

# Clergy, Employee and Volunteer Training for Child Protection

Over the past several years, the Archdiocese of Portland has defined regular and direct work with minors as those whose work or ministry puts them directly working with minors 4 or more times a year. However, over time, this description has become such that those who work directly with minors have been given 3 free passes to work with minors before they are being required to complete training. In many instances, individuals have been allowed to continue working with minors without completing any training for several months.

Protection of the children and youth as well as vulnerable adults in our programs must be the priority when choosing who will work with them. The purpose of training is to provide the knowledge and resources to keep the children, youth and the vulnerable safe while they are in our care. Ideally, we would want all people in our parishes and schools to learn about the warning signs of abuse and how to respond quickly to these warning signs, as well as how to report abuse when we believe it is happening to a child, youth or vulnerable adult.

Please use the table on the following pages to identify training requirements for clergy, employees and volunteers.

## **When is training to be completed?**

Ideally, the training should be completed before a person begins their ministry or work. However, clergy and employees have 60 days from the time of their hire to complete the initial training. For volunteers, the initial training should be completed before the event or first day of volunteering with minors.

**Trainers:** Each parish and school is required to have at least one trainer who has attended the Child Protection Train the Trainer workshop. These workshops are scheduled several times each year so that trainers should be available to provide the initial training on a regular basis at the parish or school. Initial training for clergy, employees and volunteers, has been intentionally designed to be a live training, with a trainer, in a group setting. Having individuals view DVD presentations at home does not qualify as completing the training.

**Annual update training will be an online training course.** Clergy, employees and volunteers who continue working in parishes, schools and events in the Archdiocese of Portland are required to complete the online training by December 1. Those who do not complete this training by the December 1<sup>st</sup> deadline, should be removed from their position until the training has been completed.

**Armatus Administrators:** New position selections will be provided in Armatus to describe the position of each person, whether employee or volunteer. The position will identify the training that is required for each person. These positions are labeled as:

**Clergy** – all bishops, priests and deacons, including those in religious communities, who have permission to minister in the Archdiocese of Portland.

**Teachers** – professional teachers currently working in Catholic Schools.

**Works directly with minors**

**Works with elderly or vulnerable adults** - including taking Eucharist to the sick or homebound.

**Does not work directly with minors**

In some cases, as administrator, you may need to change the position on the individual record in Armatus to the correct position for this person's work at your location.

All clergy, employees and volunteers who are required to have a criminal background check will be required to complete the Standards of Conduct for Ministry with Children and Youth.

For information on who is required to have a criminal background check, please refer to the background check policy and documents that outline this information. These documents are available on the Archdiocese of Portland website under the Office of Child Protection.

## Who Needs to Complete Child Protection Training

Required to Attend Training	Not Required to attend Training but are encouraged to complete training
All Clergy are required to attend the initial training and annual update training.	
<p>All Employees – initial training with the following update requirements.</p> <ul style="list-style-type: none"> <li>• Employees who do not work directly with minors – update training every 3 years or as assigned by pastor or Archdiocese</li> <li>• Employees who work directly with programs for minors are required to complete an update training annually.</li> <li>• School Employees (including preschool programs in schools and substitute teachers) regardless if they work directly with minors or not, are required by Oregon Law to complete an annual child abuse prevention training.</li> </ul>	
<b>Volunteers required to Complete Training – the following are required to complete initial training and annual update training.</b>	<b>Volunteers Not Required to Complete Child Protection Training unless required by the pastor, but in most cases strongly encouraged. *These volunteers may be required to complete training specific to the work they do. ** See notation below for Oregon Law regarding Adult abuse.</b>
Catechists – regular faith formation and Sacramental Preparation for minors	Catechists for adult programs such as RCIA, Bible studies, etc.
Youth ministers	Liturgical ministers such as lectors or Eucharistic Ministers
Childcare providers including parish preschool programs	Ushers unless required by the pastor
Trainer for youth altar servers	Those who visit elderly or vulnerable adults *
Directors of youth choirs or a mixed ages choir	Choir members
Coaches who work directly for the parish or school <i>(CYO or other contracted programs should provide their own Child Protection training.)</i>	Serve at parish/school dinners, coffee and donuts unless working directly with minors
After school program staff who work for a parish or school	Money Counters or other office help that do not work directly with minors
Scouting or clubs for minors sponsored by a parish or school	Volunteers working in maintenance, landscaping or janitorial work unless working directly with or supervising minors
Chaperones or drivers for overnight trips with minors	Guest speakers at a school or church event – however, they should never be left alone with a minor.
Chaperones or drivers for field trips	
Camps or Vacation Bible School	

Work with the Liturgy of the Word for Children	
Work with minors in family-based programs	
Monitor minors on playgrounds or special events	
Work with minors with disabilities or those with special needs	
Volunteer teacher aides, tutors or other school programs working directly with minors	
Campus ministers if working directly with minors and strongly encouraged if not working with minors	
Any volunteer not listed here but works directly with minors	

Learning information to protect minors and the vulnerable of our parishes and schools must be a priority. We want to encourage all who are involved in our parish and school programs to participate in child abuse prevention training and to know how to respond should they become aware of boundary violations or abuse that is happening to minors or the vulnerable. All employees and volunteers need to read and be aware of the policies regarding the protection of minors and the vulnerable such as the Child Protection Policy, Standards of Conduct for Ministry with Children and Youth, Policies and Best Practices for using the Internet and Social Media, and Travel Policies. These policies are located on the Archdiocese of Portland Website under the Child Protection Office or Risk Management Resources.

\*\*Oregon law defines a vulnerable adult as a person 65 years of age or older or an adult with a developmental or physical disability or mental illness. To report abuse call 1-855-503 SAFE (7233).

