



Directions – Please read carefully and thoroughly before completing report

1. This report is due Wednesday, March 15, 2023.
2. The reporting period is July 1, 2022 – June 30, 2023. The lists and numbers requested should be as of the date the report is submitted.
3. All parishes/schools and offices are to complete this report and return it even if no programming whatsoever to, for, or with minors was offered during the reporting period.
4. This report is to be completed, reviewed and signed by the pastor, principal, or director, and submitted as directed in No. 6 below.
5. Minors are defined as those who are younger than 18 years of age and those aged 18 but not yet graduated from high school.
6. This report is to be returned to the attention of Regina E. Quinn at the Safe Environment Office, Diocese of Columbus, 197 East Gay St., Columbus, OH 43215.
7. Be sure to keep a copy of this report for your records.
8. This report covers all programs for minors, such as religious education, youth ministry, and so forth, as well as any and all non-catechetical ministries to, for, and with minors for the reporting period. Non-catechetical ministries include but are not limited to: altar servers, children's choirs, vacation bible schools, clubs, sports, all levels of Scouting, and fraternal orders for youth.
9. The report can be completed by hand, typewriter, or on a computer. Please print or write legibly if you are completing it by hand. If you type the forms, please do not use any font smaller than 12-point. If you are completing this report by working with the file on your computer, you may add extra lines as needed, but please **do not** change the format of the report itself in any way. An electronic copy of this report can be obtained at <https://columbuscatholic.org/safe>.
10. **You must verify the information in the report by checking it against the information in the VIRTUS database. If there is any discrepancy between your records and the VIRTUS database, please contact the Safe Environment Office.**

11. The forms are the same as last year. Information **MUST** be submitted on the appropriate form for each classification:
 - a. Form A: volunteers (parish, school, and/or agency)
 - b. Form B: parish employees
 - c. Form C: school administrators and teachers
 - d. Form D: non-teaching school employees (clerical, maintenance/custodial, support, etc.)
 - e. Form E: clergy (bishops, priests, and deacons ONLY)
12. **You must use the Forms A, B, C, D, and E provided in this package, or the electronic version contained from the Safe Environment Office.**
13. Section 3 asks questions about your code of conduct for adult employees and volunteers. Please remember to include or attach a copy of your code of conduct for adults, not students.
14. A parish and school can be covered by the same report in cases where a parish has a school, or a separate report can be filed for each. Other than the parish or school, no further separation of reports is to be made. **Please do not fill out a separate report for each program at the parish and/or school.**
15. One person should be designated as the contact for answering any questions that may arise concerning this report.
16. If you have any questions or need additional information, please call Erik Bonilla or Regina Quinn at the Safe Environment Office, 614-241-2568.

Things to keep in mind for the 2022-2023 audit period

1. This year, the data gathering report is being distributed to parishes, schools, and offices the first week of February and is due March 15, 2023. The instructions on pages 1-3 do not need to be returned to the Safe Environment Office.
2. For data gathering report purposes, the Diocese is no longer tracking monthly *Protecting God's Children* training.
3. We need the name, e-mail address, and phone number for the pastor/principal/director as well as for the person designated as the contact person for your location.
4. We are now using five (5) forms: A, B, C, D, and E. Forms C and D will only be used by schools. All school educators and administrators should be listed on Form C. Dates for both the state level (BCI) and federal level (FBI) background reports must be provided.
5. All non-teaching school employees must be reported on Form D. Dates for both the state level (BCI) and federal level (FBI) background reports must be provided.
6. Please include all third party employees as well as direct employees. Third party employees may include, but are not limited to: school nurses supplied by a local school district, county, or third party educational entity, such as Catapult Learning; Title I teachers; intervention specialists; athletic trainers; and school psychologists. Please group all third party employees together on the appropriate form. If these people are licensed by the Ohio Department of Education (ODE), you should be able to get the dates of their latest background reports from the ODE Website. If they are not licensed by ODE, please get a statement from their employer giving the date and nature of their background reports.
7. As in past years, volunteers should be listed on Form A. Parish employees should be listed on Form B.
8. Please note that catechists in a Parish School of Religion or Catechesis of the Good Shepherd program are not considered educators for the purposes of this report. They should be listed on Form A if volunteers, or Form B if they are paid.
9. Form E is for listing clergy (bishops, priests, and deacons). Clergy should not be listed on the volunteer or employee sheet. Please do not list anyone other than bishops, priests, or deacons on Form E.
10. Seminarians are not clergy unless they have been ordained as deacons. If they are deacons, they should be listed on Form E. Otherwise, they should be listed on Form A if volunteers or Form B if employees.
11. Religious sisters and brothers should not be listed as clergy.
12. Forms A, B, C, D, and E are in spreadsheet format. **You must use the Forms A, B, C, D, and E provided by the Safe Environment Office.**
13. Please be sure to put the total number of volunteers in your response to Question 4.1. The total number of employees should be in your response to Question 5.1. If the total number of volunteers and employees are not listed, the report will be returned to you to complete.
14. Minors who are employees and/or volunteers are required to be included in the report. Please clearly indicate that they are minors. Again, minors are defined as those who are younger than 18 years of age and those aged 18 but not yet graduated from high school. If they are over 18 and have graduated high school, they are considered adults.
15. Only list the employees and volunteers who were **active** during the period of time from July 1, 2022 – June 30, 2023. **Remove** employees and volunteers from the list who were not active during this audit period. Please do not include the names and dates of individuals who

were active volunteers and/or employees during prior audit periods, **but were not active** during this audit period.

- 16. You must verify the information in the report by checking it against the information in the VIRTUS database. If there is any discrepancy between your records and the VIRTUS database, please contact the Safe Environment Office.**

Section 1 – Preliminary information – To be completed by the pastor, pastoral administrator, principal or director

Parish, school, or office submitting this report:

Address:

Pastor/Principal/Director:

E-mail address:

Phone number:

Alternate phone number:

Contact person who will answer questions that arise about this report:

E-mail address:

Phone number:

Alternate phone number:

Local safe environment coordinator (if different than the contact person):

E-mail address:

Phone number:

Alternate phone number

1.1 Does your parish have any programs or ministries that involve minors? Examples of programs for minors include but are not limited to: servers, youth group, children's choir, religious education, dance groups, Squires, clubs, sports (whether or not through the Diocesan Recreation Association), all levels of Scouting, use of parish/school facilities by parishioners or outside groups for programs involving minors, etc.

☐ Yes ☐ No

- If yes, please complete Sections 2 through 6 of this report, then sign and return it to the Chancery Office.
- If no, please complete Sections 3, 5, and 6 of this report, then sign and return it to the Chancery Office.

Section 2 – Participation & enrollment

Below list the name of each program, the number of minors enrolled/participating, and the name of the program supervisor.

Program	Number enrolled	Supervisor

Section 3 – Code of Conduct

Basis for this requirement: Charter and Norms for the Protection of Children and Young People – Article 12. The Charter and Norms are particular law for the Catholic Church in the United States. In the Diocese of Columbus, the requirement for establishing and communicating a code of conduct is documented in the following policies: *Decree Establishing Policies Dealing With Allegations of Sexual Abuse of Minors by Priests, Deacons, or Other Church Personnel* (May 15, 2003); *Protocol #02-16 - Reference & Background Check Policy* (October 1, 2016); *Policies and Guidelines for Parish Youth Ministry Programs*: 200.40, 200.41, 200.42, 200.43, and 400.13. *Policies for Parish Religious Education/Catechetical Programs*: 2213.0, 2430.05, 4116.14, 4116.15, and 5140.05; and *Catholic School Policy Manual*: 1500.0, 2211.215, 4116.1, 4116.2, 4116.15, 4116.16, 5140.05 5144.1, and 6140.3.

3.1 Is a code of conduct establishing standards of ministerial behavior and appropriate boundaries for adults communicated to all employees and volunteers who have contact with minors (younger than 18 or still in high school)?

☐ Yes ☐ No

3.2 If no, please explain how this will be corrected:

3.3. Do these codes of conduct specifically address conduct relating to sexual abuse of a minor?

Y Yes No

3.4 If no, please explain how this will be corrected:

3.5 How and where is the existence of your code of conduct documented?

3.6 Is this code of conduct published for the benefit of the entire community? Yes No

3.7 If no, please explain how this will be corrected:

3.8 Please provide a copy of your code of conduct for adult employees and volunteers.

Section 4 – Volunteers working with Minors

Volunteers to be included in this report are:

- 1. All Catholic school volunteers, regardless of whether or not they have contact with minors;**
- 2. All volunteers in any programs or ministries to, for, and with minors, including but not limited to religious education, youth group, children's choir, altar servers, youth athletics – including all volunteer coaches and assistant coaches, Scouting, Squires, etc.**

- This Section requires completion of Forms A and C.**
- In addition to the above, all volunteer drivers are required to be in compliance with diocesan policy regarding automobile insurance.**

Basis for this requirement: Charter and Norms for the Protection of Children and Young People – Article 12; Charter for the Protection of Children and Young People – Article 10 & 13; and Diocese of Columbus Policies and Guidelines for Parish Youth Ministry Programs 200.10; Policies for Parish Religious Education/Catechetical Programs 4110.0; Catholic School Policy Manual 4110.1; Diocese of Columbus Clergy Protocol # 03-06 – Policy Regarding Civilian Criminal Background Checks and Child Protection Training for Employees and Volunteers in the Diocese of Columbus; Protocol #02-16 - Reference & Background Check Policy (October 1, 2016).

4.1 How many volunteers work with minors in the name of the parish, school, or diocesan office during this reporting period? **Provide an exact number and not an estimate. The number provided must also match the number of people listed on Form A.**

4.2 All adult volunteers working with minors must successfully complete a criminal background investigation and *Protecting God's Children* training. The list provided on Form A will be verified by comparing it to the information in the VIRTUS database maintained by the Safe Environment Program (SEP) Office. If individuals' compliance status cannot be verified by the SEP, the reporting location will be notified. The reporting location must contact those individuals immediately, obtain the necessary documentation, and submit it to the SEP.

4.3 Identify the name(s) and position(s) of the person(s) responsible for maintaining these records.

Section 5 – Employees

All employees, even those who have no contact with minors, must successfully complete a criminal background check and attend Protecting God's Children training in accordance with diocesan Protocol 03-06 (June 2006). Be sure to include paid coaches and assistant coaches.

- **This Section requires completion of Form B, Form C and Form D.**
- **In addition to the above, all employee drivers are required to be in compliance with diocesan policy regarding automobile insurance.**

Basis for this requirement: Charter and Norms for the Protection of Children and Young People – Article 12; Charter for the Protection of Children and Young People – Article 10 & 13; and *Diocese of Columbus Policies and Guidelines for Parish Youth Ministry Programs* 200.10; *Policies for Parish Religious Education/Catechetical Programs* 4110.0; *Catholic School Policy Manual* 4110.1 and 6121.0; *Diocese of Columbus Clergy Protocol # 03-06 – Policy Regarding Civilian Criminal Background Checks and Child Protection Training for Employees and Volunteers in the Diocese of Columbus, Protocol #02-16 - Reference & Background Check Policy* (October 1, 2016).

5.1 How many persons are employed by the parish/school or diocesan office during this reporting period? **Provide an exact number and not an estimate. The number provided must also match the number of people listed on Forms B, C, and D.**

5.2 All parish/school and office adult employees must successfully complete a criminal background investigation and *Protecting God's Children* training. The list provided on Forms B, C, and D will be verified by comparing it to the information in the VIRTUS database maintained by the Safe Environment Program (SEP) Office. If individuals' compliance status cannot be verified by the SEP, the reporting location will be notified. The reporting location must contact those individuals immediately, obtain the necessary documentation, and submit it to the SEP.

5.3 Identify the name(s) and position(s) of the person(s) responsible for maintaining such records.

Section 6 – Pastor/Administrator/Principal/Director's Signature

I hereby give my assurance that I understand the requirements of the Charter and Norms for the Protection of Children and Young People and that my parish and/or school complies to the best of its ability with the Charter and Norms in all of its ministries that involve or may involve minors.

Signature: _____ Date: _____

Final Checklist – Review carefully before submitting this report.

Before returning this form, did you:

- ✓ Complete each required section of this report?
- ✓ Complete forms A, B, C D, and E?
- ✓ Include contact information requested in Section 1?
- ✓ Include all information for this reporting period?
- ✓ Include information about non-catechetical ministries such as altar servers, children's choirs, vacation bible schools, clubs, fraternal orders for youth, and so forth?
- ✓ Designate one contact person to answer any questions the person reviewing the audit may have?
- ✓ Sign on the line above?

If anything is incomplete, the report will be returned for completion.

Once all this is done, please send the report to:

**Regina E. Quinn
Director, Safe Environment Office
Diocese of Columbus
197 E. Gay St.
Columbus, OH 43215**