



Catholic Diocese of Columbus

Safe Environment Office
614 • 241 • 2568

Dear Pastor/Principal/Director:

The Chancery Office is continuing the local audit process that examines parish and school compliance with the Charter and Norms for the Protection of Children and Young People. This process includes a report to demonstrate parish and school compliance and a cycle of follow up visits by diocesan personnel. Enclosed with this letter is the Local Data Gathering Report. **Please return the completed audit instrument to Meredith Gaul at the Catholic Center no later than Monday, April 28, 2025.** The audit period this report covers is the current fiscal year of July 1, 2024, to June 30, 2025. Please complete it for these months only.

The report can be completed by hand 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. **Please return the completed packet via email to mgaul@columbuscatholic.org.** If mail delivery is preferred, please mail to:

Roman Catholic Diocese of Columbus
Safe Environment Office
ATTN: Meredith Gaul
197 E. Gay Street
Columbus, OH 43215

We are using the same forms as last year. Information **MUST** be submitted on the appropriate form for each classification:

Form A: volunteers (parish, school, and/or agency)

Form B: parish employees

Form C: school administrators and teachers

Form D: non-teaching school employees (clerical, maintenance/custodial, support, etc.)

Form E: clergy (bishops, priests, and deacons ONLY)

You must use the Forms A, B, C, D, and E provided in this package, or the electronic version obtained from the Safe Environment Office website. Please remember to include a copy of your code of conduct for adult employees and volunteers.

If you have any questions, find a section difficult, or need assistance, contact the Safe Environment Office at 614-241-2568. We thank you again for your continuing efforts to protect the children and youth of our diocese.

Faithfully yours in Christ,

Shawn Kinson

Shawn Kinson
Diocesan Safe Environment & Security Coordinator
614-241-2568 (Opt. 1)

Meredith Gaul

Meredith Gaul
Diocesan Safe Environment Coordinator
614-241-2568 (Opt. 3)

enc: 2024-2025 Data Gathering Report