
Supervision Procedures

- Have adequate number of adults present at events involving children and youth.
- Have two or more adults present for events involving children or youth in higher risk settings.
- Monitor your facilities during church services and all school or other activities.
- Release children only to parent or guardian.
- Obtain parental permission, including a signed medical treatment form, before taking children or youth on trips.
- Always obtain parental approval before permitting any minor to participate in athletic events or any other activity that involves potential risk.
- Have minors use a “buddy system” whenever they go on trips away from church property.
- All adult leadership and sponsors for any overnight activities should be approved in advance by the appropriate administrator.

Behavioral Guidelines for Working with Children or Youth

All clergy, staff and volunteers of the Diocese will observe the following guidelines for dealing with minors:

- No minor child may be an overnight guest or reside in any church rectory or other living quarters of priests.
- Do not provide minors with alcoholic beverages, tobacco, drugs or anything that is prohibited by law.
- Do not serve as a chaperone for activities that conflict with curfew laws pertaining to minors.
- Touching should be age appropriate and based on the need of the minor and not on the need of the adult. Avoid physical contact when alone with a minor. If a minor initiates physical contact, an appropriate, limited response is proper.
- Do not engage in the physical discipline of a minor. Discipline problems should be handled in coordination with your supervisor and/or the parents of the minor.
- Do not be alone with a minor in a residence, sleeping facility, locker room, restroom, dressing facility or other closed room or isolated area that is inappropriate to a ministry relationship.
- Do not take an overnight trip alone with a minor who is not a member of your immediate family.
- Do not sleep in the same bed with a minor. If an adult supervisor stays in a hotel or other sleeping room with a group of minors, the supervisor should sleep in his or her own bed using a roll away or cot if necessary.
- Topics, vocabulary, recordings, films, games or the use of computer software or any other form of personal interaction or entertainment that could not be used comfortably in the presence of parents should not be employed with minors. Sexually explicit or pornographic material is never appropriate.
- Do not administer medication of any kind without written parental permission.