas morales, las doctrinas y el Derecho Canónico de la Iglesia Católica, las políticas y directrices diocesanas, o sean ilegales según lo definido por las leyes civiles.

E. Educación y capacitación

El personal diocesano que participa regularmente en actividades donde participan menores o adultos vulnerables debe asistir a y completar la capacitación para un Ambiente Seguro designada. Puede exigirse al clero, los empleados, los líderes de la catequesis y otros voluntarios que lean los boletines de capacitación mensuales, y/o completen otra capacitación pertinentes cuando sea asignado y/o solicitado por su supervisor o por la diócesis. El personal diocesano debe revisar anualmente el *Código de Conducta para el Clero, los Empleados y los Voluntarios Adultos* como parte de su formación permanente.

F. Verificación de antecedentes

Divulgación de antecedentes y autorización: Todo el personal diocesano de más de 18 años debe completar, firmar y presentar la Divulgación de Antecedentes y Autorización. La diócesis llevará a cabo una investigación criminal nacional y local de todo el personal diocesano. Periódicamente se realizarán nuevas investigaciones al azar a todo el personal diocesano.

También se deben llevar a cabo verificaciones minuciosas de las referencias del personal diocesano potencial.

Infracciones descalificantes: Los informes de análisis de antecedentes que indiquen, entre otros, abuso físico o sexual, conducta sexual impropia, explotación, delitos violentos, violencia doméstica, infracciones de conducción con impedimentos o abuso de sustancias pueden resultar en exclusión, acceso restringido u otras acciones de precaución.

Los formularios de la *Divulgación de Antecedentes y Autorización* y del *Código de Conducta* deben ser enviados al Coordinador de Ambiente designado para la parroquia o la escuela. Estos documentos pueden ser conservados de manera segura en la parroquia, escuela o institución diocesana, y las copias también ser enviadas a la Oficina de Protección de Niños y Jóvenes de la diócesis.

G. El Código de Conducta para el Clero, los Empleados y los Voluntarios Adultos

El personal diocesano, que incluye al clero, religiosos, empleados diocesanos, parroquiales o de las escuelas, y todos los voluntarios adultos que participan regularmente en actividades que involucran a menores o adultos vulnerables, deben leer y firmar anualmente el *Código de Conducta para el Clero, los Empleados y los Voluntarios Adultos de la Diócesis, las Parroquias y Escuelas*. Una vez completado y firmado, el Código de Conducta debe ser sometido al Coordinador de Ambiente Seguro designado de la parroquia o escuela locales, que luego envía una copia a la Oficina Diocesana de Protección de Niños y Jóvenes.

Se requiere que los menores que son empleados o voluntarios lean, firmen y entreguen el *Código de Conducta Ética para los menores que trabajan como voluntarios o empleados con niños más pequeños*.

H. Diseminación

Puede accederse a la *Política y Procedimientos de Ambiente Seguro* de la diócesis en la página web diocesana, www.dioscg.org, o puede solicitársela a la Oficina Diocesana de Protección de Niños y Jóvenes, y está disponible en la oficina de cada Parroquia y Escuela o puede ser solicitada al Coordinador local de Ambiente Seguro. Las parroquias y las escuelas deben mostrar carteles con los *Procedimientos de Denuncia* en lugares y entradas claramente visibles. Cada parroquia está obligada a incluir anualmente en sus boletines los Procedimientos de Denuncia. La diócesis incluirá periódicamente los Procedimientos de Denuncia en su periódico y en publicaciones impresas o electrónicas.

I. Supervisión del programa

El personal diocesano responsable de la supervisión de las actividades diocesanas, parroquiales y escolares debe estar al tanto de todos los programas para menores que son patrocinados por una parroquia o escuela o institución. Una lista de empleados, voluntarios, patrocinadores y coordinadores para estos programas y actividades, incluyendo el propósito, los horarios y lugares de reunión, se mantendrá en la parroquia, la escuela u otra institución y se actualizará anualmente.

Los programas para menores deben ser patrocinados por dos o más adultos evaluados, capacitados y que cumplan con los requisitos *(ver secciones E, F y G).* Los líderes deben evaluar estos programas y asegurar que hay una supervisión adecuada. El personal diocesano de menos de 21 años debe trabajar bajo la dirección de un supervisor de 25 años o más.

Los ministerios y otros programas y actividades patrocinadas por la diócesis, una parroquia o escuela, que se ofrecen específicamente o exclusivamente a menores dentro de la Iglesia están a la voluntad y servicio de los padres y tutores legales que tienen la responsabilidad primordial de cuidar y educar a sus hijos. Los programas y actividades con menores deben realizarse con el conocimiento y el consentimiento de los padres o tutores legales.

Los padres y tutores legales son bienvenidos a observar y se les anima a ser parte de cualquier programa y actividades diocesanos, parroquiales y patrocinadas por la escuela en las que sus hijos estén involucrados; sin embargo, todos los adultos, incluidos los padres o tutores legales y los miembros adultos de la familia, que trabajan regularmente, se ofrecen como voluntarios o participan en programas o actividades diocesanos, parroquiales o patrocinados por la escuela para menores y/o adultos vulnerables deben completar el proceso de solicitud de adultos *(ver secciones E, F y G).*

Cuando terminan los servicios o actividades, el personal diocesano es responsable de entregar a los menores que están bajo su cuidado sólo a los padres o tutores legales u otras personas designadas por los padres o tutores legales. En el caso de que el personal diocesano no esté seguro si debe dejar ir a un menor, deben localizar o contactar a su supervisor antes de dejar ir al niño.

J. Atención indebida

Ciertos comportamientos e interacciones entre el personal diocesano y los menores o adultos vulnerables se consideran ***no*** apropiados ni aceptables. ***Ejemplos de comportamientos e interacciones prohibidos*** incluyen, pero no se limitan a:

- Prestar excesiva atención o tratar a un individuo o adulto vulnerable de manera diferente que a otros.
- Participar en actividades con un adulto menor o vulnerable donde no haya otros adultos presentes o cercanos.
- Individualizar a una persona menor para privilegios especiales, eventos, excursiones o viajes con pernoctación.
- Estar aislado o solo con un menor o adulto vulnerable durante un período prolongado de tiempo en áreas de un edificio o en cualquier otro lugar donde no haya otros adultos presentes o cercanos, como áreas reservadas al personal, habitaciones privadas, hotel, dormitorios, armarios, baños, o en un vehículo.
- Dormir solo en una habitación con o compartir una cama con un menor o un adulto vulnerable no emparentado.
- Comentarios o observaciones u otras formas de atención, o afecto expresado sobre la apariencia física, el atractivo y/o el atuendo cuando se expresa incomodidad, verbal o no verbalmente.
- Tener contacto repetido, no oficial o privado o conversaciones personales íntimas con un adulto menor o vulnerable, ya sea en persona, por teléfono, a través de mensajes de texto, correo electrónico, redes sociales, aplicaciones o cualquier otro medio.
- Tomar, solicitar, compartir, publicar o publicar fotografías o grabar audio/video de un adulto menor o vulnerable sin el conocimiento y consentimiento de sus padres o tutores legales.
- Dar o recibir regalos extravagantes a/de un adulto menor/vulnerable sin el conocimiento y consentimiento de sus padres o tutores legales, y del párroco, director o supervisor del programa.

K. Contacto físico

Está prohibido el contacto físico inaceptable, inapropiado o no deseado con un menor o adulto vulnerable. Entre los ejemplos de contacto físico ***que no se deben utilizar*** se incluyen, entre otros:

- Afecto físico como besos en la cara, orejas, labios u otra parte del cuerpo; abrazos prolongados.
- Cosquillas, asperezas, luchas, paseos «a caballo».
- Hacer sentar a menores de más de cinco años en el regazo.
- Tocar, dar palmaditas, agarrar, pellizcar, masajear, o frotar el cuerpo, las rodillas, las piernas, las nalgas, el pecho, los pechos, áreas genitales, o la ropa que rodea estas áreas (excepto cuando ayudan con la higiene y el aseo necesarios).
- Cualquier contacto sexual o mala conducta, como se define.
- Agresión física, posturas y gestos violentos y amenazantes, sostenimiento, bloqueo, palizas, sacudir, empujones, golpes, cachetadas, pellizcos o mordeduras.
- Disciplina física u otra fuerza física de cualquier manera o manera utilizada para el manejo del comportamiento, represalias o corrección de menores.

Como parte de la vida y el ministerio de la Iglesia, cuando el personal diocesano interactúa con menores o adultos, se espera que sean respetuosos con los demás y los límites, que prioricen la seguridad, actúen de manera apropiada, sigan las políticas de manera constante y mantengan un entorno seguro.

Ejemplos de formas aceptables de interacción incluyen:

- Alabanza verbal, apretones de manos, palmadas en las manos, «choca esos cinco» y «golpes de puño».
- Tocar los hombros o los brazos de los menores.
- Palmadas en el hombro o en la espalda; palmaditas suaves en la cabeza cuando sea apropiado para cultura y la edad.
- Abrazos laterales, brazos alrededor de los hombros, abrazos hombro a hombro.
- Sostener las manos mientras se camina con niños pequeños.

L. Acuerdos

Voy a:

- Denunciar inmediatamente cualquier abuso o negligencia contra un niño, conocido o presunto, a la **Línea Directa de Abuso y Negligencia Infantil de Missouri al 800-392-3738.**
- Denunciar inmediatamente cualquier abuso o negligencia, conocido o presunto, a la **Línea Directa de Abuso y Negligencia de Adultos de Missouri al 800-392-0210.**
- Llamar al **911** o a la policía cuando haya problemas de seguridad y/o situaciones de peligro inmediato.
- Informar al Director de la Oficina de Protección de Niños y Jóvenes de la Diócesis de cualquier preocupación acerca de o infracción contra el *Código de Conducta* o la *Política y Procedimientos de Ambiente Seguro*.
- Cooperar con cualquier investigación realizada por las autoridades civiles y/o por la diócesis sobre sospecha de abuso, mala conducta u otras infracciones.
- Respetar el *Código de Conducta* y la *Política y Procedimientos de Ambiente Seguro* de la diócesis.
- Cumplir con la *Política y Directrices para el Uso de Tecnología, Correo , Electrónico y Medios Sociales*.
- Cumplir con la *Política de Seguridad Estudiantil contra el Acoso, la Discriminación, la Violencia y las Represalias*.
- Usar refuerzo positivo, atención y alabanza con niños, jóvenes y adultos vulnerables.
- Tratar a todos con respeto, paciencia, integridad, cortesía, dignidad y consideración.

No voy a:

- Tener ningún contacto, ya sea en persona, verbal, escrito, o a través del uso de la tecnología u otros medios, con un menor o una persona adulta involucrada en actividades diocesanas, parroquiales o patrocinadas por la escuela, que sea definido por y contrario a las enseñanzas morales, doctrinas y el Derecho Canónico de la Iglesia Católica; ilegal según lo descrito por la ley local, estatal y federal; y/o no de acuerdo con este Código de Conducta y otras políticas diocesanas.
- Estar aislado o solo con un menor o adulto vulnerable durante un período prolongado de tiempo en áreas de un edificio o en cualquier otro lugar donde no haya otros adultos presentes y cercanos, como áreas reservadas al personal, habitaciones privadas, hotel, dormitorios, armarios, baños, o en un vehículo.
- Dormir solo en una habitación con o compartir una cama con un menor o un adulto vulnerable no emparentado.
- Usar tabaco, cigarrillos electrónicos, productos de vapeo , u otros productos o dispositivos similares en presencia de menores de edad.
- Usar, poseer y/o estar bajo la influencia del alcohol o alterado por otras drogas en cualquier momento mientras superviso o trabajo directamente con menores o adultos vulnerables.
- Proporcionar tabaco, cigarrillos electrónicos, productos de vapeo u otros productos o dispositivos similares, alcohol o cualquier otra droga a los menores de edad.
- Poseer armas de cualquier tipo mientras trabajo con menores o adultos vulnerables, excepto y solo cuando esto cumpla con la política diocesana.
- Usar lenguaje o material obsceno, indecente y/o sexualmente explícito en presencia de menores.
- Poseer, solicitar, exponer o compartir imágenes ilegales, obscenas, indecentes o materiales de abuso sexual infantil.
- Tomar, solicitar, compartir o publicar fotografías o grabar audio/video de un adulto menor o vulnerable sin el conocimiento y consentimiento de sus padres o tutores legales.
- Dar o recibir regalos extravagantes a/de un adulto menor o vulnerable sin el conocimiento y consentimiento de sus padres o tutores legales, y del párroco, director o supervisor del programa.
- Usar dispositivos electrónicos (incluyendo teléfonos, tabletas, computadoras, etc.) para uso personal durante un período de tiempo prolongado mientras superviso o trabajo con menores, excepto en caso de emergencia.

CUESTIONARIO DE ANTECEDENTES EN RELACIÓN CON LA MALA CONDUCTA Y EL ABUSO

1. ¿Alguna vez ha abusado sexualmente de un menor o de un adulto? ☐ **Sí** ☐ **No**

2. ¿Alguna vez ha sido condenado por un delito de conducta sexual impropia, abuso sexual, abuso físico, acoso sexual, explotación o poner en peligro el bienestar de un menor o de un adulto? ☐ **Sí** ☐ **No**

3. ¿Se ha hecho alguna vez alguna acusación o queja civil o penal en su contra en relación con conducta sexual impropia, abuso sexual, abuso físico, acoso sexual, explotación o poner en peligro el bienestar de un menor o de un adulto? ☐ **Sí** ☐ **No**

4. ¿Alguna vez ha renunciado a su empleo o ha sido despedido de su empleo por razones relacionadas con acusaciones de conducta sexual impropia, abuso sexual o abuso físico hechos por usted, o relacionadas con quejas civiles o penales en su contra por conducta sexual impropia o abuso sexual o físico o por poner en peligro el bienestar de un menor o adulto? ☐ **Sí** ☐ **No**

5. ¿Ha recibido alguna vez algún tratamiento, médico o psicológico, por razones relacionadas con la conducta sexual impropia, o abuso sexual o físico de su parte a un menor o de un adulto? ☐ **Sí** ☐ **No**

RECONOCIMIENTO Y ENTENDIMIENTO

Entiendo que cualquier abuso o negligencia infantil, conocido o presunto, debe primero ser denunciado inmediatamente a la **Línea Directa de Abuso y Negligencia Infantil de Missouri al 800-392-3738.**

Cualquier abuso o negligencia contra un adulto, conocido o presunto, debe primero ser denunciado inmediatamente a la **Línea Directa de Abuso y Negligencia de Adultos de Missouri al 800-392-0210.**

En situaciones de peligro inmediato, llame al 911.

El abuso conocido o presunto puede ser denunciado a la policía además de hacer una denuncia a la **Línea Directa de Abuso y Negligencia Infantil de Missouri** o a la **Línea Directa de Abuso y Negligencia de Adultos de Missouri**.

- **El no denunciar es un delito menor de Clase A (*Class A Misdemeanor*) para una persona que está obligada por ley a denunciar.**
- **Ningún supervisor puede interferir o impedir la denuncia de un presunto abuso.**
- **Presentar una denuncia falsa es un delito menor de clase A.**

El personal diocesano también debe denunciar las infracciones al *Código de Conducta para el Clero, Empleados y Voluntarios Adultos de la Diócesis, las Parroquias y Escuelas* al Director Oficina de Protección de Niños y Jóvenes de la Diócesis al **417-866-0841** o childandyouthprotection@dioscg.org o a través del sistema de informe **TIPS**, el cual está disponible en el sitio web diocesano www.dioscg.org.

Las infracciones que involucran al Obispo deben ser denunciadas al **Sistema de Reportes de Abuso de los Obispos Católicos al 800-276-1562** o https://reportbishopabuse.org/.

Al firmar este documento, certifico que los datos contenidos en el Cuestionario de Antecedentes son exactos, verdaderos y completos según mi leal saber y entender; y entiendo que las declaraciones falsificadas serán motivo de despido.

Autorizo la investigación de todas las declaraciones contenidas aquí y descargo a todas las partes de toda responsabilidad por cualquier daño que pueda resultar. También autorizo la revisión periódica y la actualización de mi investigación de antecedentes.

Entiendo que mi participación y la realización de cualquier formación y educación requerida y/o continua puede ser una condición para el empleo o el voluntariado.

Además, entiendo que cualquier acción incompatible con o en violación de la Política de Ambiente Seguro y este Código de Conducta o cualquier incumplimiento de la acción exigida por la ley o este Código de Conducta puede resultar en acciones disciplinarias, incluyendo el despido o la terminación.

Reconozco que he leído, entiendo y estoy de acuerdo en seguir fielmente las reglas y directrices del *Código de Conducta para el Clero, los Empleados y los Voluntarios Adultos de la Diócesis, las Parroquias y Escuelas de la Diócesis de Springfield-Cape Girardeau* como una condición de mi empleo o trabajo voluntario.

Nombre y ubicación de la parroquia, escuela o institución: _____

Función:_____ **Fecha:**_____

Número de teléfono:_____ **Correo electrónico preferido:**_____

Nombre en letra de molde: _____ **Firma:**_____

El Código de Conducta se exige anualmente.
Debe conservarse una copia para futuras referencias. Este Código de Conducta expirará el 31 de diciembre de 2023.

ROMAN CATHOLIC
DIOCESE of SPRINGFIELD–CAPE GIRARDEAU
Office of Child and Youth Protection

Quy tắc ứng xử cho giáo sĩ, nhân viên và tình nguyện viên trưởng thành giáo phận, giáo xứ và trường học

Chính sách môi trường an toàn:
Giáo phận Springfield-Cape Girardeau và các Chi nhánh của nó thúc đẩy chính sách không khoan nhượng liên quan đến hành vi sai trái tình dục và cam kết tạo ra và duy trì một môi trường an toàn cho tất cả người dân của Chúa, một môi trường không có bất kỳ hình thức hành vi sai trái tình dục nào, trái ngược với những lời dạy của Giáo hội Công giáo.

Đối với mục đích của chính sách này, hành vi sai trái tình dục có nghĩa là bất kỳ hành vi nào có tính chất tình dục xảy ra giữa nhân viên giáo phận và trẻ vị thành niên hoặc người lớn, bao gồm: lạm dụng tình dục, dụ dỗ, bóc lột và bất kỳ hành vi nào khác như vậy, hoặc sự xuất hiện của bất kỳ hành vi nào như vậy, cho dù trực tiếp, bằng lời nói, bằng văn bản hoặc thông qua việc sử dụng công nghệ hoặc các phương tiện truyền thông khác, được xác định bởi và trái với những lời dạy đạo đức, giáo lý và Luật Canon của Giáo hội Công giáo; và/hoặc bất hợp pháp như được mô tả bởi luật pháp địa phương, tiểu bang và liên bang.

Chính sách này áp dụng cho tất cả nhân viên giáo phận, bao gồm giáo sĩ, nhà hội thảo, tôn giáo, giáo phận, nhân viên giáo xứ và trường học, và tất cả các tình nguyện viên trưởng thành. Bất kỳ vi phạm chính sách này sẽ là căn cứ để kỷ luật lên đến và bao gồm cả việc chấm dứt.

Giáo phận Springfield-Cape Girardeau đã thiết lập Bộ Quy tắc ứng xử này cho giáo sĩ, nhân viên và tình nguyện viên trưởng thành của Giáo phận, Giáo xứ và Trường học để thúc đẩy và duy trì bầu không khí tin tưởng và an toàn trong chức vụ của mình cho tất cả trẻ vị thành niên và người lớn. Nhân viên giáo phận có trách nhiệm cung cấp một môi trường an toàn và tích cực bảo vệ trẻ vị thành niên và người lớn khỏi mọi hình thức lạm dụng và dự kiến sẽ duy trì và duy trì các tiêu chuẩn cao nhất về hành vi chuyên nghiệp, bộ trưởng và đạo đức.

A. Báo cáo vi phạm

Bất kỳ hành vi lạm dụng hoặc bỏ bê trẻ vị thành **niên nào được biết đến hoặc nghi** ngờ trước tiên phải được báo cáo ngay lập tức cho Đường dây nóng Lạm dụng và Bỏ bê Trẻ em Missouri theo **số 800-392-3738.**

Bất kỳ hành vi lạm dụng hoặc bỏ bê người lớn nào được biết **đến** hoặc nghi ngờ trước tiên phải được báo cáo ngay lập tức cho Đường dây nóng Lạm dụng và Bỏ bê Người lớn Missouri theo số **800-392-0210**.

Trong tình huống nguy hiểm ngay lập tức, hãy gọi 911.

Đã biết hoặc nghi ngờ lạm dụng cũng có thể được báo cáo cho cơ quan thực thi pháp luật ngoài việc báo cáo cho Đường dây nóng Lạm dụng và Bỏ bê Trẻ em MO hoặc đường dây nóng lạm dụng và bỏ bê người lớn MO.

- **Không báo cáo lạm dụng hoặc bỏ bê là một tội nhẹ loại A cho bất kỳ người nào được yêu cầu theo luật để báo cáo.**
- **Không có người giám sát nào có thể can thiệp hoặc cản trở việc báo cáo nghi ngờ lạm dụng.**
- **Nộp Báo cáo Sai là tội nhẹ loại A.**

Tất cả nhân viên giáo phận cũng được yêu cầu báo cáo vi phạm Quy tắc ứng xử *cho giáo sĩ, nhân viên* và tình nguyện viên trưởng thành của Giáo phận, Giáo xứ và Trường học cho Giám đốc Văn phòng Bảo vệ Trẻ em và thành thiếu niên tại childandyouthprotection@dioscg.org **hoặc (417) 866-0841 hoặc** thông qua hệ thống báo cáo trực tuyến **TIPS,** có sẵn trên trang web của giáo phận www.dioscg.org.

Các vi phạm liên quan đến Giám mục nên được báo cáo **cho Hệ thống Báo cáo Lạm dụng Giám mục Công giáo theo số 800-276-1562 hoặc** https://reportbishopabuse.org/.

B. Hướng dẫn chung

Nhân viên giáo phận thường xuyên tham gia vào các hoạt động liên quan đến trẻ vị thành niên hoặc người lớn dễ bị tổn thương được yêu cầu tuân thủ sàng lọc lý lịch, hoàn thành khóa đào tạo môi trường an toàn được chỉ định và tuân thủ Quy tắc ứng xử. Tất cả nhânviên d iocesan dự kiến sẽ duy trì một môi trường không có hành vi bất hợp pháp, quấy rối, phân biệt đối xử, bạo lực hoặc trả thù trong các chương trình / hoạt động do giáo phận, giáo xứ và trường học tài trợ như được mô tả trong Bộ quy tắc ứng xử này và các chính sách liên quan.

Các hướng dẫn trong tài liệu này nhằm hỗ trợ nhân viên giáo phận đưa ra quyết định về tương tác của họ với trẻ vị thành niên hoặc người lớn trong các chương trình giáo phận, giáo xứ hoặc các chương trình liên kết và do trường học tài trợ và không đượcthiết kế hoặc nhằm giải quyết các tương tác trong gia đình.

Không có gì có trong chính sách này, toàn bộ hoặc một phần, được dự định hoặc được giải thích để thay thế luật dân sự.

C. Định nghĩa

Lạm dụng là bất kỳ thương tích thể chất, lạm dụng hoặc bóc lột tình dục, hoặc lạm dụng tình cảm gây ra cho một người khác ngoài phương tiện vô tình, bởi những người chịu trách nhiệm chăm sóc, giam giữ và kiểm soát của họ. *(Việc sử dụng kỷ luật thể chất hoặc lực lượng thể chất dưới bất kỳ hình thức nào để quản lý hành vi, trả thù hoặc sửa chữa trẻ vị thành niên của nhân viên giáo phận đều bị cấm; phần K.)*

Người lớn: bất kỳ người nào từ 18 tuổi trở lên (không phải học sinh ở trường). ***Người lớn dễ bị tổn thương*** hoặc đủ điều kiện là những người được coi là dễ bị tổn thương duy nhất, những người không thể bảo vệ lợi ích của chính họ hoặc thực hiện đầy đủ hoặc có được các dịch vụ cần thiết để đáp ứng nhu cầu thiết yếu của con người do khuyết tật về thể chất hoặc tinh thần, và theo định nghĩa của các đạo luật của Bang Missouri. ***"Người dễ bị tổn thương"*** có nghĩa là bất kỳ người nào trong tình trạng yếu đuối, thiếu hụt thể chất hoặc tinh thần, hoặc tước quyền tự do cá nhân, trên thực tế, thậm chí đôi khi, hạn chế khả năng hiểu hoặc muốn hoặc chống lại hành vi phạm tội của họ, (như được định nghĩa, 2019, *Motu Proprio, Vos estis lux mundi,* Điều 1).

Trẻ em hoặc*Trẻ vị thành niên:* bất kỳ người nào dưới 18 tuổi, hoặc được pháp luật coi là tương đương với trẻ vị thành niên. Đối với mục đích của tài liệu này, thuật ngữ "trẻ vị thành niên" cũng bao gồm học sinh trung học từ 18 tuổi trở lên.

Nhân viên giáo phận có nghĩa là tất cả các giáo sĩ, nhà hội thảo, nhân viên tôn giáo, giáo phận, giáo xứ và trường học và tất cả các tình nguyện viên trưởng thành làm việc hoặc tình nguyện thường xuyên hoặc bán thời gian trong bất kỳ tổ chức nào được chỉ định là một thực thể giáo phận.

Phóng viên bắt**buộc: bất** kỳ người nào, theo chỉ định của luật pháp bang Missouri, người có lý do hợp lý để nghi ngờ rằng một cá nhân đã hoặc có thể bị lạm dụng hoặc bỏ bê hoặc quan sát họ phải chịu các điều kiện hoặc hoàn cảnh hợp lý dẫn đến lạm dụng hoặc bỏ bê, người được pháp luật yêu cầu báo cáo ngay lập tức hoặc gây ra báo cáo cho Đường dây nóng lạm dụng và bỏ bê trẻ em hoặc người lớn.

Bỏ bê được định nghĩa là không cung cấp, bởi những người chịu trách nhiệm chăm sóc, quyền nuôi con và kiểm soát trẻ em hoặc người lớn, hỗ trợ thích hợp hoặc cần thiết, giáo dục theo yêu cầu của pháp luật, dinh dưỡng hoặc y tế, phẫu thuật hoặc bất kỳ dịch vụ chăm sóc nào khác cần thiết cho sức khỏe của trẻ em hoặc người lớn.

Hành vi sai trái tình dục: *vì mục đích của tài liệu này, có nghĩa là bất kỳ hành vi nào có tính chất tình dục xảy ra giữa nhân viên giáo phận và trẻ vị thành niên hoặc người lớn, bao gồm lạm dụng tình dục, dụ dỗ, bóc lột và các hành vi khác, hoặc sự xuất hiện của bất kỳ hành vi nào như vậy, cho dù trực tiếp, bằng lời nói, bằng văn bản hoặc thông qua việc sử dụng công nghệ hoặc các phương tiện truyền thông khác, được xác định bởi và trái với các hướng dẫn đạo đức, giáo lý* và Luật Canon của Giáo hội Công giáo, hoặc bất hợp pháp.

D. Đảm bảo môi trường an toàn

Giáo phận Springfield-Cape Girardeau đã thiết lập một chính sách để thúc đẩy một môi trường tích cực, nuôi dưỡng và an toàn cho tất cả các bộ để bảo vệ trẻ vị thành niên và người lớn, cũng như nhân viên giáo phận, khỏi hành vi sai trái hoặc hiểu lầm. Điều này và các chính sách và hướng dẫn liên quan phải được tuân thủ cẩn thận bởi tất cả nhân viên giáo phận.

Nhân viên giáo phận phải thực hiện các biện pháp phòng ngừa để tránh bất kỳ hoạt động nào, hoặc sự xuất hiện của các hoạt động đó, vi phạm, mâu thuẫn hoặc trái với những lời dạy đạo đức, giáo lý và Luật Canon của Giáo hội Công giáo, các chính sách và hướng dẫn của giáo phận, hoặc bất hợp pháp theo định nghĩa của luật dân sự.

E. Giáo dục và Đào tạo

Nhân viên giáo phận thường xuyên tham gia vào các hoạt động liên quan đến trẻ vị thành niên hoặc người lớn dễ bị tổn thương được yêu cầu tham dự và hoàn thành khóa đào tạo môi trường an toàn được chỉ định. Giáo sĩ, nhân viên, lãnh đạo danh dự và các tình nguyện viên khác có thể được yêu cầu đọc bản tin đào tạo hàng tháng và / hoặc hoàn thành các khóa đào tạo có liên quan khác khi được người giám sát của họ hoặc giáo phận chỉ định và / hoặc yêu cầu. Nhân viên giáo phận được yêu cầu hàng năm xem xét Quy tắc ứng xử cho *giáo sĩ,* nhân viên và tình nguyện viên trưởng thành như một phần của khóa đào tạo đang diễn ra của họ.

F. Sàng lọc nền

Tiết lộ lý lịch và ủy quyền: Tất cả nhân viên giáo phận trên 18 tuổi phải hoàn thành, ký và gửi Tiết lộ và Ủy quyền Nền. Giáo phận sẽ tiến hành sàng lọc lý lịch hình sự quốc gia và địa phương đối với tất cả nhân viên giáo phận. Việc sàng lọc lại ngẫu nhiên và định kỳ sẽ được tiến hành trên tất cả nhân viên giáo phận.

Kiểm tra tham khảo kỹ lưỡng cũng nên được tiến hành cho nhân viên giáo phận tiềm năng.

Tội phạm không đủ tiêuchuẩn: Các báocáo sàng lọc background cho thấy, nhưng không giới hạn ở lạm dụng thể chất hoặc tình dục, hành vi sai trái tình dục, bóc lột, tội phạm bạo lực, bạo lực gia đình, vi phạm lái xe bị suy yếu hoặc lạm dụng chất gây nghiện có thể dẫn đến loại trừ, hạn chế truy cập hoặc các hành động phòng ngừa khác.

Tiết lộ và ủy quyền nền và các biểu mẫu Quy tắc ứng xử sẽ được đệ trình lên Giáo xứ hoặc Điều phối viên Môi trường An toàn của trường học hoặc giáo xứ được chỉ định. Những tài liệu này có thể được lưu giữ một cách an toàn tại giáo xứ, trường học hoặc tổ chức giáo phận, và các bản sao cũng được chuyển đến Văn phòng Bảo vệ Trẻ em và Thanh thiếu niên giáo phận.

G. Quy tắc ứng xử cho giáo sĩ, nhân viên và tình nguyện viên trưởng thành

Nhân viên giáo phận, bao gồm các giáo sĩ, tôn giáo, giáo phận, giáo xứ hoặc nhân viên trường học, và tất cả các tình nguyện viên trưởng thành thường xuyên tham gia vào các hoạt động liên quan đến trẻ vị thành niên hoặc người lớn dễ bị tổn thương hàng năm phải đọc và ký Quy tắc *ứng xử cho giáo sĩ, nhân viên và tình nguyện viên trưởng thành của Giáo phận, Giáo xứ và Trường học.* Khi hoàn thành và ký tên, Quy tắc ứng xử sẽ được đệ trình lên Giáo xứ hoặc Điều phối viên Môi trường An toàn Trường học được chỉ định, người sau đó gửi một bản sao đến Văn phòng Bảo vệ Trẻ em và Thanh thiếu niên của Giáo phận.

Trẻ vị thành niên được tuyển dụng hoặc tình nguyện viên được yêu cầu đọc, ký và nộp *Quy tắc ứng xử cho trẻ vị thành niên tình nguyện hoặc làm việc với trẻ nhỏ.*

H. Phổ biến

Chính sách và thủ tục môi trường an toàn của giáo phận có thể được truy cập trên Trang web giáo phận, www.dioscg.org, được yêu cầu từ Văn phòng Bảo vệ Trẻ em và Thanhthiếu niên của Giáo phận, và có sẵn tại mỗi Văn phòng Giáo xứ và Trường học hoặc từ Điều phối viên Môi trường An toàn địa phương được chỉ định. Các giáo xứ và trường học được yêu cầu hiển thị áp phích với Quy trình báo cáo ở các địa điểm và lối vào có thể nhìn thấy rõ ràng. Mỗi giáo xứ được yêu cầu đưa Các Thủ tục Báo cáo vào bản tin của họ hàng năm. Giáo phận sẽ định kỳ bao gồm Các thủ tục báo cáo trên báo chí, ấn phẩm in hoặc điện tử của mình.

I. Giám sát chương trình

Nhân viên giáo phận chịu trách nhiệm giám sát các hoạt động của giáo phận, giáo xứ và trường học phải nhận thức được tất cả các chương trình dành cho trẻ vị thành niên được tài trợ bởi một giáo xứ, trường học hoặc tổ chức. Danh sách nhân viên, tình nguyện viên, nhà tài trợ và điều phối viên cho các chương trình và hoạt động này, bao gồm mục đích, thời gian và địa điểm họp, sẽ được duy trì tại giáo xứ, trường học hoặc tổ chức khác và được cập nhật hàng năm.

Các chương trình dành cho trẻ vị thành niên phải được tài trợ bởi hai hoặc nhiều người lớn được sàng lọc, đào tạo và tuân *thủ (xem các phần E, F và G).* Các nhà lãnh đạo phải đánh giá các chương trình này và đảm bảo rằng có sự giám sát đầy đủ.

Các bộ và các chương trình và hoạt động khác do giáo phận, giáo xứ và/hoặc trường học tài trợ được cung cấp cụ thể hoặc dành riêng cho trẻ vị thành niên trong Giáo Hội theo ý muốn và sự phục vụ của cha mẹ/người giám hộ hợp pháp có trách nhiệm chính là chăm sóc và giáo dục con cái của họ.

Các chương trình và hoạt động cho trẻ vị thành niên phải được tiến hành với sự hiểu biết và đồng ý của cha mẹ hoặc người giám hộ hợp pháp của họ. Nhân viên giáo phận dưới 21 tuổi phải làm việc dưới sự chỉ đạo của người giám sát từ 25 tuổi trở lên.

Phụ huynh và người giám hộ hợp pháp được hoan nghênh quan sát và được khuyến khích tham gia bất kỳ chương trình và hoạt động nào do giáo phận, giáo xứ và trường học tài trợ; tuy nhiên, tất cả người lớn, bao gồm cha mẹ hoặc người giám hộ hợp pháp

và các thành viên gia đình trưởng thành, những người thường xuyên làm việc, tình nguyện hoặc tham gia vào các chương trình hoặc hoạt động do giáo phận, giáo xứ hoặc trường học tài trợ cho trẻ vị thành niên và / hoặc người lớn dễ bị tổn thương được yêu cầu hoàn thành quá trình nộp đơn của người *lớn (xem các phần E, F và G).*

Nhân viên giáo phận chỉ có trách nhiệm thả trẻ vị thành niên trong sự chăm sóc của họ cho cha mẹ / người giám hộ hợp pháp hoặc những người khác được chỉ định bởi cha mẹ / người giám hộ hợp pháp khi kết thúc các dịch vụ hoặc hoạt động. Trong trường hợp nhân viên giáo phận không chắc chắn về quyền sở hữu của việc thả trẻ vị thành niên, họ phải xác định vị trí hoặc liên hệ với người giám sát của họ trước khi thả đứa trẻ.

J. Chú ý quá mức

Một số hành vi và tương tác giữa nhân viên giáo phận và trẻ vị thành niên hoặc người lớn dễ bị tổn thương được coi là không ***phù hợp cũng*** không được chấp nhận.
Ví dụ về các hành vi và tương tác bị cấm bao gồm, nhưng không giới hạn ở:

- Chú ý quá mức hoặc đối xử với trẻ vị thành niên hoặc người lớn dễ bị tổn thương theo cách khác với những người khác.
- Tham gia vào các hoạt động với trẻ vị thành niên hoặc người lớn dễ bị tổn thương, nơi không có người lớn nào khác có mặt hoặc gần đó.
- Hót một người chưa thành niên cho các đặc quyền đặc biệt, sự kiện, đi chơi hoặc các chuyến đi qua đêm.
- Bị cô lập hoặc một mình với người lớn vị thành niên hoặc dễ bị tổn thương trong bất kỳ khoảng thời gian dài nào trong các khu vực của tòa nhà hoặc bất kỳ địa điểm nào khác mà không có người lớn nào khác có mặt hoặc gần đó, chẳng hạn như khu vực chỉ dành cho nhân viên, phòng riêng, khách sạn, ký túc xá hoặc phòng ngủ, tủ quần áo, phòng tắm hoặc trong xe.
- Ngủ một mình trong phòng có hoặc ở chung giường với trẻ vị thành niên không liên quan hoặc người lớn dễ bị tổn thương.
- Nhận xét hoặc nhận xét hoặc các hình thức chú ý khác, hoặc thể hiện tình cảm về ngoại hình, sự hấp dẫn và / hoặc trang phục khi sự khó chịu được thể hiện, bằng lời nói hoặc không bằng lời nói.
- Có liên lạc lặp đi lặp lại, không chính thức hoặc riêng tư hoặc các cuộc trò chuyện thân mật cá nhân với người lớn vị thành niên hoặc dễ bị tổn thương, cho dù trực tiếp, qua điện thoại, thông qua tin nhắn văn bản, email, phương tiện truyền thông xã hội, ứng dụng hoặc bất kỳ phương tiện nào khác.
- Chụp, yêu cầu, chia sẻ, xuất bản hoặc đăng ảnh hoặc ghi âm/ghi hình người lớn chưa thành niên hoặc dễ bị tổn thương mà không có sự hiểu biết và đồng ý của cha mẹ hoặc người giám hộ hợp pháp.
- Tặng quà xa hoa cho hoặc nhận quà tặng từ trẻ vị thành niên / người lớn dễ bị tổn thương mà không có sự hiểu biết và đồng ý của cha mẹ hoặc người giám hộ hợp pháp của họ, và Mục sư, Hiệu trưởng hoặc Giám sát chương trình.

K. Tiếp xúc vật lý

Nghiêm cấm tiếp xúc vật lý không được chấp nhận, không phù hợp hoặc không mong muốn với trẻ vị thành niên hoặc người lớn dễ bị tổn thương. Ví dụ về tiếp xúc vật lý không được sử ***dụng*** bao gồm, nhưng không giới hạn ở:

- Tình cảm thể xác như nụ hôn trên mặt, tai, môi hoặc phần cơ thể khác; những cái ôm dài hoặc ôm nhau.
- Cù lét, nhà ở thô ráp, đấu vật, cưỡi heo đất hoặc cưỡi ngựa.
- Giữ một trẻ vị thành niên hơn năm tuổi trên đùi.
- Chạm, vỗ, nắm, véo, xoa bóp hoặc cọ xát cơ thể, đầu gối, chân, mông, ngực, ngực, vùng sinh dục hoặc quần áo xung quanh các khu vực này (trừ khi hỗ trợ vệ sinh và vệ sinh cần thiết).
- Bất kỳ quan hệ tình dục hoặc hành vi sai trái, như được định nghĩa.
- Gây hấn về thể chất, các tư thế và cử chỉ bạo lực, đe dọa, giữ, chặn, đánh đòn, lắc, đẩy, đánh, tát, véo hoặc cắn.
- Kỷ luật thể chất hoặc lực lượng thể chất khác theo bất kỳ cách thức hoặc cách thức nào được sử dụng để quản lý hành vi, trả thù hoặc sửa chữa trẻ vị thành niên.

Là một phần của đời sống Giáo hội và mục vụ, khi nhân viên giáo phận tiếp xúc với trẻ vị thành niên hoặc người lớn, họ phải tôn trọng người khác và ranh giới, ưu tiên sự an toàn, hành động phù hợp, tuân thủ nhất quán các chính sách và tạo / duy trì một môi trường an toàn.

Ví dụ về các hình thức tương tác được chấp nhận bao gồm:

- Khen ngợi bằng lời nói, bắt tay, tát tay, "high-fives" và "nắm đấm".
- Chạm vào vai hoặc cánh tay của trẻ vị thành niên.
- Vỗ vào vai hoặc lưng; vỗ nhẹ vào đầu khi phù hợp với văn hóa và lứa tuổi.
- Những cái ôm bên, vòng tay quanh vai, những cái ôm vai kề vai.
- Nắm tay trong khi đi bộ với trẻ nhỏ.

L. Thỏa thuận

<u>Tôi sẽ:</u>

- Báo cáo ngay lập tức bất kỳ hành vi lạm dụng hoặc bỏ bê trẻ em nào đã biết hoặc nghi ngờ cho Đường dây nóng Lạm **dụng và Bỏ bê Trẻ em Missouri theo số 800-392-3738.**
- Ngay lập tức báo cáo bất kỳ sự lạm dụng hoặc bỏ bê người lớn nào đã biết hoặc nghi ngờ cho Đường dây nóng Lạm dụng và Bỏ bê Người lớn **Missouri** theo **số 800-392-0210.**
- Gọi **911 hoặc cơ quan** thực thi pháp luật khi có lo ngại về an toàn và / hoặc các tình huống nguy hiểm ngay lập tức.
- Thông báo cho Giám đốc Giáo phận của Văn phòng Bảo vệ Trẻ em và Thanh thiếu niên về bất kỳ mối quan tâm hoặc vi phạm *Quy tắc ứng xử hoặc Chính* sách và Thủ tục Môi trường *An toàn*.
- Hợp tác với bất kỳ (các) cuộc điều tra nào được thực hiện bởi các cơ quan dân sự và / hoặc bởi giáo phận về nghi ngờ lạm dụng, hành vi sai trái hoặc các vi phạm khác.
- Tuân thủ *Quy tắc ứng xử* và Chính sách và Thủ *tục môi* trường an toàn của giáo phận.
- Tuân thủ *Chính sách và Hướng dẫn sử dụng công nghệ, email và phương tiện truyền thông xã hội*.
- Tuân thủ Chính *sách giải quyết quấy rối, phân biệt đối xử, bạo lực và trả thù.*
- Sử dụng sự củng cố tích cực, sự chú ý và khen ngợi với trẻ em, thanh thiếu niên và người lớn dễ bị tổn thương.
- Đối xử với mọi người với sự tôn trọng, kiên nhẫn, chính trực, lịch sự, nhân phẩm và cân nhắc.

<u>Tôi sẽ không:</u>

- Có bất kỳ liên hệ nào, cho dù trực tiếp, bằng lời nói, bằng văn bản hoặc thông qua việc sử dụng công nghệ hoặc các phương tiện truyền thông khác, với một người chưa thành niên hoặc người lớn tham gia vào các hoạt động giáo phận, giáo xứ hoặc do trường học tài trợ, được xác định bởi và trái với những lời dạy đạo đức, giáo lý và Luật Canon của Giáo hội Công giáo; bất hợp pháp như được mô tả bởi luật địa phương, tiểu bang và liên bang; và/hoặc không phù hợp với Quy tắc ứng xử này và các chính sách giáo phận khác.
- Bị cô lập hoặc một mình với người lớn vị thành niên hoặc dễ bị tổn thương trong bất kỳ khoảng thời gian dài nào trong các khu vực của tòa nhà hoặc bất kỳ địa điểm nào khác mà không có người lớn nào khác có mặt và gần đó, chẳng hạn như khu vực chỉ dành cho nhân viên, phòng riêng, khách sạn, ký túc xá hoặc phòng ngủ, tủ quần áo, phòng tắm hoặc trong xe.
- Ngủ một mình trong phòng có hoặc ở chung giường với trẻ vị thành niên không liên quan hoặc người lớn dễ bị tổn thương.
- Sử dụng thuốc lá, thuốc lá điện tử, vaping hoặc các sản phẩm hoặc thiết bị tương tự khác với sự hiện diện của trẻ vị thành niên.
- Sử dụng, sở hữu và/hoặc chịu ảnh hưởng của rượu hoặc bị suy yếu bởi các loại thuốc khác bất cứ lúc nào trong khi giám sát hoặc trực tiếp làm việc với trẻ vị thành niên hoặc người lớn dễ bị tổn thương.
- Cung cấp thuốc lá, thuốc lá điện tử, vaping hoặc các sản phẩm hoặc thiết bị tương tự khác, rượu hoặc bất kỳ loại thuốc nào khác cho trẻ vị thành niên hoặc người lớn dễ bị tổn thương.
- Sở hữu vũ khí thuộc bất kỳ loại nào trong khi làm việc với trẻ vị thành niên hoặc người lớn dễ bị tổn thương, ngoại trừ và chỉ khi tuân thủ chính sách giáo phận.
- Sử dụng ngôn ngữ hoặc tài liệu tục tĩu, không đứng đắn và/hoặc khiêu dâm với sự hiện diện của trẻ vị thành niên.
- Sở hữu, yêu cầu, vạch trần hoặc chia sẻ hình ảnh bất hợp pháp, tục tĩu, không đứng đắn hoặc tài liệu lạm dụng tình dục trẻ em.
- Chụp, yêu cầu, chia sẻ, xuất bản hoặc đăng ảnh hoặc ghi âm/ghi hình người lớn chưa thành niên hoặc dễ bị tổn thương mà không có sự hiểu biết và đồng ý của cha mẹ hoặc (các) người giám hộ hợp pháp.
- Tặng quà xa hoa cho hoặc nhận quà tặng từ trẻ vị thành niên hoặc người lớn dễ bị tổn thương mà không có sự hiểu biết và đồng ý của cha mẹ hoặc người giám hộ hợp pháp của họ, và Mục sư, Hiệu trưởng hoặc Giám sát chương trình.
- Sử dụng các thiết bị điện tử (bao gồm điện thoại, máy tính bảng, máy tính, v.v.) để sử dụng cá nhân trong một thời gian dài trong khi giám sát hoặc làm việc với trẻ vị thành niên, ngoại trừ trong trường hợp khẩn cấp.

BẢNG CÂU HỎI NỀN LIÊN QUAN ĐẾN HÀNH VI SAI TRÁI VÀ LẠM DỤNG

1. Bạn đã bao giờ lạm dụng tình dục trẻ vị thành niên hoặc người lớn chưa? ☐ **Có** ☐ **Không**

2. Bạn đã bao giờ bị kết án về tội hành vi sai trái tình dục, lạm dụng tình dục, lạm dụng thể xác, quấy rối tình dục, bóc lột hoặc gây nguy hiểm cho phúc lợi của trẻ vị thành niên hoặc người lớn chưa? ☐ **Có** ☐ **Không**

3. Có cáo buộc hoặc khiếu nại dân sự hoặc hình sự nào chống lại bạn liên quan đến hành vi sai trái tình dục, lạm dụng tình dục, lạm dụng thể chất, quấy rối tình dục, bóc lột hoặc gây nguy hiểm cho phúc lợi của trẻ vị thành niên hoặc người lớn không? ☐ **Có** ☐ **Không**

4. Bạn đã bao giờ chấm dứt việc làm hoặc chấm dứt việc làm của mình vì những lý do liên quan đến các cáo buộc về hành vi sai trái tình dục, lạm dụng tình dục hoặc lạm dụng thể chất của bạn, hoặc liên quan đến các khiếu nại dân sự hoặc hình sự chống lại bạn vì hành vi sai trái tình dục, lạm dụng tình dục hoặc thể chất, hoặc gây nguy hiểm cho phúc lợi của trẻ vị thành niên hoặc người lớn? ☐ **Có** ☐ **Không**

5. Bạn đã bao giờ được điều trị, y tế hoặc tâm lý, vì những lý do liên quan đến hành vi sai trái tình dục, lạm dụng tình dục hoặc thể chất của bạn đối với trẻ vị thành niên hoặc người lớn chưa? ☐ **Có** ☐ **Không**

THỪA NHẬN VÀ HIỂU BIẾT

Tôi hiểu rằng bất kỳ hành vi lạm dụng hoặc bỏ bê trẻ vị thành niên nào được biết đến hoặc nghi ngờ trước tiên phải được báo cáo ngay **lập tức cho Đường dây nóng Lạm dụng và Bỏ bê Trẻ em MO theo số 800-392-3738.**

Bất kỳ hành vi lạm dụng hoặc bỏ bê người lớn nào được biết đến hoặc nghi ngờ trước tiên phải được báo cáo ngay lập tức cho Đường dây nóng Lạm dụng và Bỏ bê Người lớn mo theo số **800-392-0210.**

Trong tình huống nguy hiểm ngay lập tức, hãy gọi 911.

Đã biết hoặc nghi ngờ lạm dụng cũng có thể được báo cáo cho cơ quan thực thi pháp luật ngoài việc báo **cáo cho MO CAN** hoặc **Đường dây nóng MO AAN**.

- **Không báo cáo lạm dụng hoặc bỏ bê là một tội nhẹ loại A cho một người được yêu cầu theo luật để báo cáo.**
- **Không có người giám sát nào có thể can thiệp hoặc cản trở việc báo cáo nghi ngờ lạm dụng.**
- **Nộp Báo cáo Sai là tội nhẹ loại A.**

Nhân viên giáo phận cũng được yêu cầu báo cáo vi phạm Quy tắc ứng xử cho giáo sĩ, nhân viên và tình nguyện viên trưởng thành *của Giáo phận, Giáo xứ và* Trường học cho Giám đốc Giáo phận, Văn phòng Bảo vệ Trẻ em và Thanh thiếu niên theo số childandyouthprotection@dioscg.org **hoặc (417) 866-0841 hoặc** thông qua hệ thống báo cáo trực tuyến **TIPS,** có sẵn trên trang web giáo phận www.dioscg.org.

Các vi phạm liên quan đến Giám mục nên được báo cáo **cho Hệ thống Báo cáo Lạm dụng Giám mục Công giáo theo số 800-276-1562** hoặc https://reportbishopabuse.org/ .

Bằng cách ký tài liệu này, tôi xác nhận rằng các câu trả lời có trong Bảng câu hỏi nền là chính xác, đúng và đầy đủ theo hiểu biết tốt nhất của tôi; và, tôi hiểu rằng các tuyên bố sai lệch sẽ là căn cứ để sa thải.

Tôi cho phép điều tra tất cả các tuyên bố có trong tài liệu này và giải phóng tất cả các bên khỏi mọi trách nhiệm pháp lý đối với bất kỳ thiệt hại nào có thể dẫn đến. Tôi cũng cho phép kiểm tra lại định kỳ và cập nhật về sàng lọc lý lịch của mình.

Tôi hiểu rằng việc tôi tham gia và hoàn thành bất kỳ khóa đào tạo và giáo dục bắt buộc và / hoặc liên tục nào có thể là một điều kiện làm việc hoặc tình nguyện.

Tôi hiểu thêm rằng bất kỳ hành động nào không phù hợp với hoặc vi phạm Chính sách Môi trường An toàn và Quy tắc Ứng xử này hoặc bất kỳ hành động nào bắt buộc theo luật pháp hoặc Quy tắc ứng xử này có thể dẫn đến các hành động kỷ luật lên đến và bao gồm sa thải hoặc chấm dứt.

Tôi xác minh rằng tôi đã đọc, hiểu và đồng ý tuân thủ trung thực các quy tắc và hướng dẫn trong Quy tắc ứng xử của Giáo phận *Springfield-Cape Girardeau cho giáo sĩ,* nhân viên và tình nguyện viên trưởng thành của Giáo phận, Giáo xứ và Trường học như một điều kiện làm việc hoặc công việc tình nguyện của tôi.

Tên và địa điểm của giáo **xứ, trường học hoặc tổ chức:** _____

Vai trò:_____ **Tên In:**_____

Số điện thoại:_____ **Email ưu tiên:**_____

Chữ ký:_____ **Ngày:**_____

Quy tắc ứng xử được yêu cầu hàng năm.
Một bản sao nên được giữ lại để tham khảo trong tương lai. Quy tắc ứng xử này hết hạnvào ngày 31 tháng 12 năm 2023.