



400.10

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ADMINISTRATION

GUIDING PRINCIPLES FOR COMMUNICATIONS IN YOUTH MINISTRY

Background and Introduction

“The new communication media, if adequately understood and exploited, can offer priests and all pastoral care workers a wealth of data which was difficult to access before, and facilitates forms of collaboration and increased communion that were previously unthinkable. If wisely used, with the help of experts in technology and the communications culture, the new media can become – for priests and for pastoral care workers – a valid and effective instrument for authentic and profound evangelization and communion.”

Pope Benedict XVI
The Priest and Pastoral Ministry in a Digital World
New Media at the Service of the World
Message for the 2010 World Communications Day

While inculturation of the Gospel is essential, and we must always seek new and relevant methods of evangelization and catechesis, it is important that we make every effort to ensure the safety of both producers and consumers of communications, especially when minors are involved. The encountering and accompaniment of God’s people and the safety and protection of His flock requires responsible, focused, and intentional use of new and yet-to-be-developed technologies.

General Guidelines

Local policy must always be in alignment with the diocesan policies. Materials used to communicate local and diocesan policies will be reviewed and revised as needed. Such materials will be published and distributed.

Each youth ministry program shall have a plan for communicating the program’s philosophy, mission, policies, and activities to the parish community.

When sending out any form of communication, verbal or written, and when posting, commenting, or replying to internet sites, it is prohibited to use obscene, harassing, derogatory, defamatory, or otherwise potentially scandalous comments, links, and/or images which reflect, discredit, or cause embarrassment to the Catholic Church, Diocese of Columbus, or any person or group of individuals.



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Posts, comments, and/or replies must never contradict the teachings of the Catholic Church.

It is prohibited to divulge, without verifiable consent of a parent or guardian, any information that would jeopardize the safety or well being of any person or group of individuals. This includes but is not limited to pictures of any person younger than the age of 18. Personal identifiable and contact information may not be shared with: vendors, organizations, other parishes, schools, or individuals outside the youth ministry program. Personal identifiable and contact information may be shared within the parish with parish administrators who require the information for administrative purposes only. Also prohibited is the posting of full names, home address, email address, telephone numbers or any information that would allow someone to identify or contact a person younger than the age of 18. Verifiable consent may take the form of a personally identifiable information release form (See 400.15) or permission from the parent or guardian (See 400.33).

It is prohibited to disclose in, post, comment, or reply to information that is understood to be held in confidence by the Diocese of Columbus.

Recognition and respect of intellectual property should be maintained at all times. Care must be taken so as not to infringe upon the exclusive rights of others, musical, literary and or artistic works. It is the responsibility of the individual to abide by all copyright laws of the United States of America.

Enforcement

Failure to comply with any of the guidelines and provisions outlined here will be grounds for disciplinary action up to and including termination. The Department for Education reserves the right to change this policy at any time and at its discretion. The interpretation and administration of this policy will be made by diocesan officials in light of changing circumstances and events.



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COMMUNICATING WITH MINORS

- An adult employee or volunteer may not initiate a one to one private communication with a minor. One-on-one or private communication between non-related adult employees or volunteers and minors is prohibited. As required and described by Policy 200.30 all interactions in person and through technology must meet the 2-deep strategy. If a minor initiates such communication, then the adult must move the conversation to a public platform and retain a record of the communication. All interaction and communication must be open, public, transparent, and appropriate. For clarification, communication through the US Postal System meets the open, public, and transparent criteria.
- Medium of communication must allow for accountability and ability to retain records of communications, therefore no “anonymous” apps or platforms and no apps or platforms which automatically delete communications are permitted.
- Communications should come via Professional Ministry account/profile, phone (mobile/work), email, or physical address; NEVER via a personal account/profile, phone (mobile/home), email, or physical address. If the employee or volunteer adult is not issued a mobile ministry phone, then communication should be through a public platform.
- Adult employees and volunteers must not initiate or accept “friend” requests, “follows”, or the like with minors related to personal social media platforms or apps.
- Parents should not only be invited but strongly encouraged to sign up for communications.
- High school-aged minors who serve as employee or volunteer leaders or assistants with minors under the age of 13 must conform to the above policies in all communications pertaining to the ministry. Additionally minors must abide by Policy 300.31 regarding conduct with peers and those of younger age.



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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.



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ESTABLISHING AND USE OF SOCIAL MEDIA

- Establish and utilize official social media accounts and/or pages for parish or ministry communication that do not allow minors access to personal accounts and/or profiles of adult leaders.
- Approval from the Parish Coordinator of Youth Ministry, their supervisor, and the pastor must be obtained before creating a new social media account and/or page for the parish or ministry. There must be at least two adult administrators and at least one of these should be the Parish Coordinator of Youth Ministry or DRE, their supervisor, or the pastor.
- All social media sites and pages should be public and transparent.
- Social Media involving the participation of minors must be equally accessible to the minor's parent or guardian. The parents and guardians should be made aware of the site or page and both allowed and strongly encouraged to participate.
- Social media sites or pages belonging to the parish or ministry must be monitored and reviewed on a regular basis. There shall be no posting of inappropriate or foul language, photos, or videos, and no verbal or emotional harassment (see 300.30 and 300.31). There shall be no posting of confidential or proprietary information, unauthorized use of trademarks or logos, or promotion or solicitation from outside businesses. As stated in Policy 400.10, it is prohibited to post and personally identifiable information pertaining to a minor without the written consent of a parent or guardian.
- Adult employees and volunteers must refrain from providing any form of counseling to a minor via a social media platform. An adult employee or volunteer may not initiate a one to one private communication with a minor via social media. If a minor initiates such communication via social media, then the adult must move the conversation to a public platform and retain a record of the communication for seven (7) years.



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SOCIAL MEDIA BEST PRACTICES

Be cautious when selecting and creating an account on a new social media platform. Get to know the social media network (privacy settings etc.) to ensure that it has the safety and security settings to maintain compliance with all diocesan policies. Selecting a social media platform that is already used by minors and their parents will help to ensure use by the youth and further monitoring by the parents.

Choose at least two administrators, at least one of which should be an adult employee. If one username login and password is shared to administrate the social media account, then the number of administrators should be kept to a minimum of two or three. If the social media platform allows for levels of administration, then the number of top level administrators should be kept to a minimum of two or three, and all others should be assigned a lower level administration (editor, publisher, etc.) that does not allow for them to add other administrators or delete the account without approval.

If a minor initiates a one-on-one conversation with a non-related adult employee or volunteer via a social media platform, 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 social media should be made and retained for a period of seven (7) years.



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PERSONALLY IDENTIFIABLE INFORMATION RELEASE FORMS

Information regarding minors not considered personally identifiable information will be released in various formats, including websites, unless a parent/guardian notifies the parish/school that such information is not to be released regarding his/her child. Information not considered personally identifiable includes names of minors, grade level, activities, sports, awards, and date of graduation.

Personally identifiable information for a minor may only be published or shared with the written consent of a parent/guardian. Record of consent must be retained on file for seven (7) years or until the consent is revoked by the parent or guardian. Personally identifiable information includes photographs, digital images, or recordings with and without names, addresses, email addresses, phone numbers, social media accounts, and personal characteristics (height, weight, etc.).

FOR RELEASE OF PHOTOGRAPHS, DIGITAL IMAGES, AND RECORDINGS

No photographs, digital images, or recordings of minors participating in youth events may be published or shared publicly without written and signed consent of a parent or guardian. There is a release for this personal identifiable information within the parental permission and consent form (400.33), but if a form is not on file for the minor, then written consent must be obtained from the parents or guardians using the following form (also accessible for print in Section 6 of the Parish Resource Manual for Youth Ministry):

“PARENT(S)/Guardian(s) CONSENT FOR RELEASE OF PHOTOGRAPHS, DIGITAL IMAGES, AND RECORDINGS

The undersigned hereby consents to the release of photographs, digital images or recordings, and name of the Participant to be used by the Diocese of Columbus and _____ (Parish Name) for future promotional programs of the Diocese of Columbus and the Parish. If you have any questions or concerns, please contact _____ (Parish point of contact) at _____ (phone number).

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____ Date: _____”



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FOR ALL OTHER PERSONALLY IDENTIFIABLE INFORMATION

No personally identifiable information of minors participating in youth events may be published or shared without written and signed consent of a parent or guardian. To obtain consent for any personally identifiable information beyond name, photograph, digital images, or recordings, the following form must be used (also accessible for print in Section 6 of the Parish Resource Manual for Youth Ministry):

**“PARENT(S)/Guardian(s) CONSENT FOR RELEASE OF
PERSONALLY IDENTIFIABLE INFORMATION**

The undersigned parent(s)/guardian(s) of _____, a minor at
(Minor’s Name)
_____ hereby consent to the release of the following
(Name of School)
personally identifiable information.

Specific information to be released:

Reason for release:

Information to be released via:

The undersigned consent to the transfer of the above information to a third or subsequent party.

(Parent/Guardian Name)

(Date)

(Parent/Guardian Signature)”



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COMMUNICATING PROGRAM RULES AND POLICIES

Each youth ministry program should regularly publish and distribute materials (e.g. handbooks, letters, brochures, handouts, etc.) to assist both the parents and youth in becoming knowledgeable about program rules and policies. The materials should address, but are not limited to, the following items. The materials can cite or include the appropriate diocesan policy.

- appropriate communication with minors
- child custody issues
- code of conduct
- crisis plan
- dispensing medication
- drug and substance abuse
- harassment
- mission and belief statements
- personally identifiable information release notice
- pregnancy policy
- publishing youth information
- violent acts
- safe environment standards



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PUBLIC RELATIONS PROCEDURES

PUBLIC ANNOUNCEMENTS

As a general rule, pastors and coordinators of youth ministry are responsible for routine public relations for their programs. Exceptions to this rule include matters relating to diocesan actions or decisions.

Examples of matters to be handled by the diocese are:

1. Decisions or actions by the bishop, episcopal moderator for education, diocesan director of youth and young adult ministry, or the Office of Youth and Young Adult Ministry.
2. Decisions or actions of diocesan task groups and committees.

CRISIS COMMUNICATIONS

The diocesan director of youth and young adult ministry will be informed by the pastor or coordinator of youth ministry as soon as facts indicate a potential or actual public relations problem. (If the diocesan director of youth and young adult ministry or episcopal moderator for education is not available, the pastor or coordinator of youth ministry will contact the diocesan Communications Office directly.)

The Communications Office is solely responsible for providing any public statements or releases in crisis situations.



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OUTSIDE SPEAKERS

Coordinators of youth ministry must consult with and receive approval from the pastor (or his representative) before inviting an outside speaker to a program.

The pastor (or his representative) will obtain a letter from the outside speaker's home diocese stating that the speaker is in compliance with that diocese's safe Environment policies.

If two or more parishes are co-sponsoring an outside speaker or speakers, the pastors (or their representatives) must consult with the Director, Office of Youth and Young Adult Ministry (OYYAM) before issuing the invitations. The OYYAM Director will instruct the parish representative to complete the "Diocese of Columbus Approval Form for Incoming Speakers" and then forward the speaker request to the Chancellor for final approval.

In their presentations, all Catholic speakers must accept and honor the teachings of the Catholic Church. A non Catholic speaker is welcomed but care must be taken that such speaker does not speak contrary to Catholic practice and doctrine.

The pastor (or his representative) and coordinator of youth ministry are responsible for guests who visit a program and speakers who address youth, either individually or in a group.



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RELATIONS WITH LOCAL COMMUNITY AGENCIES: FIRE DRILLS

1. The State Fire Marshall strictly urges that fire drills in buildings be of a surprise nature. A record of the drills shall be kept by the coordinator of youth ministry.
2. When the fire alarm is sounded, everyone in the building shall leave.
3. As soon as the coordinator of youth ministry is certain that all youth have left the room, the coordinator of youth ministry shall close the doors as he/she leaves.
4. The youth shall walk. Talking shall not be permitted as the youth leave the building.
5. The coordinators of youth ministry shall move to predesignated positions at a safe distance from the building.
6. As soon as the youth are stationed, the coordinator of youth ministry shall take a count of all youth present.
7. The coordinator of youth ministry or a person delegated by the coordinator of youth ministry shall stand near the main entrance of the building. As quickly as the count is made, the coordinator of youth ministry shall be notified that all youth have been accounted for. If a youth is missing, that information shall be relayed to the coordinator of youth ministry.
8. When the first fire company arrives, the coordinator of youth ministry will inform them as to whether or not all youth have been accounted for. If a youth is missing, the coordinator of youth ministry will notify the officer and tell him/her in what part of the building the youth is likely to be.
9. Youth shall be trained to use an alternate exit route in case the regular route is blocked.
10. Handicapped youths shall be cared for by some designated responsible person.
11. Every unplanned sounding of the fire alarm must be reported to the Fire Department, by telephone, immediately, to get the fire fighters to the building.



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TRANSPORTATION

All drivers and vehicles used for transporting young people must be in full compliance with the policies set forth in the *Diocesan Financial Policy Manual* (See Diocesan Finance Manual 1504.0). All drivers must also be in full compliance with diocesan safe environment policies (See Youth Ministry Parish Resource Manual 6.1/6.2).

The transportation policies in the Diocesan Finance Manual 1504.0 include, but are not limited to, the following policies in effect related to vehicles owned by others that are used for Diocesan purposes:

- Employees and/or volunteers who drive their own vehicle for diocesan purposes are to carry automobile insurance coverage amounts of \$100,000 per person/\$300,000 per occurrence for Bodily Injury and \$100,000 Property Damage or a Combined Single Limit of \$300,000. A copy of the employee or volunteer insurance card is to be obtained prior to use of the vehicle for Diocesan purposes.
- The use of vans with the capacity of 11 or more passengers including the driver is prohibited.
- Rented vehicles of any type are to be adequately insured by the renting Diocesan entity to hold harmless the Diocese and renting entity from property/liability claims. It is mandatory to purchase over the counter insurance for the rented vehicle.
- Drivers of vehicles used to transport others for Diocesan purposes must be 25 years old or older.



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FIELD TRIPS

A field trip is defined as a parish sponsored activity supervised by parish personnel and/or adult volunteers which occurs off site.

No minor may participate unless a signed parent permission and liability waiver form for the specific event is received by the parish prior to the field trip. A standardized parent permission and liability waiver form is available from the diocese (See 400.33).

The standardized form must be completed by the parent/guardian in its entirety and no content of the form may be omitted or edited in any way. Additional fields requesting additional information (such as shirt size or meal choices) may be added, so long as no other fields are removed or edited in any way.

This form may be completed in an online format and submitted by the parent as long as the original content is in place and the parent/guardian checks the approval boxes.

If a minor registers at a parish or diocesan event or field trip and does not bring the completed form, the adult leaders in charge may refuse participation or call the parent/guardian and take the information on the form over the phone and note the parent/guardian verbal consent. Two adult leaders must be present and sign the form to verify parent/guardian consent.

Record of parental consent and permission must be retained on file for seven (7) years. Any parish records with the name, address, e-mail, home phone number or mobile phone number, or any other personally identifiable information as well as private information like health insurance or medical information of a minor, must be kept in a secure location at all times.



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No adult participant or chaperone may participate unless a signed adult permission and liability waiver form for the specific event is received by the parish prior to the field trip. A standardized adult permission and liability waiver form is available from the diocese (See 400.35).

The standardized form must be completed by the participating adult in its entirety and no content of the form may be omitted or edited in any way. Additional fields requesting additional information (such as shirt size or meal choices) may be added, so long as no other fields are removed or edited in any way.

This form may be completed in an online format and submitted by the participating adult as long as the original content is in place and the adult checks the approval boxes.

Record of adult permission and liability must be retained on file for seven (7) years. Any parish records with the name, address, e-mail, home phone number or mobile phone number, or any other personally identifiable information as well as private information like health insurance or medical information, must be kept in a secure location at all times.

Whenever possible, bus transportation should be provided. If a private passenger vehicle is used, all drivers and vehicles must be in full compliance with the *Diocesan Financial Policy Manual* (1504.0).



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OVERNIGHT EVENTS AND TRIPS

Trips or events including minors which extend during the evening and require staying overnight are subject to the approval of the pastor or his representative.

Approval may only be given when such an event supplements or enriches parish programs, e.g. retreat experiences, youth conferences, etc.

The directives in Policy 400.31 - Field Trips also apply to overnight trips and events.



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REGISTRATION/PERMISSION/RELEASE AND INDEMNIFICATION AGREEMENT

The following registration/permission/release form must be signed and dated by the parent/guardian and student for the specific event prior to the field trip or overnight activity as defined in Policy 400.31. No language in the registration/permission/release may be edited or removed.

Versions of this form in English and Spanish accessible for print can be found in Section 6 of the Parish Resource Manual for Youth Ministry.

DIOCESE OF COLUMBUS

REGISTRATION/PERMISSION/RELEASE AND INDEMNIFICATION AGREEMENT

PARISH NAME _____ PARISH CITY _____

Please print clearly; return with appropriate payment to your adult leader. All incomplete forms will be returned.

I. REGISTRATION

A. Name of Participant _____
Address _____
City _____ State _____ Zip Code _____
Phone (_____) _____ Participant Cell (optional) (_____) _____
E-Mail _____
Parish _____ School _____
Date of Birth _____ / _____ / _____ Male Female Grade _____
Name of Adult Leader _____

B. Name of Activity _____
Location _____
Dates of Activity _____
Mode of transportation if not self provided: _____

II. PERMISSION

The undersigned hereby state(s) that (he/she/they) (is/are) the (parent/parents/guardian) of the above named Participant and have full legal responsibility for the Participant. The undersigned hereby grant(s) permission for the Participant to participate in the Activity named in Section I.B., above.



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III. RELEASE AND INDEMNIFICATION

- A. **Release.** The undersigned on behalf of the undersigned, the Participant, and the heirs, successors and assigns of the undersigned and the Participant, hereby release, hold harmless from any liability, and discharge from all direct or derivative claims, actions, causes of actions, medical expenses, costs, legal expenses, other expenses and all other damages at law or in equity, known or unknown, direct or indirect, choate or inchoate against the Diocese of Columbus, the Parish and all current and former employees, agents, clergy, officers and volunteers of the Diocese of the Parish, arising from the Participant's participation in the Activity named in Section I.B., above.
- B. **Indemnification.** The undersigned shall indemnify and hold harmless the Diocese of Columbus, the Parish, and all current and former employees, agents, clergy, officers and volunteers of the Diocese of Columbus or the Parish from any claim, liability, suit, judgment, loss, damage, expense, fee or cost (including court costs and attorney fees) arising directly or indirectly from the Participant's participation in the Activity named in Section I.B., above, unless arising from the negligence of an indemnified party.

IV. SPECIFIC MEDICAL INFORMATION AND MEDICATION

- A. **Specific Medical Information.** The Parish will take reasonable care to see that the following information will be held in confidence.
 Chronic Conditions (e.g. Epilepsy; Diabetes) _____
 Allergic Reactions (e.g. Food, medications, plants, etc.) _____
 Dietary Restrictions _____
 Immunizations: Date of last tetanus/diphtheria immunization: _____
 Any physical limitations? _____
 Has the Participant recently been exposed to contagious disease or conditions, such as mumps, measles, chicken pox, etc.? If so, list date and disease or condition: _____
 You should be aware of these special medical conditions of the Participant: _____

- B. **Current Medication:** The Participant is taking medication at present. The Participant will bring all such medications necessary, and such medications will be well-labeled. Names of medications and concise directions for taking such medications, including dosage and frequency of dosage, are as follows: _____

C. **Non-Prescription Medication**

Please check ONE of the following:

No medication of any type, whether prescription or non-prescription, may be administered to the participant unless the situation is life-threatening and emergency treatment is required.

Non-prescription medication may be given to the Participant, if deemed appropriate.



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V. EMERGENCY MEDICAL CONTACT AND TREATMENT

A. Emergency Contact Information

Parent or Guardian _____

Address _____

Phone(s) _____

Medical Insurance _____ Policy Number _____

Member's Name _____ Phone (_____)

Family Doctor _____ Phone (_____)

B. Emergency Medical Treatment

In the event of an emergency, the undersigned hereby give(s) permission to transport the Participant to a hospital for emergency medical or surgical treatment. The undersigned wish(es) to be advised prior to any further treatment by the hospital or doctor. In the event of an emergency, if the undersigned cannot be reached at the above numbers, contact:

Name & relationship: _____ Phone: (_____)

VI. CONSENT FOR RELEASE OF PERSONALLY IDENTIFIABLE INFORMATION

The undersigned hereby consent to the release of photographs and name of the Participant to be used by the Diocese of Columbus and _____ (PARISH NAME) for future promotional programs of the Diocese and Parish. If you have any questions or concerns, please contact _____ (PARISH POINT OF CONTACT) at _____ (PHONE NUMBER).

____ Please initial here if you DO NOT consent to the release of personally identifiable information.

VII. CODE OF BEHAVIOR

The Participant shall comply with the following:

1. The Participant must stay and participate in the entire event. The Participant may not leave the premises unless accompanied by an adult leader, parent, or legal guardian.
2. The possession or use of alcohol, tobacco, drugs, or weapons of any kind is not permitted.
3. Foul language is not tolerated.
4. The Participant must comply with any and all directions of activity staff.
5. The Participant must respect the rights and property of others. Damage to or defacing of property will be the financial responsibility of the Participant involved and the undersigned.
6. Failure to abide by this Code of Behavior may result in a request to the undersigned to transport the offending Participant from the premises, and the undersigned shall immediately comply with the request.

VIII. SIGNATURES

**THE UNDERSIGNED HAS READ, UNDERSTANDS AND HEREBY
AGREES TO AND ACCEPTS ALL PROVISIONS IN THIS AGREEMENT**

Participant's Signature _____ Date _____

Parent Signature _____ Date _____

Parent Signature _____ Date _____

Legal Guardian Signature _____ Date _____



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ADULT REGISTRATION/PERMISSION/RELEASE AND INDEMNIFICATION AGREEMENT

The following registration/permission/release form must be signed and dated by the adult participant or chaperone for the specific event prior to the field trip or overnight activity as defined in Policy 400.31. No language in the registration/permission/release may be edited or removed.

Versions of this form in English and Spanish accessible for print can be found in Section 6 of the Parish Resource Manual for Youth Ministry.

DIOCESE OF COLUMBUS ADULT PARTICIPATION REGISTRATION/PERMISSION/RELEASE AND INDEMNIFICATION AGREEMENT

PARISH NAME _____ PARISH CITY _____

Please print clearly; return with appropriate payment to your adult leader. All incomplete forms will be returned.

I. REGISTRATION (Each Adult Participant Must Complete a Separate Form)

A. _____ Name of Adult Participant: _____

Address: _____

City: _____ State: _____ Zip : _____

Cell Phone: _____ Email: _____

DOB: ____/____/____ Male: Female:

Clergy/Religious: Group Leader/Youth Minister: HS Campus Minister: Medical Personnel:

Name of Group Leader: _____

B. Name of Activity _____

Location _____

Dates of Activity _____



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II. SPECIFIC MEDICAL INFORMATION AND MEDICATION

A. Specific Medical Information.

The Parish will take reasonable care to see that the following information will be held in confidence.

Chronic Conditions (e.g. Epilepsy; Diabetes) _____

Allergic Reactions (e.g. Food, medications, plants, etc.) _____

Dietary Restrictions _____

Immunizations: Date of last tetanus/diphtheria immunization: _____

Any physical limitations? _____

Has the Participant recently been exposed to contagious disease or conditions, such as mumps, measles, chicken pox, etc.? If so, list date and disease or condition: _____

Any special medical conditions of the Participant: _____

B. Medication: The Participant is responsible for providing and taking all medication, prescription or non-prescription, required by the Participant.

C. Emergency Contact and Information.

Emergency Contact _____ Phone Number () _____

Medical Insurance _____ Policy Number _____

Member's Name _____ Phone Number () _____

Family Doctor _____ Phone Number () _____

In the event of an emergency, the undersigned hereby give(s) permission to be transported to a hospital.

III. RELEASE AND INDEMNIFICATION

A. Release. The undersigned on behalf of the undersigned and the heirs, successors and assigns of the undersigned hereby releases, holds harmless from any liability, and discharges from all direct or derivative claims, actions, causes of actions, medical expenses, costs, legal expenses, other expenses and all other damages at law or in equity, known or unknown, direct or indirect, choate or inchoate against the Diocese of Columbus, the Parish and all current and former employees, agents, clergy, officers and volunteers of the Diocese of Columbus or the Parish, arising from the Participant's participation in the Activity named in Section I.B., above.



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B. Indemnification. The undersigned shall indemnify and hold harmless the Diocese of Columbus, the Parish, and all current and former employees, agents, clergy, officers and volunteers of the Diocese of Columbus or the Parish from any claim, liability, suit, judgment, loss, damage, expense, fee or cost (including court costs and attorney fees) arising directly or indirectly from the participation of the undersigned in the Activity named in Section I.B., above, unless arising from the negligence of an indemnified party.

IV. CODE OF BEHAVIOR

A. Adults. Adults shall at all times conduct themselves in a lawful manner appropriate to the Activity. Adults shall act with respect for all other participants in the Activity. Adults shall act in accordance with the principles of the Roman Catholic Church.

B. Student Activities. Adult participants shall at all times be present and shall chaperone students assigned by group leader. Adult participants will supervise and monitor the movement of students throughout the activity. Adult participants will insure that no students enter areas specifically prohibited. Adult participants will insure that no students enter any rooms or areas that are not appropriately chaperoned by two adults. Adult participants will use safe environment practices such as not meeting with students in secluded areas; making sure enough adults are chaperoning all activities; observing other adults who are interacting with youth; and notifying OYYAM staff of any inappropriate activities throughout the duration of the activity. Adult participants will respect that the sessions are designed for the benefit of students and will refrain from excessive questions or participation in the sessions. The possession or use of alcohol, tobacco, drugs, or weapons of any kind by students or adult participants is not permitted. Failure to abide by this Code of Behavior may result in a request for the adult to leave the premises.

V. SAFE ENVIRONMENT COMPLIANCE

Date of Criminal Background Investigation Report: ____/____/____

Protecting God's Children: ____/____/____
Date

Location

I HAVE READ, AND UNDERSTAND AND AGREE TO ALL CONTAINED IN THIS AGREEMENT.

I HAVE READ AND UNDERSTAND THE ABOVE CODE OF BEHAVIOR AND COMMIT TO UPHOLD THIS CODE OF BEHAVIOR.

I AFFIRM THAT THE SAFE ENVIRONMENT COMPLIANCE INFORMATION I HAVE PROVIDED IS COMPLETE AND TRUTHFUL.

Signature

Date



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ACCOUNTS AND FINANCIAL PROCEDURES

All accounts and financial procedures must be in full compliance with the policies set forth in the *Diocesan Financial Policy Manual*.



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ADMINISTRATION

PARISH YOUTH MINISTRY FACILITIES

The parish's youth ministry facilities shall support the diocesan philosophy and goals of youth ministry, and promote a healthy formation of Catholic youth. All youth ministry programs shall be held in suitable locations appropriate for parish activities.

All facilities in full compliance with the policies set forth in the *Diocesan Financial Policy Manual*.



400.50

■ POLICY

□ GUIDELINE

ADMINISTRATION

DRUG PREVENTION

For the purpose of this policy, “drugs” shall mean:

1. Any drug of abuse as defined in Ohio Revised Code §3719.011 (which includes any controlled substance, any harmful intoxicant and any dangerous drug as those terms are further defined in the Ohio Revised Code);
 2. All alcoholic beverages;
 3. All tobacco products;
 4. Any prescription or patent drug, except those for which permission to use in program has been granted;
 5. Anabolic steroids;
 6. Cocaine, crack cocaine, LSD, hashish, opiates, narcotic drugs and marihuana;
 7. Any substance that is a “look-alike” to any of the above, or is a counterfeit controlled substance as defined in Ohio Revised Code §2925.01(O).
- (See policy 5141.0 regarding prescribed medication)

The term “drug paraphernalia” shall have the meaning set forth in Ohio Revised Code §2925.14(A).

Parishes are encouraged to develop drug prevention programs that:

- a. Emphasize the prevention of drug use;
- b. Provide for a comprehensive, age appropriate, developmentally-based alcohol and other drugs education and prevention program;
- c. Include a clear statement that disciplinary sanctions as determined by the parish, will be imposed on program participants who violate the program standards of conduct and a description of those standards;
- d. Provide information about alcohol and other drug counseling and rehabilitation programs available to youth and their parent(s) and or guardian(s).

The use, possession, concealment, manufacture, administering, dispensing or distribution of any drug or drug paraphernalia, or committing any “drug abuse offense” as defined in Ohio Code §2925.01, or appearance while under the influence of any drug, on parish premises, in vehicles used to transport to a youth ministry event, or at any youth ministry sponsored event is prohibited.



400.50 (Cont'd)

■ POLICY

□ GUIDELINE

ADMINISTRATION

Anyone who is committing any act prohibited by this policy shall be brought to the attention of the pastor or the pastor's designated representative.

The pastor or representative shall place student safety as a priority in each situation. The pastor or representative shall notify this youth's parent(s) or guardian(s) immediately.

The youth ministry program policy shall address prevention, intervention, and treatment. Youth ministry programs shall develop local policies regarding the consequences of the use, concealment, or distribution any drug or drug related paraphernalia. These policies shall include the consequences for first time and repeat offenders. The first time offender is required to meet with his/her parent(s) or guardian(s) and parish officials.

Any reference to an Ohio Revised Code section in this policy shall also refer to any subsequent Ohio statute of like tenor and effect.



400.51

■ POLICY

□ GUIDELINE

ADMINISTRATION

ADMINISTERING MEDICATIONS TO YOUTH

A youth using prescribed medication during a youth ministry activity must have on file a signed medical authorization form from the parent or guardian, and a properly completed physician's statement. The authorization must include the following:

1. Written permission from the parent (s) or guardian (s).
2. A physician's verification of the necessity for the medication; name of medication; dosage; times or intervals at which it is to be taken; duration; and possible side effects.
3. Medication must be in original containers and have affixed label including youth's name.
4. Accurate records of the medication given must be kept filed.
5. A statement releasing and holding parish personnel harmless from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication during the activity or its use by the youth.

The possession or use of non-prescription, over-the-counter medication during activities is discouraged. Administration of these medications (i.e. throat lozenges, acetaminophen drugs...such as Tylenol and Datriil) should be determined on the local level, if the parish determines that adequate team members are available, and as long as appropriate permission forms are on file. The parish will not administer aspirin to youth because of its connection to Reye's Syndrome.

Coordinators of youth ministry are permitted to administer prescribed medication to a youth when conditions exist, which in the judgment of the coordinator, merit giving assistance to the youth (e.g., immaturity of the youth, nature of the medication). Coordinators of youth ministry are not required to administer medication to students.

At the discretion of the pastor, the coordinator of youth ministry may require that medication be kept by youth ministry team members until the youth needs to use it.



400.52

POLICY

GUIDELINE

ADMINISTRATION

TEEN PREGNANCY

Given our current circumstances, it is possible that a participant in a parish youth ministry program may face the challenges related to teen pregnancy.

Any determination concerning the continuing participation in youth ministry activities by a pregnant youth shall be made by the youth and their parents in consultation with the youth minister and pastor. Written notice of a doctor's determination concerning participation shall be provided upon request to the coordinator of youth ministry.

The religious instruction given in a youth ministry program should make clear that any act involving procreation is the exclusive right of those who are married. Likewise, catechesis on the Church's consistent stand in defense of human life must also be incorporated.

If, in the case of an unmarried youth, the youth ministry team has an attitude of compassion rather than approval, and if the youth ministry program offers appropriate religious instruction, there is every reasonable hope that the attitude of the youth participants will, likewise, be a rational and Christian one.

At this time in their lives, youth involved in a pregnancy need Christian acceptance, compassion and counsel. It is the Christian community's responsibility to give support and aid to those involved. Professional counseling for the expectant parents is strongly recommended.



400.53

■ POLICY

□ GUIDELINE

ADMINISTRATION

AIDS

The Diocese of Columbus recognizes that AIDS (Acquired Immune Deficiency Syndrome) and/or symptomatic or asymptomatic infection with the human immunodeficiency virus (HIV) is a life-threatening disease and a major health issue. The epidemic proportions of this disease prompted the diocese to adopt a policy which seeks protection of the rights and welfare of all students and staff.

Attendance

In keeping with the recommendations of the Surgeon General's Report each case of a youth with HIV/or AIDS shall be dealt with individually. Youth who are diagnosed as having HIV/or AIDS remain in the normal youth ministry program as their illness allows.

Confidentiality

The Diocese recognizes the dignity and rights of all persons and is sensitive and responsive to the concerns of those who have HIV/or AIDS. Information concerning the health of any youth with HIV/or AIDS shall be treated as confidential.

Procedure

Because adolescents with HIV/or AIDS are highly susceptible to infections from other youth, the Surgeon General's report recommends that the program involve an AIDS evaluation team in the medical evaluation of infected students. The report further recommends that the youth's physician, a public health official (or physician specializing in infectious diseases) and the youth's parent (s) or guardian (s) collaborate with the designated program officials (pastor, coordinator of youth ministry, and appropriate youth ministry team members) in conducting the evaluation. Based upon the recommendations of the evaluation team, the program's administration shall permit the student to remain active in youth ministry events under restricted conditions.