

*Resurrection Catholic Church*

*Riverview, Florida*

**2021-2022**



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*Parent  
Handbook*

Pastor, Rev. Daniel Kayajan (813) 677-2175

Deacons Felix Mejia and Pedro Leon

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# School of Religious Education

	Sunday 11am	Religious Education	Wednesday	Confirmation 7-9pm
		Registration open	Sept 8, 2021	Introductory Meeting
	Sept 12, 2021	1 <sup>st</sup> day of classes	Sept 15, 2021	
Catechist blessing	Sept 19, 2021	10am Mass	Sept 22, 2021	
	Sept 26, 2021		Sept 29, 2021	
	Oct 3, 2021		Oct 6, 2021	
	Oct 10, 2021		Oct 13, 2021	
	Oct 17, 2021		Oct 20, 2021	
	Oct 24, 2021		Oct 27, 2021	
<i>All Saints celebration*</i>	Oct 31, 2021	10am Mass	Nov 3, 2021	
	Nov 7, 2021		Nov 10, 2021	
	Nov 14, 2021		Nov 17, 2021	
	Nov 21, 2021		<i>Nov 24, 2021</i>	<i>NO class</i>
<i>Thanksgiving</i>	<i>Nov 28, 2021</i>	<i>NO class</i>	Dec 1, 2021	
	Dec 5, 2021		Dec 8, 2021	
	Dec 12, 2021		Dec 15, 2021	
Christmas pageant*		Saturday, Dec 18		
	Dec 19, 2021		<i>Dec 22, 2021</i>	<i>NO class</i>
<i>Christmas break</i>	<i>Dec 26, 2021</i>	<i>NO class</i>	<i>Dec 29, 2021</i>	<i>NO class</i>
<i>Christmas break</i>	<i>Jan 2, 2022</i>	<i>NO class</i>	Jan 5, 2022	
	Jan 9, 2022		Jan 12, 2022	
	Jan 16, 2022		Jan 19, 2022	
	Jan 23, 2022		Jan 26, 2022	
	Jan 30, 2022		Feb 2, 2022	
	Feb 6, 2020		Feb 9, 2022	
Youth Resurrection Experience	Feb 13, 2020		Feb 16, 2022	
	Feb 20, 2020		Feb 23, 2022	
	Feb 27, 2020		Mar 2, 2022	Ash Wednesday
Lenten Retreat Weekend	Mar 6, 2022	Friday-Saturday <i>No Class on Sunday</i>	Mar 9, 2022	Friday -Stations of the Cross
Spring break	Mar 13, 2022	<i>NO class</i>	Mar 16, 2022	<i>No class Wednesday</i> Friday -Stations & Fish Fry*
	Mar 20, 2022		Mar 23, 2022	Friday -Stations & Fish Fry*
	Mar 27, 2022		Mar 30, 2022	Friday -Stations & Fish Fry*
	Apr 3, 2022		Apr 6, 2022	Friday -Stations & Fish Fry*
Palm Sunday ACRE testing	Apr 10, 2022		Apr 13, 2022	
Easter	Apr 17, 2022	<i>NO class</i>	Apr 20, 2022	
Women's Resurrection Experience	Apr 24, 2022	<i>NO class</i>	Apr 27, 2022	
<b>1<sup>st</sup> COMMUNION</b>	<b>May 1, 2022</b>	<b>10am &amp; 12pm Mass</b>	May 4, 2022	
Mother's Day	May 8, 2022	<i>NO class</i>	<b>May 11, 2022</b>	<b>CONFIRMATION</b>
	May 15, 2022		May 18, 2022	Last day
parents' breakfast	May 22, 2022	Last day		

**\*service hours available**

## Programa de la Escuela de Educación Religiosa

Bienvenidos al Programa de Educación religiosa de la Iglesia Católica de Resurrección. Esperamos este sea un año pleno para poder compartir nuestra fe. A continuación puede ver un esquema de nuestro programa.. Por favor no duden en comunicarse con nosotros, ya sea a uno de los teléfonos o emails listados en la cubierta de este libro.

Para satisfacer las necesidades de nuestra parroquia, estamos cambiando la hora de las sesiones de clases. Preescolar, todos los grados y primer año de confirmación se reunirán a las 11:00 am los días domingos. La clase de confirmación se reunirá los miércoles de 7pm-9pm. Como lo hemos hecho anteriormente, planeamos ofrecer sesiones para los adultos y/o estudios de biblia en el mismo horario en inglés y español, El Diácono Mejía, quien estará encargado del programa de sacramentos para adultos coordinará con aquellos padres que estén en necesidad de algún sacramento. El programa de Medio Ambiente Seguro será completado en los hogares y la hoja para revision será entregada con el formulario de registración.

Otra vez. bienvenidos y esperamos este sea un gran año lleno de las mejores expectativas.

Ms Tina VerPault

### Conocimiento de oraciones requeridas

K-1	2 <sup>do</sup> grado	3 <sup>er</sup> grado	4 <sup>to</sup> grado	5 <sup>to</sup> grado	7 <sup>mo</sup> grado
<i>Señal de la Cruz</i>	<i>Oraciones de la mañana</i>	<i>Acto de Contrición</i>	<i>Credo</i>	<i>El Salve</i>	<i>Oración espontánea</i>
<i>El Padre Nuestro</i>	<i>Oraciones de la tarde</i>	<i>Actos de Fe, Esperanza y Caridad</i>	<i>Angelus</i>	<i>Oraciones de la Misa</i>	
<i>Gloria</i>	<i>Angel Guardian</i>	<i>Estaciones de la Cruz</i>	<i>Memorare</i>		
<i>Ave María</i>		<i>Rosario</i>	<i>Ven, Espíritu Santo</i>		
<i>Oración de las comidas</i>		<i>Selección de Salmos</i>			
		<i>Partes de la Misa</i>			

### **Test ACRE**

El Test de National Catholic Education Association ACRE es un requerimiento de la Diócesis (entre Marzo y Abril de cada año) en el 5<sup>to</sup> y 8<sup>vo</sup> grado.

### **Autorización y Las Pólizas**

Las pólizas para protección de niños se encuentran adjuntas. Sin embargo, entrenamientos de Medio Ambiente Seguro serán completados para adultos y estudiante en los hogares. Se requiere la firma de todos los documentos presentados y reconocidos en esta registración. También se incluyen en este registro comunicados con permisos para publicidad, foto, vídeo, comunicación y salud.

### **Sacramentos de Iniciación**

#### **Bautismo**

La registración para el Sacramento de Bautismo se realiza a través de la oficina parroquial. Al menos que el niño se esté preparando para la Primera Comunión.

#### **Primera Comunión**

Para calificar como candidato para recibir la Primera Comunión, se deberá estar al menos en Segundo Grado y haber completado satisfactoriamente el primer año de Educación Religiosa con el nivel de grado en que se encuentran. Se deben conocer las oraciones requeridas listadas más arriba. Si se necesita el bautismo, el catecúmeno recibirá el sacramento en el primer año de preparación. La Primera reconciliación se recibirá en el Segundo año de la preparación para la Primera Comunión. Es requisito completar el contrato adjunto. La Primera Comunión será el 1 de Mayo de 2022.

#### **Confirmación**

Para que los jóvenes califiquen para ser candidatos de Confirmación deberán tener al menos 14 años de edad, o se encuentren en el 8vo Grado al tiempo de la administración del sacramento y hayan completado satisfactoriamente el primer año de Educación Religiosa en el nivel del grado en que se encuentran. Se requiere el conocimiento las oraciones detalladas más arriba. Se requiere completar el contrato sacramental adjunto. El sacramento de la confirmación está programado celebrarse con el Obispo Parkes el Miércoles 11 de Mayo del 2022.

# Resurrection Catholic Religious Education Program

Welcome to Resurrection Catholic religious education program. We are looking forward to a year full of sharing our faith. Below is an outline of program. If you have any questions, do not hesitate to reach out to at one of the numbers or email on the cover of this book.

To meet the growing needs of the parish, we are changing the time on the sessions. Grades preschool- the first year of Confirmation will meet on Sunday morning 11:00am. The Confirmation class will meet on Wednesday evening 7pm-9pm. As previously offered, we plan to have adult sessions and/or bible studies in both English and Spanish at both sessions. We will also coordinate with Deacon Felix Mejia, who will lead the RCIA and adult sacramental program. The Safe Environment Program will be completed at home and a review sheet submitted with registration form.

Again, welcome and we hope this year is our best yet.

Ms Tina VerPault

## Required Prayer Knowledge

K-1	2 <sup>nd</sup> grade	3 <sup>rd</sup> grade	4 <sup>th</sup> grade	5 <sup>th</sup> grade	7 <sup>th</sup> grade
Sign of the Cross	Morning Prayers	Act of Contrition	Creed	Hail Holy Queen	Spontaneous Prayer
The Lord's Prayer	Evening Prayers	Acts of Faith, Hope & Love	Angelus	Mass Prayers	
Glory Be	Guardian Angel	Stations of the Cross	Memorare		
Hail Mary		Rosary	Come, Holy Spirit		
Meal Prayers		Selected Psalms			
		Parts of the Mass			

## ACRE Testing

National Catholic Education Association ACRE testing is required (between March –April) in 5<sup>th</sup> & 8<sup>th</sup> grades

## Releases and Policies

Policies for the protection of children are attached; however, Safe Environment workshops will be presented for adults and students at home. Signed acknowledgements and releases are required. Also included in our registration are releases for publicity, photo, video, communication and health

## Sacraments of Initiation

### Baptism

Sacrament of Baptism registration is held through the Church Office unless the child is preparing for 1<sup>st</sup> Communion.

### First Communion

A qualified candidate for First Communion be at least in 2<sup>nd</sup> Grade and will have successfully completed the first year of religious education with the grade level. The required prayer knowledge is shown above. If baptism is needed, the catechumen will receive this sacrament in the 1st year of preparation. First Reconciliation is received in the 2<sup>nd</sup> year of 1st Communion preparation. A sacramental contract is required, please see attached. First Communion will be held Sunday, May 1, 2022

### Confirmation

A qualified candidate for Confirmation will be at least 14 years of age, or 8<sup>th</sup> grade by the time of the administration of the sacrament and have successfully completed the first year of religious education with the grade level. The required prayer knowledge is shown above. A sacramental contract is required, please see attached. Confirmation is scheduled to be administered by Bishop Parkes on Wednesday, May 11, 2022.

## Sacramental Requirement Contract

### *Contrato para recibir sacramentos*

- |  |   |
|--|---|
| <input type="checkbox"/> Weekly Mass attendance                                  | <input type="checkbox"/> <i>Asistencia a misa.</i>  |
| <input type="checkbox"/> Submission of baptismal certificate                     | <input type="checkbox"/> <i>Presentación de certificado de bautismo.</i>                                    |
| <input type="checkbox"/> Confirmation interview                                  | <input type="checkbox"/> <i>Entrevista de confirmacion</i>  |
| <input type="checkbox"/> Attendance at retreat                                   | <input type="checkbox"/> <i>Asistencia a retiro</i>   |
| <input type="checkbox"/> Class attendance- <b><u>no more than 4 absences</u></b> | <input type="checkbox"/> <i>Asistencia de los estudiantes a clases-<b><u>no más de 4 ausencias.</u></b></i> |
| <input type="checkbox"/> Parent/student attendance at meetings and retreats      | <input type="checkbox"/> <i>Asistencia de los padres y estudiantes a reuniones y retiros.</i>               |
| <input type="checkbox"/> Attendance of at least four Stations of the Cross       | <input type="checkbox"/> <i>Asistencia al menos a cuatro Estaciones de la Cruz.</i>                         |
| <input type="checkbox"/> Twenty service hours in any of the following areas      | <input type="checkbox"/> <i>Veinte horas de servicio en alguna de las siguientes áreas:</i>                 |
| <input type="checkbox"/> Fish Fry  | <input type="checkbox"/> <i>Pescados Fritos</i>   |
| <input type="checkbox"/> Church cleaning   | <input type="checkbox"/> <i>Limpieza de la Iglesia</i>  |
| <input type="checkbox"/> St Anthony Food Pantry                                  | <input type="checkbox"/> <i>Dispensa de Alimentos San Antonio</i>   |
| <input type="checkbox"/> Passion Play  | <input type="checkbox"/> <i>Obra de la Pasión</i>   |
| <input type="checkbox"/> Office volunteer  | <input type="checkbox"/> <i>Voluntario en la oficina</i>  |
| <input type="checkbox"/> Parish parties/events                                   | <input type="checkbox"/> <i>Fiestas de la parroquia/eventos</i>   |
| <input type="checkbox"/> Other as pre-approved                                   | <input type="checkbox"/> <i>Otras que sean pre-aprobadas</i>  |

#### **For Confirmation**

- Selection of Confirmation Name
- Selection of an Eligible Sponsor
- Confirmation Mission attendance
- Submission of required reports and assignments

#### **Para Confirmación**

- Selección de nombre de confirmación*
- Selección de padrino elegible*
- Asistencia a la misión de confirmación*
- Presentación de reportes y asignaciones requeridas.*

I have read and understand the abovementioned requirements. My signature signifies my joyful acceptance of these terms as I move forward in my faith commitment.

*He leído y entiendo todos los requerimientos mencionados anteriormente. Mi firma significa mi aceptación a estos términos así como mi compromiso en la fe.*

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Signature of **Parent** *Firma del Padre*

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Signature of **Student** *Firma del Estudiante*

**Confirmation service hours will be completed by student. First Communion service hours will be completed by parents.**

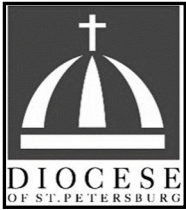
*Las horas de servicio para Confirmación serán completadas por los propios alumnos. Las horas de servicio para Primer Comunión serán completadas por los padres.*



**Estándares Mínimos de Conducta Moral**  
**Requeridos para Pasar la Investigación de Antecedentes para el Servicio en el Ministerio y para Empleo**  
**DIÓCESIS DE ST. PETERSBURG**  
**ESTÁNDARES MÍNIMOS DE CONDUCTA MORAL**  
**REQUERIDOS PARA PASAR LA INVESTIGACIÓN DE ANTECEDENTES**  
**PARA EL SERVICIO EN EL MINISTERIO Y PARA EMPLEO**

Antes de que a un empleado o voluntario se le pueda permitir desempeñarse en una posición de servicio para la Diócesis de St. Petersburg, se requiere el cumplimiento de una investigación de antecedentes y completar el entrenamiento de Ambiente Seguro. Los siguientes estándares mínimos fueron establecidos como un prerrequisito de servicio. El empleado o voluntario no puede tener en sus antecedentes constancia de haber cometido, ni haber sido encontrado culpable, no importa el tipo de sentencia o haber entrado una declaración de *nolo contendere* (no contenderé) o de culpabilidad de una ofensa (o atentado o conspiración), de cualquiera de las siguientes provisiones de los Estatutos de la Florida o en cualquier estatuto similar de otra jurisdicción:

1. Sección 415.111, relacionada con el abuso, descuido o explotación de ancianos o adultos discapacitados por parte de adultos.
2. Sección 782.05 relacionada con asesinatos
3. Sección 782.07 relacionada con homicidio, homicidio agravado de un anciano o adulto discapacitado, u homicidio agravado de un niño.
4. Sección 782.071 relacionada con homicidio vehicular
5. Sección 782.09 relacionada con causar la muerte de un bebé nonato por lesión a la madre.
6. Sección 784.011 relacionada con asalto, si la víctima de la ofensa fue un menor, o Sección 784.021 relacionada con asalto agravado a cualquier víctima.
7. Sección 784.03 relacionada con agresión, si la víctima de la ofensa fue un menor, o Sección 784.045 relacionada con agresión agravada a cualquier víctima.
8. Sección 787.01 relacionada con secuestro.
9. Sección 787.02 relacionada con aprisionamiento falso.
10. Sección 787.04(2) o (3) relacionada con la toma, convencimiento o transporte de un niño más allá de los límites estatales con intenciones criminales pendientes a los procedimientos de custodia o para evitar la presentación de un niño para una audiencia de custodia.
11. Sección 790.115(1) o (2)(b) relacionada con la exhibición de armas de fuego o armas dentro de 1,000 pies de distancia de una escuela, o posesión de armas o dispositivos eléctricos, aparatos destructivos u otra arma dentro de las propiedades de una escuela.
12. Sección 794.011 relacionada con agresión sexual.
13. Sección s.794.041 relacionada con actos prohibidos de personas con autoridad familiar o de custodia.
14. Capítulo 796 relacionado con prostitución.
15. Sección 798.02 relacionada con comportamiento indecente y lascivo.
16. Capítulo 800 relacionados con exhibición indecente y lasciva.
17. Sección 806.01 relacionada con incendio premeditado.
18. Capítulos 810 y 812 relacionados con hurto, robo, delitos de robo, si la ofensa fue considerada como delito mayor (*felony*).
19. Sección 187.563 relacionada con la venta fraudulenta de sustancias controladas, solamente si la ofensa fue considerada como un delito mayor (*felony*).
20. Sección 825.102 relacionada con el abuso, abuso agravado, o negligencia de un anciano o adulto discapacitado.
21. Sección 825.1025 relacionada con ofensas indecentes o lascivas cometidas contra o en presencia de un anciano o persona discapacitada.
22. Sección 825.103 relacionada con la explotación de ancianos o adultos discapacitados, si la ofensa fue catalogada como un delito mayor (*felony*).
23. Sección 826.04 relacionada con incesto.
24. Sección 827.03 relacionada con abuso de niños, abuso agravado de niños, o descuido de un niño.
25. Sección 827.04 relacionada con la contribución a la delincuencia o dependencia de un niño.
26. Sección 827.05 relacionada con el tratamiento negligente de un niño.
27. Sección 827.071 relacionada con el desempeño sexual de un niño.
28. Sección 843.01 relacionada con resistir arresto con violencia.
29. Sección 843.025 relacionada con privar a un oficial de aplicación de la ley, correccional o de probación de sus medios de protección o comunicación.
30. Sección 843.12 o 843.13 relacionada con ayudar en un escape o al escape de jóvenes presos.
31. Capítulo 847 relacionado con literatura obscena.
32. Sección 874.05(1) relacionada con incitar o reclutar a otros para unirse a pandillas criminales.
33. Capítulo 893 relacionado con prevención y control de abuso de drogas, solamente si la ofensa fue un delito mayor (*felony*) o si cualquier otra persona involucrada en la ofensa era un menor.
34. El empleado o voluntario no puede tener un reporte confirmado de abuso, descuido o explotación según se define en la sección 39.01, ratificada bajo la sección 415.103



# Code of Conduct for Adults

(Revised January 1, 2010)

## Introduction

The Catholic Church in west central Florida is blessed with a great diversity of persons created in the divine image. We respect, honor and celebrate the Image of God revealed in human uniqueness, dignity and diversity, as suggested in Genesis 1:27: "On the sixth and last day of the creation, God created a man to His own Image: to the Image of God He created him". We believe that every child is a gift from God from the moment of conception. We believe that the children enrolled in our schools, parish religious education programs and other programs must be treated with dignity, respect and care, as described in "A Sacred Trust, The Safety of Our Children" (National Catholic Education Association, 2003). An adult involved in any role of a program is must be at least 18 years of age, post high school, and approved to work with young people by the pastor, principal, community organization leader or a designate. We serve all young people without regard to gender, creed, national origin, age, sexual orientation, marital status, socioeconomic status, political beliefs or disabilities. All adults working with youth in any capacity must be approved through the proper background checks and be Safe Environment Program trained as required by the Diocese of St. Petersburg.

This code is not intended to otherwise limit the expectation of staff, children, students, and volunteers to engage fully in the traditions of teaching, celebrating, participating in and being formed by the Catholic faith, including but not limited to curriculum, catechesis, the sacraments, other liturgies, worship services, and ministries. This code is used in conjunction with existing diocesan policies, protocols or other codes and is not intended to supersede them.

## Professional Role

1. Adults recognize the dignity of each person and refrain from behaviors or words that are disrespectful to anyone of any group.
2. Adults work collaboratively with the pastor, supervisors and associates in community, ministry, or school programs. These adults distinguish their own private opinions from those of the Catholic faith or their profession in all publicity, public announcements or publications.
3. Adults have a responsibility in all relationships to witness the chastity appropriate to their vocation in life, whether celibate, married, or single.
4. Adult leaders are competent and receive education and training commensurate with their role(s) and responsibilities working with youth. They are to be made aware of all diocesan policies for working with youth.
5. Adults are aware they have considerable personal power because of their position or ministry. Therefore, they will sustain respectful relationships, avoiding manipulation and other abuses of power.
6. Adults maintain appropriate professional boundaries, e.g., physical, sexual, relational and emotional. Appropriate use of time for working with, speaking with and engaging with children and youth is an important boundary. Adults are not to be available 24/7, but rather work within normal expected time frames.
7. Adults model healthy and positive behaviors with young children, adolescents, and other adults.

## Professional Accountability

1. Adults must never engage in sexual intimacies or overt sexual behaviors with children and/or youth. This includes consensual and nonconsensual contact, covert or overt seductive speech or gestures that sexually abuses, exploits, or harasses another person.
2. Touching should be age appropriate and based on the need of the minor and not on the need of the adult. An adult is to avoid physical contact when alone with a minor. If a minor initiates physical contact, an appropriate, limited response is proper.
3. Procuring, providing, or using alcohol and/or controlled substances for or with youth is inappropriate and unethical.
4. Adults should never possess or use alcohol or drugs while supervising and/or participating in a youth activity.
5. Adults always meet with young people in areas that are visible and accessible.
6. One-on-one meetings with a young person are best held in a public area, or if that is not possible, then the door to the room is left open. Another adult is to be notified about the meeting whenever feasible. Notify parents of meetings.
7. It is always a preferred practice to have two adults present in the area where youth are present.
8. Driving alone with a young person should be avoided.
9. Adults are not to be alone with minors in a residence, sleeping facility, locker room, rest room, dressing facility, other closed room, or isolated area that is inappropriate to a ministry relationship.
10. Audiovisual, music, and print resources used in programs must be screened prior to use to ensure their appropriateness for the participants. It is never appropriate to use an "R" rated movie without parental consent or without screening for sexual content, nudity, language, violence, and themes or content which harm the dignity of the human person. Even "PG" movies should be reviewed carefully. Movies with ratings stronger than "R" are never appropriate. Music lyrics should also be reviewed to ensure their appropriateness. Parents should be informed of movies that will be used in conjunction with any program.
11. The computer and Internet are acceptable and common means of communication and entertainment. Adults must never engage with sexually explicit and/or pornographic materials or chat rooms with children and youth. They should not use any computer software, games or any form of Internet personal interaction or entertainment that could not be used comfortably in the presence of parents.
12. Adults are trained to be aware of the signs of physical, sexual, and psychological abuse and neglect.
13. Adults are aware of their limitations with respect to paraprofessional counseling and will make appropriate referrals.
14. Adults agree to adhere to civil and ecclesial law, policy and procedure for reporting abuse, suspected abuse or neglect.
15. Adults are aware of and comply with all applicable parish, organizational and/or diocesan policies with special attention to sexual misconduct, harassment, safety, transportation, parental permission, and medical emergency policies.



# Province of Miami Policy

## on Safe Environment Educational Programs

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### **I. POLICY ON SAFE ENVIRONMENT EDUCATIONAL PROGRAMS**

The Province of Miami, in an effort to ensure the safety of our children, and in compliance with Article 12 of the National Charter for the Protection of Children, has adopted the following policies regarding the education of children, youth and parents, in topics pertaining to Safe Environment Programs. Each diocese in the Province "...will cooperate with parents, civil authorities, educators, and community organizations to provide education and training" for children, youth and their parents/guardians about ways to make and maintain a safe environment for children and youth. [cf. *Model Policy and Procedural Guidelines for the Province of Miami Relating to Protection of Children and Vulnerable Adults-Part IV F (Safe Environment Programs), December 6, 2004*]

**Note: This policy comports with and does not replace or supersede any others covered by the full scope of the Charter for the Protection of Children and Youth.**

### **II. IMPLEMENTATION OF POLICY IN EDUCATIONAL PROGRAMS**

- A. Parents/Guardians:** It is critical that awareness be raised among adults, particularly the parents/guardians of children and youth about the nature and scope of the problem of sexual abuse, keeping in mind that the Church has always affirmed that parents have the duty and the right to be the first and the primary educators of their children. Each parish and school shall provide an opportunity for parents/guardians to take part in an educational program in the prevention, recognition and reporting of sexual abuse of children and youth. This program shall be provided periodically in a systematic fashion throughout the diocese and shall include the

following guidelines to assist parents/guardians in their important role:

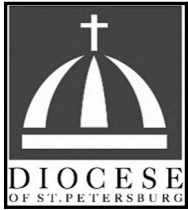
1. Nature of the problem of sexual abuse
2. How boundaries are established and/or violated
3. Guidelines for teaching children about boundaries (safe touch)
4. Signs and symptoms of sexual abuse in children and youth
5. Prevention of sexual abuse
6. Law, policies and procedures for reporting allegations of sexual abuse

- B. Children and Youth:** It is critical that we educate our children and young people regarding their personal safety. Age appropriate information shall be provided to all children and youth involved in Catholic Schools, Parish Religious Education and Youth Ministry Programs in the diocese. This information must include at minimum the following topics:

1. A sense of self worth and essential God given human dignity
2. A respect for one's body as gift from God
3. Personal safety
4. Safe friends, safe adults, safe touching
5. Healthy/Unhealthy relations
6. Seeking assistance from a trusted adult
7. Procedures for reporting

**Approved by the Bishops of Florida on December 5, 2005**

The Florida Catholic Conference  
201 W. Park Avenue \* Tallahassee, FL \* 32301-7715  
Phone (850) 222-3803 \* Fax (850) 681-9548



## Code of Conduct for Children

The first premise of this code is that children and youth function best when behaviors and expectations are clearly defined. It is accepted that parents are the first and foremost educators of their children in all aspects of their development. This experience aims at developing upright citizens and good Christians, following the new commandment Jesus gave His disciples, “A new commandment I give unto you that you love one another.” (John 13:34-35)

In Timothy 4:12, we read “Let no one have contempt for your youth, but set an example for those who believe, in speech, conduct, love, faith and purity.” Timothy is urged to rely on the gifts he has received from God. This code urges our children and youth to rely on God’s gifts to them, especially charity, chastity and purity. This calls the young person to acknowledge and promote one’s personal dignity and the rights that go with it.

It becomes important for children and youth to know the difference between “right” and “not right” relationships. “Right” relationships foster personal, spiritual, and emotional growth, e.g., the ability to communicate, to forgive, to show affection, to be honest, vulnerable, dependable, etc. “Not right” relationships become harmful and hurtful, and even abusive. Abuse occurs when someone does not respect another’s boundaries, uses power, tricks, threats, or violence to cross or change another’s boundaries, or inflicts hurtful or unwanted behavior (physical, verbal, emotional, or sexual) on another person.

This code is used in conjunction with existing local or diocesan policies, protocols or other codes and is not intended to supersede them.

When engaging in formal and informal activities, functions, and programs, children and youth are expected to behave appropriately at all times, respecting the rights of others.

1. Christian behavior is expected at all times.
2. Respect for individuals, the community and facilities being used is required.
3. Cooperation and self-control are necessary when participating in programs and activities.
4. Dress must be in accord with the activity and appropriate for a Christian environment.
5. Unacceptable behavior and lack of cooperation will not be tolerated, but will be addressed appropriately.

Examples of unacceptable behavior are as follows, though not limited to:

- a. disrespect for adults and peers
  - b. use of vulgar language or gesture, use of racial slurs
  - c. damaging of property
  - d. fighting or intent to injure others
  - e. constant disturbance of others at work or in an activity
  - f. cheating
6. Possession of weapons, possession, sale or use of alcohol or drugs are forbidden.
  7. No child or youth has the right to treat another in any manner that will cause physical or emotional pain. Therefore, harassment of any kind is unchristian and unacceptable.
  8. Coercion or threats to do something physically hurtful or for the purpose of exposing someone or something about another is unacceptable behavior.
  9. Chastity is a virtue to be held in high esteem and promoted in practice. Sexual abuse of any sort, coercing a person to engage in sexual acts against her or his will, physically touching the sexual parts of another’s body, treating a person like a sexual object are unacceptable and abusive behaviors. Consensual sex between students or initiated by minors to adults must never occur.

### References:

- Diocese of Omaha, NE (2002). Sample Youth Code of Behavior.  
Diocese of Orlando, FL (2002). Code of Conduct, Bishop Moore Catholic High School.  
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## Diocese of St. Petersburg

### **Póliza para la Protección de Niños y Adultos Vulnerables**

- I. **INTRODUCCIÓN** La diócesis de Saint Petersburg tiene el compromiso de velar por el bienestar de aquellos que le sirven a la Iglesia. El Pueblo de Dios tiene el derecho de poder confiar en aquellos que le sirven en el nombre de Dios. La violación de esta confianza por abuso sexual por parte de Personal de la Iglesia es una fuente de inmenso dolor, tanto para aquellos involucrados como para toda la comunidad de la Iglesia. La Diócesis publicó su primera política para la protección de niños y jóvenes el 10 de junio de 1991, lo cual requirió el esfuerzo tanto de empleados como de voluntarios, quienes trabajaron con niños y jóvenes en un programa parroquial o de la Escuela Católica para completar solicitudes de servicio escritas con referencias adjuntas. Al año siguiente, el 15 de abril de 1992, la Diócesis exigió investigación de antecedentes criminales y toma de huellas digitales de todos los empleados que tienen el cuidado, responsabilidad y supervisión de niños y jóvenes. En julio de 1997, la Provincia de Miami exigió a todas las diócesis agregar a los adultos vulnerables a las clases protegidas de niños y jóvenes. La investigación de antecedentes criminales, chequeo de referencias, toma de huellas digitales, y solicitudes escritas para empleo o servicio voluntario fueron desde entonces exigidos para aquellos que desearan acceso a niños, jóvenes u adultos vulnerables. En junio de 2002, la Conferencia de Obispos Católicos de los Estados Unidos (USCCB) adoptó los Estatutos para la Protección de Niños y Jóvenes, los cuales exigen investigación de antecedentes criminales y entrenamiento en el Programa de Ambiente Seguro para todos aquellos que puedan tener cuidado, responsabilidad y supervisión de niños y jóvenes. La Conferencia de Obispos Católicos de los Estados Unidos (USCCB) obtuvo reconocimiento de las Normas Esenciales para Políticas Diocesanas/Eparquiales relacionadas con acusaciones de abuso sexual de menores por parte de clérigos o diáconos en noviembre de 2002. La Diócesis de Saint Petersburg revisó sus políticas para cumplir con los Estatutos y las Normas Esenciales durante el mes de diciembre de 2002. La Diócesis publica esta revisión de su política en respuesta a la revisión de los Estatutos en el 2005 y como parte de su compromiso continuo a su evangelio y responsabilidades pastorales. Esta política actualizada, en combinación con procedimientos y guías, provee la implementación y aplicación de un ambiente seguro para nuestros niños, jóvenes y adultos vulnerables
- II. **POLÍTICA Y ALCANCE**
- A. **Política de Proteger.** El Obispo de la Diócesis de Saint Petersburg hará todos los esfuerzos razonables para prevenir el abuso sexual de menores y adultos vulnerables, y para responder oportunamente a todas las acusaciones de abuso donde haya sospecha razonable de que ha ocurrido abuso. Como tal, la Diócesis de Saint Petersburg cumplirá con todas las obligaciones civiles y canon de la ley, y estimulará el alivio donde se necesite, proveerá educación, entrenamiento y guía cuando sea apropiado, y procurará prevenir todo abuso sexual de menores y adultos vulnerables con justicia firme y misericordia para todos. Ninguna persona, incluyendo al clero, a quien se le haya comprobado que ha cometido abuso sexual de un menor o adulto vulnerable, se le permitirá permanecer en ministerio activo. Tales acciones violan los principios cristianos y están fuera de los límites de los deberes y empleo de todo el personal de la iglesia. La iglesia no tolerará tal comportamiento. Esta política se aplica a todas las entidades diocesanas, incluyendo parroquias, escuelas, centros de niñez temprana, y actividades asociadas con la diócesis. Siempre se tendrá cuidado de proteger los derechos de las partes involucradas, particularmente aquellos de la persona que asegura haber sido abusada sexualmente y de la persona contra quien se han hecho los cargos. Cuando se haya probado que la acusación fue infundada, se tomarán todos los pasos razonables para restaurar el buen nombre de la persona acusada falsamente.
- A. **Política de Responder a Acusaciones.** La Diócesis de Saint Petersburg responderá oportunamente a cualquier acusación en la cual exista una razonable sospecha de que se ha cometido abuso sexual de un menor. La diócesis utilizará a un investigador externo objetivo para investigar cualquier acusación de este tipo.
- B. La diócesis mantendrá a un Ministro de Asistencia a la Víctima para coordinar ayuda para el cuidado pastoral inmediato de las personas que reporten incidentes de abuso sexual cuando ellas eran menores por parte del clero o de otro personal de la iglesia. Los procedimientos para aquellos que presenten una queja serán fácilmente disponibles en Internet por medio del sitio web de la Diócesis de Saint Petersburg en [www.dioceseofstpete.org](http://www.dioceseofstpete.org) y en forma impresa en inglés y en español. 1-866-407-4505 Número de Contacto de llamada gratis al Ministro Diocesano de Asistencia a Víctimas
- C. **Política de Reportar.** La Diócesis de Saint Petersburg reportará todas las acusaciones de abuso sexual de una persona que sea menor de edad o adulto vulnerable a las autoridades públicas. La diócesis cumplirá con todas las leyes civiles aplicables con respecto al reporte de acusaciones de abuso sexual de menores y adultos vulnerables a las autoridades civiles, y cooperará en su investigación de conformidad con las leyes del Estado de la Florida. La diócesis cooperará con las autoridades públicas respecto al reporte de casos aún cuando la persona ya no sea menor de edad. En todo caso, la diócesis advertirá a las víctimas de su derecho a hacer un reporte a las autoridades públicas y apoyará este derecho. Llame en todos los casos de reporte obligatorio de abuso al número de llamada gratis en todo el estado del registro de abuso y descuido, 1-800-96ABUSE, al Departamento de Niños y Familias (DCF) local o a la agencia local de aplicación de la ley.



## Diocese of St. Petersburg Policy for the Protection of Children and Vulnerable Adults

(Revised and Approved November 2009)

### I. INTRODUCTION

The Diocese of St. Petersburg is committed to the well-being of those served by the Church. The People of God have a right to be able to trust those who minister to them in God's name. The violation of this trust through any sexual abuse by Church Personnel is a source of great pain, for those involved and for the entire Church community. The Diocese published its first policy for the protection of children and youth on June 10, 1991, which required both employees and volunteers, who work with children and youth in any parish or Catholic School program to complete written employment or covered volunteer applications respectively for service with accompanying references. The following year on April 15, 1992, the diocese required background screening and fingerprinting of all employees who have the care, responsibility, and or supervision of children and youth. In July of 1997, the Province of Miami required all dioceses to add vulnerable adults to the protected classes of children and young people. Background screening, reference checking, fingerprinting, and written employment and covered volunteer applications were now required of those wishing access to children, young people, and vulnerable adults. In June of 2002, the United States Catholic Conference of Bishops (USCCB) adopted the *Charter for the Protection of Children and Young People (Charter)*, which required background screening and Safe Environment Program training for all who may have the care, responsibility, and or supervision of children and young people. The US Conference of Catholic Bishops (USCCB) obtained recognition for the *Essential Norms for Diocesan/Eparchial Policies* dealing with allegations of sexual abuse of minors by priests or deacons in November of 2002. The Diocese of St. Petersburg revised its policy to comply with the *Charter* and the *Essential Norms* during December of 2002 and again in May of 2006 in response to a revision of the *Charter* in 2005. The diocese publishes this revision of its current policy as part of a continuing commitment to its gospel and pastoral responsibilities. This revised policy in combination with procedures and guidelines provides for the implementation and enforcement of a safe environment for our children, youth, and vulnerable adults.

### II. POLICY AND SCOPE

**A. Policy to Protect.** The Bishop of the Diocese of St. Petersburg will make every reasonable effort to prevent sexual abuse of minors and vulnerable adults, and to respond promptly to all allegations of abuse where there is a reasonable belief that abuse has occurred. As such, the Diocese of St. Petersburg will comply with all obligations of civil and canon law and will promote healing where it is needed, provide education, training and guidance when it is appropriate, and endeavor to prevent any sexual abuse of minors and vulnerable adults with firm justice and mercy towards all. No person, including clergy, who has been determined to have engaged in sexual abuse of a minor or vulnerable adult, will be allowed to remain in active ministry. Such actions violate Christian principles and are outside the scope of duties and employment of all church personnel. The diocese will not tolerate such behavior. This policy applies to all diocesan entities and their contractors and vendors to include parishes, schools, early childhood centers, and associated activities within the diocese. Care will always be taken to protect the rights of all parties involved, particularly those of the person claiming to have been sexually abused and the person against whom the charge has been made. When the accusation has been proved to be unfounded, every reasonable step will be taken to restore the good name of the person falsely accused.

**B. Policy to Respond to Allegations.** The Diocese of St. Petersburg will respond promptly to any allegation where there is reason to believe that sexual abuse of a minor has occurred. The diocese will utilize an objective outside investigator to investigate any such allegations. The diocese will maintain a Victim Assistance Minister to coordinate assistance for the immediate pastoral care of persons who report sexual abuse incidents that occurred when they were minors by clergy or other church personnel. The procedures for those making a complaint are readily available on the Internet via the Diocese of St. Petersburg website at [http://home.catholicweb.com/dosp\\_se/index.cfm/NewsItem?ID=219383](http://home.catholicweb.com/dosp_se/index.cfm/NewsItem?ID=219383) and in printed form in English and Spanish. **1-866-407-4505**

#### **Toll Free Contact Number for the Diocesan Victim Assistance Minister**

**C. Policy to Report.** The Diocese of St. Petersburg will report an allegation of sexual abuse of a person who is a minor or vulnerable adult to the public authorities. The diocese will comply with all applicable civil laws with respect to the reporting of allegations of sexual abuse of minors and vulnerable adults to civil authorities and cooperate in their investigation in accord with the law of the state of Florida. The diocese will cooperate with public authorities about reporting cases even when the person is no longer a minor. In every instance, the diocese will advise victims of their right to make a report to public authorities and support this right.

**Call in all actual or suspected reports of abuse to the statewide toll free abuse and neglect registry at 1-800-96ABUSE (1-800-962-2873), to the local to the local Department of Children and Families (DCF) or to a local law enforcement agency.**

**D. Política sobre la Junta Diocesana de Revisión.** La Junta de Revisión Diocesana de la Diócesis de Saint Petersburg funciona como un cuerpo consultivo confidencial del obispo. La mayoría de sus miembros serán personas legas no vinculadas a la diócesis en calidad de empleados de conformidad con Las Normas Esenciales para Políticas Diocesanas/Parroquiales Involucradas en Acusaciones de Abuso Sexual de Menores por Parte de clérigos o diáconos, 2002. Esta junta asistirá al Obispo Diocesano en la evaluación de acusaciones y aptitud para el ministerio, y revisará en forma regular las Políticas y Procedimientos Diocesanos para el manejo de casos de abuso sexual de menores y adultos vulnerables. Además, la Junta puede actuar tanto retrospectiva como prospectivamente en esta materia y dar asesoría en todos los aspectos de respuesta requeridos en conexión con estos casos.

**E. Política sobre la Remoción de un Clérigo o Diácono del Ministerio.** El abuso de un menor por parte de un clérigo es un delito en la ley universal de la Iglesia (CIC, c. 1395 §2; CCEO, c. 1453 §1). La congregación para la Doctrina de la Fe (Motu proprio, Sacramentorum sanctitatis tutela, AAS, 93, 2001) se ha reservado esta jurisdicción debido a la seriedad de la materia. Aún después de un solo acto de abuso sexual de un menor – no importa cuando haya ocurrido – que sea admitido o establecido después del proceso apropiado de conformidad con el canon de ley y la Normas Esenciales, el clérigo o diácono culpable será permanentemente removido del ministerio y, si es del caso, despojado de su estado clerical. Si se hace una acusación de abuso sexual de un menor contra el obispo, se notificará al Nuncio Apostólico y la investigación procederá de acuerdo con las instrucciones. La Diócesis de Saint Petersburg seguirá los requisitos de la ley universal de la Iglesia y de las Normas Esenciales aprobadas para los Estados Unidos.

**F. Política sobre Estándares de Comportamiento Ministerial.** La Diócesis de Saint Petersburg mantendrá estándares de comportamiento ministerial y límites apropiados para el clero y todo el personal pagado y voluntario de la iglesia en posiciones de confianza que tengan el cuidado, responsabilidad y supervisión de menores o adultos vulnerables.

**G. Política sobre Comunicaciones.** La Diócesis de Saint Petersburg será abierta y transparente en sus comunicaciones con la parroquia, otras iglesias en la comunidad, y el público respecto al abuso sexual de menores y adultos vulnerables dentro de los confines de respeto a la privacidad y la reputación de los individuos involucrados.

**H. Política sobre Distribución.** Una copia de esta política será distribuida a todas las entidades diocesanas en forma impresa para ser fijada en lugar público. Esta política también será publicada en el sitio web diocesano en <http://www.diocesofstpete.org>.

**I. Política de Investigación de Antecedentes Criminales.** La Diócesis de Saint Petersburg exigirá que todo el personal de la iglesia y candidatos a ordenación sean sometidos al Nivel 2 (FBI) de investigación de historia criminal y cumplan con estándares mínimos de conducta moral. Todo el personal de la iglesia deberá someterse a una investigación de historia criminal realizado por el Departamento de Aplicación de la Ley de la Florida (FDLE) y el FBI cada 5 años. El personal de la iglesia que sea transferido de una entidad a otra deberá ser investigado de nuevo a través del sistema de base de datos de historia criminal del Departamento de Aplicación de la Ley de la Florida.

Chapter 39 of the Florida Statutes mandates that any person who knows, or who has reasonable cause to suspect that a child has been abused, neglected or abandoned by a parent, legal custodian, guardian, caregiver, or other person responsible for the child's welfare shall immediately report such knowledge or suspicion to the Florida Abuse Hotline of the Department of Children and Families. Although every person has a responsibility to report suspected abuse of neglect, some occupations are specified in Florida law as required to do so. These occupations are considered "professionally mandatory reporters" and include such occupations as social workers, teachers and other school personnel, physicians and other health-care workers, mental health professionals, childcare providers, medical examiners or coroners, and law enforcement officers. It is a first degree misdemeanor punishable by up to one year in jail and a fine of \$1,000.00 if a professionally mandatory reporter does not report. All church personnel, contractors and vendors who are not professional mandatory reporters are considered mandatory reporters and should report actual or suspected child or vulnerable adult abuse.\_

**D. Policy on the Diocesan Review Board.** The Diocese of St. Petersburg Diocesan Review Board functions as a confidential consultative body to the bishop. The majority of its members will be lay persons not in the employ of the diocese in accordance with *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons, 2002*. This board will assist the Diocesan Bishop in assessing allegations and fitness for ministry, and will regularly review Diocesan Policies and Procedures for dealing with sexual abuse of minors and vulnerable adults. Also, the Board can act both retrospectively and prospectively on these matters and give advice on all aspects of responses required in connection with these cases.

**E. Policy on Removal of a Priest or Deacon from Ministry.** Sexual abuse of a minor by a cleric is a crime in the universal law of the Church (CIC, c. 1395 §2; CCEO, c. 1453 §1). The Congregation for the Doctrine of the Faith (Motu proprio, *Sacramentorum sanctitatis tutela, AAS, 93, 2001*) has reserved this jurisdiction because of the seriousness of this matter. Even after a single act of sexual abuse of a minor—whenever it occurred—which is admitted or established after an appropriate process in accord with canon law and the *Essential Norms*, the offending priest or deacon is to be permanently removed from ministry and, if warranted, dismissed from the clerical state. If an allegation of sexual abuse of a minor is made against the bishop, the Apostolic Nuncio shall be notified and the investigation shall proceed according to his direction. The Diocese of St. Petersburg will follow the requirements of the universal law of the Church and the *Essential Norms* approved for the United States.

**F. Policy on the Standards of Ministerial Behavior.** The Diocese of St. Petersburg will maintain standards of ministerial behavior and appropriate boundaries for clergy and for any other paid personnel and volunteers of the church in positions of trust who have the care, responsibility, and or supervision of minors or vulnerable adults.

**G. Policy on Communications.** The Diocese of St. Petersburg will be open and transparent in communicating with parish, other church communities, and the public about sexual abuse of minors and vulnerable adults within the confines of respect for the privacy and the reputation of the individuals involved.

**H. Policy on Distribution.** A copy of this policy will be distributed to all diocesan entities in printed form for posting to the general public. This policy will also be posted on the diocesan website at [http://home.catholicweb.com/DOSP\\_SE/files/Policy\\_for\\_the\\_Protection\\_of\\_children\\_5-2006.pdf](http://home.catholicweb.com/DOSP_SE/files/Policy_for_the_Protection_of_children_5-2006.pdf)

**I. Policy on Background Screening.** The Diocese of St. Petersburg will require that all church personnel, candidates for ordination, contractors, and vendors who may have the care, responsibility, and or supervision of children undergo a Level 2 FDLE/FBI criminal history background screen using the Volunteer, Employee Criminal History System (VECHS).and must meet the Diocese of St. Petersburg Minimum Standards of Moral Conduct. Employees between the ages of 14-20 must also receive a Level 2 background check as a condition of employment. The FBI requires that background checks only be used for the purpose intended. Therefore, the diocese does not accept FBI background checks or background checks run by other entities for other purposes. However, the diocese will accept Level 2 background checks run by other entities of the VECHS system. The diocese does not accept proof of Level 2 background checks or letters from other entities certifying a Level 2 background check except from the Florida Department of Education. All church personnel, candidates for ordination, contractors, and vendors who may have the care, responsibility, and or supervision of children will be required to undergo a criminal history background screening conducted by the Florida Department of Law Enforcement (FDLE) and the FBI Volunteer, Employee Criminal History System (VECHS) every five years. Church personnel who move from one entity to another with no break in service must submit a personal request in writing to the Safe Environment Program Office asking that his or her background check be transferred from the losing entity to the gaining entity or entities. If there is a break in service, a re-screening must take place. Transfers of Level 2 background checks or certification of Level 2 background checks from outside of the diocesan system must come from Qualified Entities that are users of and registered with the FDLE Volunteer, Employee Criminal History System (VECHS) or are participants in the Florida Department of Education background screening authority. All Level 2 background reports will be kept on file (actual or virtual) in the Diocesan Safe Environment Program Office. Copies of background screening reports will also be kept on file at respective schools and parishes under lock and key.

**J. Política sobre el Programa Diocesano de Ambiente Seguro (SEP) y Entrenamiento SEP.** Bajo los auspicios de la Oficina del Programa de Ambiente Seguro, la cual es responsable de la supervisión, operación, mantenimiento y aplicación del Programa Diocesano de Ambiente Seguro, la Diócesis de Saint Petersburg exigirá entrenamiento SEP a todo el personal de la iglesia. La Oficina del Programa de Ambiente Seguro conducirá entrenamiento y educación en cooperación con los padres de familia, autoridades civiles, educadores, y organizaciones de la comunidad. También exigirá educación y entrenamiento para niños, jóvenes, padres de familia, ministros, educadores, voluntarios, y otros con el fin de crear y mantener un ambiente seguro. La Oficina del Programa de Ambiente Seguro también será responsable de mantener una base de datos central que contenga el estatus de entrenamiento e investigación de los antecedentes criminales de todos los participantes en el programa.

## **K. Definiciones2 (ver notas finales) \_\_\_\_\_**

Notas Finales:

1 La confidencialidad estatutaria de comunicaciones privilegiadas establecida en la Sección 90.505, F.S., será observada cuando sea aplicable a todos los reportes exigidos bajo este párrafo. La Sección 90.505, F.S. establece un privilegio con respecto a la comunicación al clero, si se hace en forma privada con el fin de buscar consejo espiritual y asesoría de un miembro del clero en el curso normal de práctica o disciplina, y sin intención de divulgación adicional.

2 Definiciones:

2-1 Acusación: Una declaración o alegación de abuso, especialmente abuso sexual.

2-2 Niño, Joven, o Menor: Generalmente, una persona menor de dieciocho (18) años de edad. Menores y el término combinado “niños y jóvenes” son usados indistintamente.

2-3. Personal de la Iglesia tendrá todos los siguientes significados:

2-3-1 Clero: Todos los sacerdotes y diáconos que tienen facultades de la Diócesis de Saint Petersburg.

2-3-2 Empleado: Todo individuo lego que esté empleado o dedicado al ministerio y que reciba pago (de cualquier tipo, ya sea monetario o de otra índole) por servicios prestados en los cuales exista la obligación de retener impuestos de nómina (FICA, Medicare y otros), ya sea de tiempo parcial o tiempo completo. Esta definición incluirá a todo el personal ya sea empleado de la diócesis, parroquia, escuela, centro de niñez temprana, guarderías, grupos de hogar, u otra entidad diocesana controlada y operada por el obispo. “Personal” según se define aquí, tiene referencia solamente a la aplicabilidad de esta póliza, y no es indicativo de una agencia o relación de empleo entre la diócesis y la persona cuyo cumplimiento de esta póliza se busca.

2-3-3 Voluntario Cubierto: Cualquier persona no asalariada que se dedique o involucre en una actividad de una institución diocesana o parroquial, y en quien se confía el cuidado, responsabilidad o supervisión de niños o adultos vulnerables.

2-4 Investigación de Historia Criminal: Una investigación de los antecedentes criminales de una persona que pueda estar contenido en los datos públicos de municipios, condados, estados o agencias federales para el cumplimiento de la ley, Seguro Social y datos estatales de manejo de vehículos. Esta investigación tiene como fin (1) proveer una visión de los indicadores de carácter y de integridad personal, (2) ofrecer una visión de áreas de problema con situaciones personales, y (3) proveer un indicador de integridad personal antes de permitir acceso a niños, jóvenes o adultos vulnerables.

2-5 Condena: Para los fines de cumplimiento con esta política, el solicitante será considerado como haber sido hallado culpable de violar el Estándar Mínimo de Conducta Moral si ha sido hallado culpable después de habersele seguido un juicio, entrado una declaración de culpable, haber entrado una declaración de no defensa o no lo contenderé, o entrado en un programa de desvío anterior al juicio, no importa si se le ha dictado sentencia de culpabilidad o de suspensión de sentencia.

2-6 Abuso Sexual: Abuso sexual significa cualquier acto que constituya abuso sexual según la definición en el Capítulo 39 y el Capítulo 415, Estatutos de la Florida, ya sea perpetrado contra un niño o adulto vulnerable según lo definido en ellos.

2-7 Adulto Vulnerable: Una persona con 18 años de edad o más cuya habilidad para realizar actividades normales de la vida diaria o para proveer por su propio cuidado y protección está deteriorada debido a deficiencia mental, emocional, física, disfunción de desarrollo, lesión cerebral, o a las debilidades de la vejez.

**J. Policy on the Diocesan Safe Environment Program (SEP) and SEP Training.** Under the auspices of the Safe Environment Program Office, which is responsible for the oversight, operation, maintenance, and enforcement of the Diocesan Safe Environment Program, the Diocese of St. Petersburg will require SEP training of all church personnel, contractors, vendors, and candidates for ordination who may have the care, responsibility, and or supervision of children or vulnerable adults. These individuals must attend the Standard 3-hour face-to-face SEP training initially. This training expires five years from the initial date of training and does not qualify individuals for the care, responsibility, and or supervision of vulnerable adults. SEP training re-certification is required every 5 years thereafter and can be taken online or by attending another 3-hour face-to-face training session. Extraordinary Ministers of Holy Communion and Pastoral Care Providers who wish to have the care, responsibility, and or supervision of vulnerable adults must attend the Standard 3-hour face-to-face SEP training session for Extraordinary Ministers of Holy Communion/Pastoral Care Providers. This training expires 5 years from the initial date of training and does not qualify one to have the care, responsibility, or supervision of children. Re-certification is required every 5 years thereafter and can be taken online or by attending another 3-hour face-to-face training session. The diocese does not accept safe environment program training from other archdioceses, dioceses, or eparchs because state laws, policies, procedures, and program jargon differ. Individuals coming into the Diocese of St. Petersburg must attend an appropriate standard 3-hour face-to-face SEP training session. The Safe Environment Program Office will conduct training and education in cooperation with parents, civil authorities, educators, and community organizations. It will require education and training for children, youth, parents, ministers, educators, volunteers, and others to include contractors and vendors to make and maintain a safe environment for children and vulnerable adults. The Diocesan Safe Environment Program Office is also responsible for maintaining a central database that will track the training and background screening status on all program participants.

## **K. Definitions (See End Notes)**

### **End Notes:**

i The statutory confidentiality of privileged communications established in Section 90.505, F.S., shall be observed when applicable to all reporting required under this paragraph. Section 90.505, F.S. establishes a privilege with respect to communications to clergy, if made privately for the purposes of seeking spiritual counsel and advice from a member of the clergy in the usual course of practice or discipline and not intended for further disclosure.

ii Definitions:

2-1 **Adult:** An individual who is 18 years or older and who is no longer in high school.

2-2 **Allegation:** A statement or accusation of abuse, especially sexual abuse

2-3 **Child, Youth, or Minor:** Generally, a person less than eighteen (18) years of age. Minors and the combined term “children and youth” are used interchangeably.

2-4 **Church Personnel shall mean all of the following:**

2-4-1 **Clergy:** All priests and deacons who have faculties of the Diocese of St. Petersburg.

2-4-2 **Employee:** Any lay individual who is employed by or engaged in ministry who is given payment for services (any form of compensation, whether monetary or otherwise) rendered in which the obligation to withhold for payroll tax (FICS, Medicare, and withholding) exists, whether part-time or full-time. This definition shall include all such persons whether employed by the diocese, parish, school, early childhood center, nursing home, group home, or other Diocesan entity that is controlled by or operated by the bishop. All employees, even those under 18 years of age (14 – 17 years of age) are subject to background screening as a condition of employment. Parental consent is not required in the state of Florida to sign the FDLE VECHS Waiver/Agreement. “Personnel” as defined herein, has reference only to the applicability of this policy, and is not indicative of any agency or employment relationship between the diocese and the party whose compliance with this policy is sought.

2-4-3 **Contractors and Vendors:** This class of persons shall be understood for purposes of this policy and in accordance with the VECHS User Agreement to include contractors and vendors who have or may have unsupervised access to children, disabled, or elderly persons for whom the diocese provides care, responsibility, and or supervision.

2-4-4 **Covered Volunteer:** Any unpaid person who is engaged or involved in any diocesan institution or parish activity, and who is entrusted with the care, responsibility, or supervision of children or vulnerable adults. Covered volunteers must be 18 years of age or older and are not in high school. Individuals younger than 18 years old cannot have the care, responsibility and or supervision of children, youth or vulnerable adults.

2-5 **Care, responsibility and or supervision:** Means unsupervised access by an individual who provides care, treatment, education, training, instruction, supervision or recreation to children, the elderly, or disabled.

2-6 **Criminal History Background Screen:** An investigation of an individual’s background that may be contained in the public record to include municipal, county, state, federal law enforcement, Social Security and state driving records. This screening is meant to (1) provide an insight into one’s character indicator of personal integrity, (2) provide an indicator of one’s past behavior (3) offer a view of problem areas with personal situations, and (4) and to provide an indicator of personal integrity before allowing access to children, youth, or vulnerable adults.

2-7 **Pastoral Care Providers:** – Volunteers who provide various types of service and assistance to the sick and shut-in as a form of ministry. Types of ministry-in-service may include but are not limited to Vehicle Drivers, Errand Runners, Bereavement Ministers, Care Givers, Pastoral Ministers, Health Ministers, Helping with Chores, etc.

2-8 **Qualified Entity:** The Diocese of St. Petersburg is a Qualified Entity within the FDLE Employee, Volunteer Criminal History System (VECHS). An entity is a business or organization whether public, private, for profit, or not-for-profit that provides care to children, the elderly, or disabled and have entered into a User Agreement with the Florida Department of Law Enforcement. Qualified Entities are authorized to participate in the Volunteer, Employee Criminal History System (VECHS) and are authorized to request criminal history information from other members of the VECHS system.

2-9 **Sexual Abuse:** Sexual abuse means any act constituting sexual abuse as defined in Chapter 39 and Chapter 415, Florida Statutes, whether perpetuated against a child or vulnerable adult as defined therein.

2-10 **Vulnerable Adult:** A person 18 years or older whose ability to perform the normal activities of daily living or to provide for his or her own care or protection is impaired due to a mental, emotional, physical, developmental disability dysfunction, brain damage, *or the infirmities of aging.*





## Sacramental Requirement Contract *Contrato para recibir sacramentos*

- |  |   |
|--|---|
| <input type="checkbox"/> Weekly Mass attendance                                  | <input type="checkbox"/> <i>Asistencia a misa.</i>  |
| <input type="checkbox"/> Submission of baptismal certificate                     | <input type="checkbox"/> <i>Presentación de certificado de bautismo.</i>                                    |
| <input type="checkbox"/> Confirmation interview                                  | <input type="checkbox"/> <i>Entrevista de confirmacion</i>  |
| <input type="checkbox"/> Attendance at retreat                                   | <input type="checkbox"/> <i>Asistencia a retiro</i>   |
| <input type="checkbox"/> Class attendance- <b><u>no more than 4 absences</u></b> | <input type="checkbox"/> <i>Asistencia de los estudiantes a clases-<b><u>no más de 4 ausencias.</u></b></i> |
| <input type="checkbox"/> Parent/student attendance at meetings and retreats      | <input type="checkbox"/> <i>Asistencia de los padres y estudiantes a reuniones y retiros.</i>               |
| <input type="checkbox"/> Attendance of at least four Stations of the Cross       | <input type="checkbox"/> <i>Asistencia al menos a cuatro Estaciones de la Cruz.</i>                         |
| <input type="checkbox"/> Twenty service hours in any of the following areas      | <input type="checkbox"/> <i>Veinte horas de servicio en alguna de las siguientes áreas:</i>                 |
| <input type="checkbox"/> Fish Fry  | <input type="checkbox"/> <i>Pescados Fritos</i>   |
| <input type="checkbox"/> Church cleaning   | <input type="checkbox"/> <i>Limpieza de la Iglesia</i>  |
| <input type="checkbox"/> St Anthony Food Pantry                                  | <input type="checkbox"/> <i>Dispensa de Alimentos San Antonio</i>   |
| <input type="checkbox"/> Passion Play  | <input type="checkbox"/> <i>Obra de la Pasión</i>   |
| <input type="checkbox"/> Office volunteer  | <input type="checkbox"/> <i>Voluntario en la oficina</i>  |
| <input type="checkbox"/> Parish parties/events                                   | <input type="checkbox"/> <i>Fiestas de la parroquia/eventos</i>   |
| <input type="checkbox"/> Other as pre-approved                                   | <input type="checkbox"/> <i>Otras que sean pre-aprobadas</i>  |

### **For Confirmation**

- Selection of Confirmation Name
- Selection of an Eligible Sponsor
- Confirmation Mission attendance
- Submission of required reports and assignments

### **Para Confirmación**

- Selección de nombre de confirmación*
- Selección de padrino elegible*
- Asistencia a la misión de confirmación*
- Presentación de reportes y asignaciones requeridas.*

I have read and understand the abovementioned requirements. My signature signifies my joyful acceptance of these terms as I move forward in my faith commitment.

*He leído y entiendo todos los requerimientos mencionados anteriormente. Mi firma significa mi aceptación a estos términos así como mi compromiso en la fe.*

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Signature of **Parent** *Firma del Padre*

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Signature of **Student** *Firma del Estudiante*

**Confirmation service hours will be completed by student. First Communion service hours will be completed by parents.**

*Las horas de servicio para Confirmación serán completadas por los propios alumnos. Las horas de servicio para Primer Comunión serán completadas por los padres.*

ANNUAL PARENTAL PERMISSION/RELEASE for Communication, Photos, and Medical

Child(ren) Name(s):
Parent or Legal Guardian
Emergency contact:
Phone(s)
Phone(s)

Publicity/Photo/Video Release:

From time to time, publicity releases for newspapers, television, website, and other media may be prepared about events occurring at the parish. These may or may not be accompanied by photos or videotape of students. The releases may be prepared by Resurrection Parish or media representative.

Yes, I do give permission for my student(s) name and likeness to be included in such publicity releases/photos/videos
No, I do not give permission for my student(s) name and likeness to be included in such publicity releases/photos/videos.

IN CASE OF AN ACCIDENT OR SERIOUS ILLNESS, THE ABOVE PARISH WILL CONTACT THE PARENT/GUARDIAN LISTED BELOW. IF THE PARISH IS UNABLE TO REACH THEM, OR ANY OTHER PERSON DESIGNATED, THEN I HEREBY AUTHORIZE THE CHURCH AND ITS REPRESENTATIVES TO CONTACT MY CHILD'S PHYSICIAN AND/OR MAKE ARRANGEMENTS FOR IMMEDIATE EMERGENCY TREATMENT. PAYMENT OR FEES FOR ALL MEDICAL SERVICES WILL BE THE RESPONSIBILITY OF THE PARENT/GUARDIAN. THIS MEDICAL RELEASE IS VALID FROM AUGUST 1, 2021 UNTIL JULY 31, 2022 AND FOR ALL EVENTS THROUGHOUT THE YEAR. I UNDERSTAND THAT IT IS THE PARENT'S RESPONSIBILITY TO UPDATE THIS FORM AS NECESSARY THROUGHOUT THE YEAR.

MIDDLE & HIGH SCHOOL: Method of Communication Release:

During the year your teenager is a member of the parish youth ministry, we do try to keep them up-to-date with dates for meetings and/or changes in our calendar of events. With the implementation of the Safe Environment policies within the Diocese of St. Petersburg, we are now seeking your permission for these items.

Yes, I give my youth permission to communicate with the Parish Coordinator of Youth Ministry and/or youth ministry team leaders through the use of his/her: (please check all that apply)

- Email address
Instant Messaging
Cell phone
Facebook
Home phone
Text message
Postal mail

I also give permission for the Parish Coordinator of Youth Ministry and/or youth ministry team leaders to use this contact information to communicate with him/her. We understand that any addresses received through the parish youth ministry will only be used for the parish youth ministry purposes

No, I do not give my youth permission to communicate with the Parish Coordinator of Youth Ministry and/or youth ministry team leaders through the use of his/her (please check all that apply)

- Email address
Text message
Facebook
Home phone
Instant Messaging
Cell phone
Postal mail

I, as parent/guardian, would also like to receive an email update of all dates for meetings and/or changes in the calendar of events. My email address is:

Health Information

List all medications taken daily and/or regularly:
Youth/participant's allergies, if any, including medication and food allergies:
Youth/participant's chronic medical problems (e.g. diabetes, epilepsy)
Youth/participant's other physical restrictions or dietary requirements (if any):

Other medical treatment: In the event it comes to the attention of the Church representatives, volunteers or employees that my child has become ill with symptoms such as headaches, vomiting, sore throat, fever, diarrhea, I want to be called collect. My child may be given: Tylenol (circle yes / no); Ibuprofen (circle: yes / no); Throat lozenges (circle: yes / no); Benadryl (circle: yes / no).

Signature of Parent/Guardian
Date

STATE OF FLORIDA, COUNTY OF Hillsborough
Sworn to and subscribed before me this day of , 2021 who [ ] is personally known to me, or [ ] who produced the following as identification

(SEAL)

## PERMISO DE LOS PADRES / PERMISO PARA COMUNICACIONES, FOTOS y Medicinas

Nombre(s) del Niño (s): \_\_\_\_\_  
Padre o Guardian \_\_\_\_\_ Teléfono (s) \_\_\_\_\_  
Contacto de emergencia \_\_\_\_\_ Teléfono (s) \_\_\_\_\_

### **Publicidad / Foto / Video de lanzamiento:**

De vez en cuando, los comunicados de publicidad para periódicos, televisión, website y otros medios de comunicación se pueden preparar los eventos que ocurren en la parroquia. Estos pueden o no pueden ir acompañados de fotos o video de los estudiantes. Las publicidades pueden prepararse por la **Parroquia Resurrección** o algún representante de los medios.

\_\_\_\_ Sí, yo doy permiso para que el nombre e imagen de mi hijo (s) sea incluido en dichas presentaciones de publicidad / fotos / videos

\_\_\_\_ No, no doy permiso para que el nombre e imagen de mi hijo sea incluido en dichas presentaciones de publicidad / fotos / videos.  
**EN CASO DE ACCIDENTE O ENFERMEDAD GRAVE, LA PARROQUIA ESTARÁ EN CONTACTO CON EL PADRE / GUARDIAN** cuya información se enumera a continuación.

SI LA PARROQUIA no puede contactarse con ellos, o cualquier otra persona designada, **ENTONCES YO AUTORIZO LA IGLESIA Y SUS REPRESENTANTES PONERSE EN CONTACTO CON EL MÉDICO DE MI HIJO Y / O HACER ARREGLOS PARA TRATAMIENTO DE EMERGENCIA INMEDIATAMENTE. PAGOS O GASTOS PARA TODOS LOS SERVICIOS MÉDICOS será el RESPONSABILIDAD DEL PADRE / GUARDIAN. ESTE COMUNICADO DE PERMISO MEDICO ES VÁLIDO DEL 01 de agosto 2021 HASTA EL 31 de julio 2022 Y PARA TODOS LOS EVENTOS EN TODO EL AÑO. ENTIENDO QUE ES RESPONSABILIDAD DE LOS PADRES DE ACTUALIZAR ESTE FORMULARIO COMO SEA NECESARIO DURANTE TODO EL AÑO.**

### **Forma de Comunicación:**

Durante el año que su hijo adolescente es un miembro de la pastoral juvenil parroquial, hacemos todo lo posible para mantenerlos al día con las fechas de las reuniones y / o cambios en nuestro calendario de eventos. Con la implementación de las políticas de medio ambiente seguro dentro de la Diócesis de St. Petersburg, ahora estamos buscando su permiso para estos eventos.

\_\_\_\_ Sí, doy mi permiso a mi joven para comunicarse con el Coordinador Parroquial de Pastoral Juvenil y / o jefes de equipo de la pastoral juvenil a través del uso de su /sus: (marque todas las que apliquen)

- Email address \_\_\_\_\_  
 Mensajería Instantáneo \_\_\_\_\_  Teléfono de la casa \_\_\_\_\_  Facebook \_\_\_\_\_  
 Celular \_\_\_\_\_  Mensaje de Texto \_\_\_\_\_  Correo \_\_\_\_\_

También doy permiso para que el Coordinador Parroquial de Pastoral Juvenil y / o a jefes de equipo de la pastoral juvenil a utilizar esta información de contacto para comunicarse con él / ella. Entendemos que las direcciones recibidas a través de la pastoral juvenil parroquial sólo serán utilizados para los fines de pastoral juvenil parroquial

\_\_\_\_ **No, no doy mi permiso a mi joven para comunicarse con el Coordinador Parroquial de Pastoral Juvenil y / o jefes de equipo de la pastoral juvenil a través del uso de su/sus (por favor marque todas las que apliquen)**

- Email address \_\_\_\_\_  
 Mensajería Instantáneo \_\_\_\_\_  Teléfono de la casa \_\_\_\_\_  Facebook \_\_\_\_\_  
 Celular \_\_\_\_\_  Mensaje de Texto \_\_\_\_\_  Correo \_\_\_\_\_

\_\_\_\_ Yo, como padre / tutor, también me gustaría recibir una alerta por correo electrónico de todas las fechas de las reuniones y / o cambios en el calendario de eventos. Mi correo electrónico es: \_\_\_\_\_

### **Información Médica**

Liste de todos los medicamentos que toma diariamente y / o de manera regular: \_\_\_\_\_

Alergias del joven incluyendo medicamentos y alergias alimentarias: \_\_\_\_\_

Problemas médicos crónicos del joven (por ejemplo, diabetes, epilepsia): \_\_\_\_\_

Otras restricciones físicas o necesidades dietéticas del joven: \_\_\_\_\_

**Otro tratamiento médico:** En caso se trata de la atención de los representantes de la Iglesia, voluntarios o empleados que mi hijo ha enfermado con síntomas tales como dolores de cabeza, vómitos, dolor de garganta, fiebre, diarrea, quiero llamar cobrar.

**Mi hijo le podrán administrar:** Tylenol (círculo: sí / no), ibuprofeno (círculo: sí / no); Pastillas para la garganta (círculo: sí / no); Benadryl (círculo: sí / no).

\_\_\_\_\_  
Firma del Padre

\_\_\_\_\_  
Tutor Fecha

STATE OF FLORIDA, COUNTY OF Hillsborough

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021 who [ ] is personally known to me, or [ ] who produced the following as identification \_\_\_\_\_.

(SEAL)