

# Ethics and Integrity in Ministry (EIM)

## Frequently Asked Questions

(updated 10/2016)

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### What is EIM and why is it important to become EIM complaint?

Here are two excerpts from a statement by Most Reverend Joe Vazquez, Bishop of Austin:

*...the Church must first be a protector of all God's children. Our diocesan EIM program was born of the Catholic belief that we are each called to protect those who are most vulnerable.*

*Compliance with our EIM program is required of all individuals in the Diocese (paid and volunteer) that serve our youth and those adults considered vulnerable due to age or some incapacity.*

Click here to see the complete statement from Bishop Joe:

<http://www.austindiocese.org/sites/default/files/2015%20Bishop%20Letter%20for%20EIM%20Policy%20Book.pdf>

### How do I become EIM compliant so I can serve in ministry at Emmaus?

Step 1: Complete an online EIM Application for Ministry.

- You create a personal EIM account with the Diocese of Austin to complete the application.
- This permits the Diocese of Austin to run a criminal background check on you.
- You only have to complete the application one time.
- Background checks are re-run every 3 years if you remain active in ministry.

Step 2: Register for a 2 hour EIM Workshop.

- Application from Step 1 must be fully submitted.
- Register online via your personal EIM account.
- Workshops must be retaken every 3 years to maintain your EIM compliance.

### Where can I find the EIM Application for Ministry in English?

This is the direct link to the online EIM Application for Ministry in English:

[www.eappsdb.com/login.asp?orgz\\_key=4](http://www.eappsdb.com/login.asp?orgz_key=4)

The application may also be accessed by following the links on the Emmaus website at

<http://www.emmausparish.org/> or by following the links on the Diocese of Austin's website at <http://austindiocese.org/>

Paper applications are available in the Emmaus Parish Office for those unable to go online.

### Where can I find the EIM Application for Ministry in Spanish?

At this time the Spanish EIM Application for Ministry must be on paper. You can print a copy from this website, or you can stop by the Emmaus office to obtain a paper application.

<http://www.austindiocese.org/offices-ministries/offices/ethics-and-integrity-ministry-office/how-become-eim-compliant-new-0>

### **After submitting my EIM Application for Ministry (Step 1), when can I begin serving?**

Not immediately. You are *not* free to serve until the background check has been completed and approved. This takes a few days or a few weeks depending on the time of year. August and September are the busiest months.

### **Will I be notified when the background check has been completed?**

No, you are only notified if something questionable is discovered during the background check. Then, the only person who contacts you to discuss the matter is the pastor.

### **How am I notified when the application is approved?**

You are notified by the steward of your ministry or you may call Stephanie Gregoire, the EIM Site Administrator at the Emmaus Office 512-263-8500 X 403.

### **After my application and the background check have been approved (Step 1) may I begin working in ministry even if I have not attended an EIM workshop (Step 2)?**

Yes, you have a 60 day grace period. After 60 days you must have attended an EIM Workshop or you can no longer work in ministry. Please note: the 60 days begins when your application is submitted, not when it is approved.

### **Does my EIM compliance ever expire if background checks are re-run every three years?**

Yes, EIM compliance expires in three years. You must take an EIM approved workshop every three years to maintain your compliance and remain active in ministry.

### **Is there a grace period when the EIM compliance has expired?**

No, there is not any grace period for renewing EIM compliance. You must retake the EIM Workshop on or before your EIM compliance expires.

### **Where can I find a schedule of upcoming EIM Workshops?**

You can find an online schedule of EIM Workshops by logging into your personal EIM account which you created when you filled out your original EIM application. Workshops hosted by Emmaus are advertised in the Sunday Bulletin, online eNews and parish website.

### **What if I cannot remember my user ID or Password to my personal EIM account?**

Go to the following website and click on: *Forgot your Login?* Alternate Login

[https://www.eappsdb.com/Login.asp?ORGZ\\_KEY=4](https://www.eappsdb.com/Login.asp?ORGZ_KEY=4)

### **What if I am still having trouble accessing my personal EIM account?**

Call the Emmaus office at 512-263-8500 and ask for the EIM Site Administrator who will help you navigate the website.

### **Does certification from a parish in a different diocese count at this parish?**

Unfortunately, no! Because of confidentiality issues, organizations cannot share the results of background checks. You need to complete an EIM Application for Ministry for the Diocese of Austin. Also, the Diocese of Austin has a unique EIM workshop and everyone working in ministry in the Austin Diocese must take that workshop.

*Thank you for your willingness to serve in ministry at Emmaus.  
Your work is appreciated here and in Heaven!*