

ARCHDIOCESE OF LOS ANGELES

Responsibilities of Pastors, Parish Administrators and Parish Life Directors in Relationship to Safeguard the Children Initiatives

Revised February 2018

I. Pastors/Parish Administrators/Parish Life Directors must:

- be [fingerprinted by the Archdiocese of Los Angeles](#).
 - If the parish has a preschool, the pastor must be fingerprinted under Community Care Licensing Health and Safety Code.
- have attended [VIRTUS® “Protecting God’s Children” Adult Awareness Training](#) and “Keeping the Promise Alive” Recertification [certificates must be on file] or Option #3 – keeping current with reading the VIRTUS® Online articles.
- have reviewed the “**Archdiocesan Policy on Sexual Abuse by Clergy**” and signed the “Acknowledgment” form. This form is to be retained in the priest’s personnel file in the Office of the Vicar for Clergy.
- review on an annual basis the child abuse mandated reporting training and reporting procedures document, [“Archdiocesan Policy and Procedures for Reporting Allegation of Sexual Abuse of Minors to Public Authorities.”](#)
- review on an annual basis the [“Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events”](#) and sign the “Acknowledgment” form. Signed “Acknowledgment” form must be on file in the parish office.
- have established a [Safeguard the Children Parish Committee](#) that meets at least twice a year and has recorded minutes of these meetings.
- strictly follow the policy on [“The Issuance of Temporary Faculties for Visiting Priests”](#) from the Roman Catholic Archdiocese of Los Angeles *Priest Policies and Guidelines* (Update 9/22/2015).

II. Pastors/Parish Administrators/Parish Life Directors are responsible to see the School Principal, Director of Religious Education, Confirmation Coordinator and Youth Minister have instituted the following policies and procedures that:

- all clergy, employees, staff and volunteers who have supervisory responsibilities for minors are fingerprinted and listed on VPIN¹, VIRTUS® Online or parish/school database.

¹ Volunteers and Personnel Information Network (VPIN). For information: Help Desk – (213) 637 - 7308 or fingerprinting@la-archdiocese.org.

- all clergy, employees, staff and regular volunteers have current VIRTUS® Adult Training certification and are listed on VPIN, a parish database or VIRTUS® Online.
- all clergy, employees, staff and regular volunteers annually review and sign the “Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events” and have documents on file. Copies may be filed at the parish and be readily available for inspection by the USCCB Safe Environment auditors.
- all children and youth receive/have received Child/Youth Sexual Abuse Prevention Training annually. Training must be completed by February 15 of each year, and training must be reported on VIRTUS® Online by February 28 (e.g., number trained, the number who “opt-out” and the number absent). Copies may be filed in a central location or each ministry leader be responsible for his/her files.
- the “Working Together to Prevent Child Sexual Abuse: Child Sexual Abuse Prevention Programs, Policies and Resources” brochures are displayed in a visible place in the vestibule of the church, school office and Religious Education office.
- Ensure volunteer youth working with children or other youth review and sign the “Boundary Guidelines and Code of Conduct for Middle and High School Youth Working or Volunteering with Children or Youth” on an annual basis.
- “Did You Know?” child sexual abuse prevention bulletin announcements must be published weekly in the parish bulletin.

III. Pastors/Parish Administrators/Parish Life Directors are responsible to work with the School Principal, Director of Religious Education, Confirmation Coordinator and Youth Minister in completing the following:

- review on an annual basis the mandated child abuse reporting procedures from “Responding to an Allegation of Suspected Child Abuse” and insure this document is conveniently displayed.
- **Mandated USCCB Safe Environment Parish Audit Compliance Report and Signature Page:** The pastor is responsible for completing and signing this mandated report and returning it to the Safeguard the Children Office by April 28.
- **Pre-Audit Safe Environment Visits:** The pastor is responsible for scheduling the date and time for a Pre-Audit Visit conducted by the Office of Safeguard the Children, with all parish/school staff members listed above to be present if parish is selected for a pre-audit visit.
- **USCCB Safe Environment Audit:** If the parish/school site is randomly selected by the USCCB independent auditing firm for an Onsite Safe Environment Audit Visit, the pastor will cooperate to insure that he and the above listed staff members are present on the date and time scheduled.