



400.12

□ POLICY

■ GUIDELINE

ADMINISTRATION

USE OF CELL PHONE GUIDELINES

As indicated in Policy 400.11, communications with minors should come via Professional Ministry phone (mobile/work) or online third party platform; NEVER via a personal phone (mobile/home). See the Parish Resource Manual for Youth Ministry for practical tips and examples of online third party platforms.

If the parish does not provide a professional ministry mobile phone, there should be a remuneration of expenses incurred using a third party account for professional communications via a personal data plan.

Adult employees and volunteers should never distribute their personal cell phone number to minors outside of necessity for emergency situations that may arise during a field trip (see Policy 400.31). It is strongly recommended that, even in these emergency situations, the minor is given a professional ministry mobile number or, if that is not available, an online third party platform is used for messaging and calls.

Professional ministry mobile phones and third party accounts used to message and make phone calls with minors should be monitored by at least two (2) adult employees.

If a minor initiates a one-on-one conversation with a non-related adult employee or volunteer via cell phone call or text message, then the adult should conclude the conversation, or move the conversation to a public forum or an in person, safe environment compliant meeting within three (3) or fewer messages. A record of any private messages or communications with minors via cell phone should be made and retained for a period of seven (7) years.