
Ethics and Integrity in Ministry (EIM) *Code of Conduct Policy*



Diocese of Kansas City-St. Joseph

Updated and Promulgated: December 12, 2019

Ethics and Integrity in Ministry (EIM) Code of Conduct Policy

Diocese of Kansas City-St. Joseph

Ethics and Integrity in Ministry (EIM) Code of Conduct Policy

All Church personnel working and volunteering in the Diocese of Kansas City-St. Joseph shall conduct themselves in an ethical manner that is consistent with this policy. Commitment to this policy is a prerequisite to employment and volunteer service in the Diocese.

Enacted: December 12, 2019

Most Reverend James V. Johnston, Jr., DD, JCL
Bishop of Kansas City-St. Joseph

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Purpose Statement

This **Code of Conduct Policy** has been adopted by the Diocese of Kansas City-St. Joseph to define ministerial expectations and to help ensure the safety and dignity of all God’s people. Relationships among people are a foundation of Christian ministry and are central to Catholic life. Personnel of the Diocese of Kansas City-St. Joseph are expected to exhibit the highest Christian ethical standards and personal integrity, as well as conduct themselves in an ethical manner that is consistent with the discipline, norms and teaching of the Catholic Church. Any violation of this policy may be grounds for discipline up to and including termination.

Notes:

The abbreviation EIM in this policy refers to Ethics and Integrity in Ministry (EIM).

The code of conduct policy in the EIM provides principles which guide all members of the diocese in their ministry. However, your service area may also have manuals which contain additional specific guidelines and procedures.

I. Who is Governed by This Policy?

All Church personnel working and volunteering in the Diocese of Kansas City-St. Joseph are governed by the principles of this policy. All the work of the diocese is considered a special ministry to serve the Church, and as such all employment and volunteer service will be referred to as Ministry in this policy.

Personnel are defined as:

- 1. Bishops, Priests and Deacons (“Clerics” for the purposes of this policy)**
- 2. Seminarians and Religious**
- 3. The Lay Faithful – all employees and all volunteers of the Diocese, particularly those serving with minors and/or vulnerable adults in Diocesan parishes, schools or other Catholic entities within the Diocese.**

Vendor/Contractors are those who contract or subcontract their services to the Diocese and/or parishes, schools or other Catholic entities in the Diocese. The EIM requirement for Vendor/Contractors is located in the Appendix of this policy.

II. Code of Conduct on Ethical Behavior

Ethics in Ministry—the Foundation of Catholic Virtue:

- a. Ethical behavior that is consistent with the morals and teachings of the Catholic Church is fundamental to the mission of the diocese. Church personnel are expected to exhibit the highest ethical standards and personal integrity. This includes following the moral law outlined in the Ten Commandments. While the Church embraces this and hands this on, it is Divine Law revealed by God.
- b. Church personnel enjoy a public trust and confidence. It is essential, then, that one view their own actions and intentions objectively to assure that no observer would have grounds to believe that immoral conduct exists. Our personnel have a responsibility to strive to uphold ethical behavior in their day-to-day work and personal lives. This expectation of ethical behavior exists for both “in person” and “virtual” interactions (which encompass online, electronic communications and all social media use.)
- c. Church personnel must respect the rights, dignity, and worth of every person without regard to their economic status, cultural background, or degree of participation in parish

life and in the world.

- d. Church personnel are expected to have a high level of competency in their particular ministry. Church personnel who are “accredited” professionals shall endeavor to maintain their competency and currency through training, continued education and experience. Competence also means knowing one’s limitations.

Prohibited Conduct:

Scandal is an attitude or behavior which leads another to do evil. Scandal damages virtue and integrity. It is a grave offense if by deed or omission another is deliberately led into a grave offense (cf. *Catechism of the Catholic Church*, No. 2284). Misconduct creates scandal. All types of misconduct are prohibited. Church personnel should be mindful to avoid situations that can give the appearance of misconduct.

Misconduct includes, but is not limited to, the following behaviors:

- **Immoral conduct**
- **Harassment**
- **Exploitation**
- **Breach of Confidentiality**
- **Conflict of Interest**
- **Discrimination**
- **Abuse – including physical, sexual or emotional abuse; abuse of power**
- **Neglect**

III. Code of Conduct for Integrity in Ministry

Integrity in the Workplace or Place of Ministry:

Integrity is characterized by honesty, soundness of judgment and sincerity of manner. Church personnel are expected to maintain a high standard of integrity and a work environment free from harassment or misconduct. Church personnel shall not engage in harassment and shall not tolerate harassment by those with whom they work.

All forms of harassment are prohibited. Harassment encompasses a broad range of physical, psychological, written, or verbal behavior that includes, but is not limited to, the following:

- Abuse
- racial insults
- derogatory ethnic slurs
- demeaning a person based on gender
- sexual comments or sexual jokes
- unwelcome sexual advances or touching
- requests for sexual favors as a condition of employment, or to affect other personnel decisions, such as promotion or compensation
- display of offensive materials
- intimidation

Pastoral Care and Spiritual Direction:

Those engaged in pastoral care or spiritual direction shall work within their limitations and competencies and shall refer people to professionals when appropriate. Although it may not be outlined in a job description, many clerics, employees and even volunteers will occasionally find themselves in a situation where it is appropriate to provide pastoral care or spiritual direction to members of the diocese.

Those providing care should follow these values:

1. **Prevention of Exploitation** - To prevent any opportunities for exploitation and inappropriate behaviors, those providing pastoral care or spiritual direction shall also:
 - Set and maintain clear and appropriate boundaries;
 - Be judicious in use of physical contact which should always be respectful and consistent with the intent to provide a safe and comfortable environment;
 - Conduct pastoral care and spiritual direction in appropriate settings at appropriate times; sessions should not be held at places or times that would cause confusion about the nature of the relationship for the person being served and others.
2. **Importance of Confidentiality** - Confidentiality is a hallmark of a trusted relationship; therefore, it is important to maintain a strict confidence in the pastoral care and spiritual guidance provided. Church personnel are expected to abide by the following touchstones of confidentiality:
 - Information disclosed during pastoral care or spiritual direction shall be held in the strictest confidence possible, with due regard for the norm of civil and/or canon law;
 - The nature of confidentiality, including its limitations, should be discussed with each person who seeks pastoral care or spiritual direction;
 - In accordance with the norm of canon law (c. 983), the sacramental seal is inviolable by divine mandate. Therefore, it is absolutely forbidden for a confessor to betray the confidence of a penitent in any way and for any reason. This is applicable both while the penitent is living and, if applicable, after he or she has died.
3. **Conflicts of Interest:** Church personnel shall not engage in a conflict of interest. Even the appearance of a conflict of interest can call into question integrity and professional ministerial conduct. If a conflict of interest exists or arises, all concerned parties should be informed. Resolution of the issues must protect the person being served. Clear, appropriate boundaries regarding business, professional, and social relationships must be established and maintained to avoid conflicts of interest. Example: When the personal or professional concerns of a cleric, employee or volunteer affect his or her ability to put the welfare of the organization before personal benefit, conflict of interest exists.

IV. Code of Conduct for Work or Service in Ministry with Minors and/or Vulnerable Adults

All Church personnel AND all volunteers engaged *in "ministry"* within our diocese, parishes, schools and affiliated agencies are expected to behave and witness strong ethical behavior as well as a life of virtuous integrity and truth. However, those who additionally work or serve with minors and/or vulnerable adults are also commit themselves to the conduct of this Section IV as follows:

Safe Environment Compliance requirements:

As a part of our commitment to safety, the diocese requires all personnel to comply with Safe Environment Program requirements. Prior to working or volunteering with minors and/or vulnerable adults, all personnel must be screened and trained according to the Safe Environment Policy, which can be found on the diocesan website.

Personnel shall report if they get arrested to the Ombudsman partnering with the Office of Child and Youth Protection (OCYP), for monitoring and evaluation. Failure to report an arrest could result in immediate suspension and/or termination of ministry.

Expected Behavior for Interactions with Minors and/or Vulnerable Adults:

One of the most effective ways for the People of God to protect children and youth (minors below age 18) from neglect and abuse and other unethical behavior is to know how to properly interact with minors. Section IV provides guidance on interacting with and supervising minors. This knowledge is a foundation that helps all of us prevent, identify, assess, and report unethical behavior around our children and youth. We live in a church and a community that expects increased recognition of unethical behavior. For the sake of protecting our children and youth, those who minister in the Church, both clergy and laity, must be aware of proper behavior, as well as inappropriate behavior.

Examples of Appropriate Behavior include but are not limited to:

- a. verbal greetings or praise
- b. brief side hugs or arm around the shoulder
- c. brief pat on the shoulder or upper back
- d. handshakes, "high-fives", knuckle bumps or hand slaps
- e. holding hands while walking with small children
- f. sitting beside small children
- g. kneeling or bending down for a brief hug with small children
- h. holding hands during prayer

Examples of Inappropriate Behavior include but are not limited to:

- a. long and/or inappropriate frontal embraces
- b. kisses on the mouth or kisses of any kind
- c. holding minors over four years old on the lap or in one's arms; holding younger minors should only be "as needed" (e.g., for comfort) or at the invitation of the parent
- d. touching knees, legs, buttocks, chests or genital areas
- e. being alone in isolated areas such as closets, staff-only areas or other private rooms*
- f. playing with hair of a minor
- g. being on a bed with a minor
- h. wrestling with minors, tickling minors or piggyback rides
- i. any type of massage, whether given by minor to adult or adult to minor, unless to soothe or treat discomfort, and is done in a public, appropriate and non-sexual manner
- j. any form of unwanted affection
- k. comments that relate to physique, body development, express affection and/or involve other boundary violations, including comments that are positive or negative, oral or written, even via any form of media
- l. the use of physical force, including spanking, slapping, pinching, hitting, or any other physical force with minor, particularly for behavior management of a minor;
- m. swearing at a minor, or speaking to a minor in a way that is threatening, intimidating, shaming, demeaning, or humiliating;
- n. abusing, exploiting, or neglecting a minor;
- o. encouraging a minor to violate the law;
- p. providing alcohol, tobacco products, illegal drugs, or pornography to a minor;
- q. giving gifts or money to a minor without the parent's prior knowledge and consent
- r. inviting a minor to the private accommodations or a residence without the presence of parent or legal guardian, or another 21+ year old adult program minister; or

- s. engaging in the following in the presence of minors:
- (1) swearing or using vulgar language;
 - (2) being under the influence of alcohol;
 - (3) using, possessing, or being under the influence of illegal drugs;
 - (4) acquiring, possessing or displaying sexually oriented or morally inappropriate printed or electronic materials (e.g. magazines, videos, films, clothing, or internet sites);
 - (5) discussing or initiating sexual activities;
 - (6) engaging in sexually-oriented conversations with minors, unless the conversation is part of a legitimate lesson and discussion for teenagers regarding human sexuality issues (on such occasions, the lessons will convey to youth the Church's teachings on these topics and unanswered or unaddressed questions will be referred to the parent or guardian for clarification or counseling.);
 - (7) undressing or being nude;
 - (8) taking a shower with a minor or vulnerable adult; or
 - (9) sleeping in the same bed, sleeping bag or tent with a minor, unless the adult is an immediate family member of the minor.

*Note regarding the Sacrament of Reconciliation: Priests are expected to find an area that protects the privacy of the sacrament yet allows outsiders to view the penitent or the one seeking spiritual direction if a minor or vulnerable adult, particularly if not stationed within 2 separate physical spaces separated by a wall.

Use of Social Media and Electronic Communications:

The Diocese of Kansas City-St. Joseph expects all personnel to adhere to the **Digital, Online, and Social Media Communication Policy** found on the diocesan website. Recognizing they are always representatives of the Church, clerics, employees and volunteers of the diocese shall appropriately represent Church teaching and values on all social media venues. All posts and comments should be marked by Christian charity and respect for truth.

Some examples of digital, online and social electronic communications include and are not limited to: use of the Internet, blogs, email, social media such as Facebook, Instagram, SnapChat and Twitter, texting and instant messaging.

V. Reporting Abuse or Neglect of a Minor or Vulnerable Adult

Abuse of a minor or a vulnerable adult is a crime that cannot be tolerated. Church personnel have an ethical and moral responsibility to report suspicions of abuse or neglect of minors or vulnerable adults.

Under Missouri law, certain persons have a legal obligation to report suspected abuse or neglect of minors. These mandated reporters shall immediately report to the Children's Division according to the Revised Statutes of the State of Missouri. All personnel, whether or not they are mandated reporters, have an ethical obligation to report suspicions of abuse or neglect both to the Children's Division Child Abuse Hotline and their local law enforcement agency. We all have a moral obligation to protect children.

Within the diocese, the following positions (whether paid or volunteer) are considered Mandated Reporters:

- Clergy – bishops, priests and deacons
- School, Early Childhood Centers, and Day Care Center Administrative Staff

- Parish and Retreat Center Administrative Staff who are in regular contact with minors in a supervisory capacity
- Principals, Teachers, Classroom Aides
- Directors and Coordinators and Teachers of Religious Education
- Directors of Youth Ministry, Youth Ministers and Sacramental Preparation Teachers
- Children's and Intergenerational Choir Directors and Musicians
- Coaches, Catechists, Catechetical Aides
- Coordinators of Altar Servers
- Those exercising supervision over a child for any part of a 24 hour day

If you have a question as to whether you are a mandated reporter under Missouri Law, please contact your supervisor immediately.

Reasonable suspicion requires you to report; you do not need absolute proof before making a report. A report is required when available facts as viewed in the light of the surrounding circumstances would cause a reasonable person to believe a minor has been or may be subjected to abuse or neglect.

Diocesan Reporting Policy Regarding Minors:

When you have reasonable cause to suspect child abuse or neglect of a **minor**, you must report:

1. To the Missouri Child Abuse Hotline at **1.800.392.3738**, if the victim is under the age of 18.
2. To local law enforcement or **911** if you believe a child is in immediate danger.
3. To the Ombudsman – **816.812.2500**, if the report involves a Diocesan employee, cleric or volunteer.

All reports pointing to criminal behavior will be reported to the proper civil authorities. Diocesan personnel are expected to fully cooperate and not interfere in any civil or internal investigation.

Failure of a mandated reporter to report suspected abuse or neglect is a Class A misdemeanor punishable by law. *Intentional* false claims of abuse are punishable by law. However, a person has immunity from civil liability if they report something they believe to be true, regardless of the outcome of the investigation.

Reporting Regarding Vulnerable Adults:

To report suspicions of abuse or neglect of a vulnerable adult, call the Missouri Adult Abuse and Neglect Hotline at **1.800.392.0210**.

VI. Reporting Misconduct (NOT Involving Sexual Abuse of Minors)

In order to have the highest level of *ethics* and *integrity*, it is important that all allegations of misconduct are addressed consistently and with care and concern for all parties. Personnel shall report misconduct to their direct supervisor. If the subject of a report is the direct supervisor, contact the next logical person in the chain of command such as pastor, chancery department head or the diocesan Director of Human Resources. If the subject of the report is a priest or deacon, contact the Vicar General for Pastoral Affairs. If the subject of the report is a bishop, contact the Archbishop of St Louis (the metropolitan) and the papal nuncio in Washington, DC. (*Contact information is included in the Appendix*)

Representatives receiving such reports shall respond in a timely manner to all allegations, incidents or concerns related to violations of the *Ethics and Integrity in Ministry Code of Conduct Policy (EIM)*.

VII. CONCLUSION

An environment of personal integrity in ministry requires that a culture of accountability among Church personnel be established and maintained in a spirit of understanding that our individual conduct reflects the intention of the entire Church. Some reporting requirements are mandated by both civil and Church law, especially when Church personnel believe that a minor or vulnerable adult is at risk of abuse or neglect. Other reporting requirements of this EIM Code of Conduct seek to build a culture of accountability. A culture of accountability requires that reports of inappropriate behavior be investigated in a manner that all are treated fairly and justly. All diocesan personnel who suspect violations of this policy are expected to make a report to the appropriate authority.

No supervisor, administrator or other diocesan personnel may impede or inhibit any reporting of abuse, neglect, misconduct or any other violation of this policy; and no person making a report in good faith shall be subject to any sanction, including any adverse employment action, for making such report.

Ethics and Integrity in Ministry (EIM)

Code of Conduct Policy

Definitions



Diocese of Kansas City-St. Joseph

EIM Definitions

Abuse: a physical injury, sexual or emotional abuse, harassment inflicted on anyone other than by accident.

Types of Abuse Include:

Abuse of power: A misuse of power by someone in a position of authority who can use the leverage they have to commit a wrongful act, neglect their duties and obligations, or deprive another of their rights.

Emotional and psychological abuse: Mental or emotional injury that results in an observable and material impairment in the person's growth, development or psychological functioning.

Neglect: Failure to provide a proper or necessary support, education as required by law, nutrition, medical or surgical, or any other care necessary for another's well-being.

Physical abuse: Non-accidental physical injury that is intentionally inflicted upon a person.

Sexual abuse of a minor or vulnerable adult: Any contact of a sexual nature that occurs between an adult and a minor or an adult and a vulnerable adult, or a minor and a minor that is intended to produce sexual stimulation or gratification of the perpetrator. Prevention of sexual abuse is of particular importance within the Diocese. This includes, but is not limited to:

- sexual exploitation
 - sexual assault
 - fondling
 - forcing a minor or vulnerable adult to perform or watch sexual acts or pornography
 - using a minor or vulnerable adult in any aspect of the production of pornography and
 - possession, production, display or distribution, including by electronic means, of child pornography, as well as by the recruitment of or inducement of a minor to participate in pornographic exhibitions

Sexual abuse: Any contact of a sexual nature that is unwanted or forced.

Breach of Confidentiality: The improper disclosure of information shared during the course of employment, volunteerism, pastoral duties, pastoral care or spiritual direction.

Child Pornography: Any representation of a minor, regardless of the means used, involved in explicit sexual activities, whether real or simulated, and any representation of sexual organs of minor for primarily sexual purposes.

Child/Youth: See Minors.

Clerics:

- a. Clerics incardinated in the Diocese of Kansas City-St. Joseph including the bishops, priests and deacons of the diocese.
- b. Clerics who are members or superiors of religious institutes or in other forms of consecrated life, and who are assigned to pastoral work in the diocese or who are otherwise engaged in the care of souls, the public exercise of divine worship, and other works of the apostolate, operating in the diocese and/or the parishes, schools or Catholic agencies in the diocese.
- c. Clerics of other jurisdictions who are assigned to pastoral work in this diocese, whether seeking incardination within the diocese or not.
- d. Clerics who are otherwise legitimately residing within the territory of the diocese, including retired clerics and those engaged in part-time or supply ministry.

e. For the purpose of the EIM, all candidates in formation for the permanent diaconate.

*In addition to the provisions of these policies, the priests and deacons are also bound by the “Essential Norms”, particular law promulgated alongside the Charter for the Protection of Children and Young People (cf., Dallas Charter, originated 2002).

Conflict of Interest: The taking advantage of an employment, volunteer, pastoral or spiritual direction relationship in order to benefit or further the personal interests of the provider.

Contractors: See Vendors.

Discrimination: Discrimination is unjustly biased action or conduct toward or against an individual that is motivated by actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, which adversely affects that individual. Excluded from discrimination are diocesan employment actions based on *bona fide* occupational qualifications, and/or those based on the ministerial exception provided through the Free Exercise and Establishment Clauses of the First Amendment.

Exploitation: Taking advantage of a person, situation, etc., unjustly or unethically for one’s own gains. Examples of exploitation could include physical, financial or emotional.

Harassment: Harassment is any verbal or physical conduct that denigrates or shows hostility toward an individual because of the individual’s actual or perceived race, religion, sex, color, ancestry, national origin, disability, age, unfavorable discharge from military service, military status, pregnancy, or other basis which may be protected by applicable law.

Immoral conduct: Conduct that is contrary to the discipline and teachings of the Catholic Church and which may result in scandal to all the faithful or harm to the ministry of the Catholic Church.

Lay Faithful:

- a. All paid personnel of the diocese and/or the parishes, schools or other Catholic agencies in the diocese who are not clerics.
- b. All volunteers of the diocese and/or the parishes, schools or other Catholic agencies in the diocese.

Mandated Reporter: An individual required by state and/or Church law to report suspicions of abuse, neglect, or misconduct. Missouri law mandates reporting by persons in certain professions and by situation.

Mandated reporters by profession include such persons as bishops, priests, deacons, teachers, counselors, law enforcement personnel, and doctors. This means that these individuals carry the responsibility of being a mandated reporter 24/7 – anytime and anywhere.

Mandated reporters by situation refer to persons that have the care and custody of children. This includes such persons as coaches and volunteers. Their responsibility as mandated reporters is dictated by the situation. While they have the care and custody of minors, they are mandated to report their suspicions.

Minor or Child/Youth: Anyone who has not reached the age of 18 or who is considered by law to be the equivalent of a minor.

Ombudsman: An independent contractor, partnering with the Office of Child and Youth Protection, who receives and investigates reports, suspicions of abuse or boundary violations in regard to sexual abuse of minors or vulnerable adults by clergy, employees, or diocesan program volunteers.

Pastoral care: A ministry of care and compassionate presence where the provider offers emotional and spiritual support, and education to individuals and families, and connects them with spiritual care, community mental health and counseling resources as needed.

Personnel: Includes all clerics; seminarians; religious; diocesan, parish and school employees; and adult volunteers who work or volunteer on a regular or part-time basis within any organization designated as a diocesan entity.

Seminarians and Religious:

- a. All seminarians sponsored and legitimately enrolled in the seminary formation process of the diocese.
- b. Members of religious institutes, societies of apostolic life and secular orders and movements engaged in the care of souls, the public exercise of divine worship, and other works of the apostolate, operating in the diocese and/or the parishes, schools or Catholic agencies in the diocese.

Service Area: Leadership and oversight structure for programs or ministries within the Diocese of Kansas City-St. Joseph.

Spiritual direction: A ministry of “holy listening” where the spiritual director serves as a companion to help individuals listen and explore the action of the Holy Spirit in one’s life and helps them to listen to God speaking to their own heart. It is a ministry by which one person helps another in the practice of the spiritual life.

Vendor/Contractors: Those who contract (or sub-contract) their services to the diocese and/or the parishes, schools or other Catholic agencies in the diocese must follow the Vendor/Contractor Certification and Code of Conduct. (see Appendix)

Vulnerable adult: Any adult who has reached age 18 who would be considered uniquely susceptible to abuse because of “a state of infirmity, physical or mental deficiency, or deprivation of personal liberty which, in fact, even occasionally, limits their ability to understand or to want to otherwise resist the offense,” including any person forced, “by violence or threat or through abuse of authority, to perform or submit to sexual acts.” (m.p., *Vos estis lux mundi*, 2019)

Ethics and Integrity in Ministry (EIM)

Code of Conduct Policy

Appendix



Diocese of Kansas City-St. Joseph

CONTACT INFO

Bishop of the Diocese of Kansas City~St. Joseph

Office of the Bishop
Most Reverend James V. Johnston, Jr., DD, JCL
20 West 9th Street, Suite 200
Kansas City, MO 64105

St. Louis Metropolitan Archbishop

Archdiocese of St. Louis
Office of the Archbishop
Most Reverend Mitchell T. Rozanski
20 Archbishop May Drive
St. Louis, MO 63119-5738

Apostolic Nuncio

Apostolic Nunciature
His Excellency Archbishop Christophe Pierre
3339 Massachusetts Avenue, N.W.
Washington, DC 20008



Diocese of Kansas City ~ St. Joseph

Code of Ethical Conduct for Minors Volunteering or Working with Younger Children

You are about to begin what could be a lifelong commitment to working or volunteering within the Catholic Church. It is a privilege to help carry on the mission of Jesus Christ, one that no one takes lightly. It is important you follow certain rules and guidelines, both for your protection and for the protection of those to whom you minister. The Church takes the issue of misconduct very seriously. Any instance of your misconduct will be evaluated carefully, and you are urged to report any instances of misconduct that you suspect to the adult in charge.

General Conduct for Volunteers or Workers Who Are Minors

Conduct that is permissible – the following forms of affection are customarily regarded as appropriate:

- verbal praise
- handshakes
- high-fives or knuckle bumps
- pats on the shoulder or back
- side hugs
- holding hands while walking with small children
- sitting beside small children
- kneeling or bending down for hugs with small children
- holding hands during prayer
- holding younger minors should only be “as needed” (e.g., for comfort) or at the invitation of the parent

Conduct that is not permissible – in order to maintain the safest possible environment for minors, the following are examples of affection that are **not** to be used:

- inappropriate or lengthy embraces
- kisses
- touching private areas of any child’s body
- showing affection in isolated areas such as bedrooms, closets, staff-only areas or other private rooms
- wrestling with minors
- piggyback rides
- any type of massage
- any form of unwanted affection
- comments about a child’s body or their development

The Diocese of Kansas City- St. Joseph is grateful for the service you provide. Whenever you have questions or whenever you are uncertain about what is required, ask the adults with whom you work.



Diocese of Kansas City ~ St. Joseph

Commitment to Ethical Conduct for Minors Volunteering or Working with Younger Children

I promise to follow faithfully the rules and guidelines in the *Diocese of Kansas City- St. Joseph Code of Ethical Conduct for Minors Volunteering or Working with Younger Children*.

I understand that I may be removed from my position of working with children if I don't follow this code.

I further understand that I may be required to participate in education and training provided by the school or parish I attend.

Printed Name of Minor Volunteer or Worker _____

Address _____

Telephone Number(s) _____

Signature of Minor Volunteer or Worker

Today's Date _____ **Minor Volunteer/Worker's Date of Birth** _____

(High School Students Only) Expected High School Graduation Month and Year _____

We are the parents/legal guardians of _____ ("Minor"). We have received and support the *Diocese of Kansas City- St. Joseph Code of Ethical Conduct for Minors Volunteering or Working with Younger Children* and we have reviewed it with our child.

We understand that the Diocese has a responsibility to provide a safe environment for all its young people and we know of nothing in our child's background that would make him/her unsuitable to work with minor age children.

Printed Name of Parent/Legal Guardian

Signature of Parent/Legal Guardian

Date _____

This signed Commitment to Ethical Conduct Form shall be kept in employee personnel files at the agency/parish/school or in a general volunteer file at the agency/parish/school.

Please return this completed form to the Safe Environment Coordinator (SEC) at the location where you are an employee or volunteer.



Diocese of Kansas City ~ St. Joseph

Volunteer Application to work with Minors and/or Vulnerable Adults

Contact Information

Name	
Street Address	
City State Zip	
Home Phone	
Work or Cell Phone	
E-Mail Address	

Name of Parish/School/Diocesan Office where you wish to volunteer:

Name of Parish where you are currently registered:

Previous Volunteer Experience

Include experience working with children/youth in other organizations, and dates of service.

--

References

Please list at least two persons who are familiar with your character as it relates to working with children and youth. References may be checked.

Name and relationship to you:
Email:
Phone:
Name and relationship to you:
Email:
Phone:
Name and relationship to you:
Email:
Phone:

Person to Notify in Case of Emergency

Name	
Contact Phone	

Agreement and Signature

I understand that the information I have provided may be verified if necessary, by contacting persons or organizations named in this application or by contacting any person or organization that may have information concerning me. I hereby release and agree to hold harmless from liability any person or organization that provides information. I also agree to hold harmless the local parish, the Diocese of Kansas City-St. Joseph, and the officers, employees and volunteers thereof.

In signing this application, I affirm that the information I have given is true and correct.

Name (printed)	
Signature	
Date	

Please return this completed form to the Safe Environment Coordinator (SEC) at the location you wish to volunteer.

The signed Volunteer Application Form shall be kept at the agency/parish/school where the volunteer service will take place



Diocese of Kansas City ~ St. Joseph

CERTIFICATION for Any Entity Providing Goods or Services to the Diocese of Kansas City – St. Joseph and Any of its Affiliates

The Catholic Diocese of Kansas City-St. Joseph appreciates your willingness to share your goods, services and skills with us. As part of our mission to provide a safe and secure environment for our parishioners, employees, students, teachers, and any others who may be on our premises or property, we require that all vendors, contractors and subcontractors who may potentially come into contact with or work where minors are present in any way on the premises of a Diocesan place of business provide certain information regarding their organization and employees, and certify that such information is correct. You must **read, sign and adhere to the Vendor/Contractor Code of Ethical Conduct**. Additionally, one representative from all contractors and vendors must complete and keep updated the following CERTIFICATION Form.

VENDOR/CONTRACTOR INFORMATION

Name of Company:

Type of Organization (corporation, partnership, limited liability company) and Place of Domicile

Last Name of Owner:

First Name of Owner:

Phone:

Email address:

Address:

City, State, Zip:

Last Name of Person Completing this Form:

First Name of Person Completing this Form:

(if different than Owner)

Position/Title of Person Completing this Form:

Address (if different than above):

City, State, Zip:

Phone:

Email Address:

Which parish(es) or school(s) or Diocesan Institution(s) will the company be serving? Indicate name and location.

What services will the company be performing at said parish(es) or school(s) or Diocesan Institution(s)?

What will be the length of the project or work to be performed at said institution(s)? (Dates)

How many times per week will the Company's employees be on the property of said institution(s)?

By signing this Certification Form, I hereby represent and agree that I am duly authorized to act for and on behalf of the Company and to execute and deliver this Certification Form on behalf of the Company, and that this Certification Form is and shall be binding upon the Company.

Print Name _____ Signature _____ Date _____

EMPLOYEE INFORMATION

Names and positions of all employees, agents, contractors or subcontractors of the Company who will be on the property of a Diocesan place of business who may potentially come into contact with or work near minors in any way. Please attach a list of employees if you need more space.

Employee Name	Position	Diocesan Location	Name of Supervisor
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CERTIFICATION – Please read each statement and **initial** on the line to the left.

_____ I certify that all the employees listed above have completed a background clearance check.

_____ I certify that none of the employees listed above is either awaiting trial or has ever been convicted or has ever admitted in open court or pursuant to a plea agreement to having committed any type of a violent crime against a person or a sexual offense requiring them to be placed on the sexual offender registry either in Missouri or in any other state.

_____ I certify that no employee of the Company or any of its contractors or subcontractors who will be providing goods or services or performing work for the Church in proximity of minors has been adjudicated to be or is a registered sex offender.

_____ I certify that all employees will observe the Catholic Diocese of Kansas City-St. Joseph rules and regulations while on the property of any parish, school or Diocesan place of business, and that all employees will conduct themselves in a professional manner and will exhibit the respect and good behavior that is required in the presence of children and in sacred places.

_____ I certify that I will update this form as any new employees are hired who may potentially come into contact or work near minors at a Diocesan school, church or place of business. I further certify that all statements and information contained in this compliance form are true and that any misrepresentation or omission is cause for rejection of the Company's permission to be on the property of the Diocese of Kansas City-St. Joseph, and that any misrepresentation or omission is cause for the termination and /or cancellation of any contract with said place of business.

Print Name _____ Signature _____ Date _____

Vendor/Contractor: Return this completed form to the Safe Environment Coordinator (SEC) at the location(s) where you are providing service.

SEC: Keep and file original. Check with the diocesan Facilities and Real Estate Management Office to see if the Vendor/Contractor is on the approved list, and if not, forward a copy to them.



Diocese of Kansas City ~ St. Joseph

Code of Ethical Conduct for Any Entity Providing Goods or Services to the Diocese of Kansas City – St. Joseph and Any of its Affiliates

All employees working for a company, contractor, vendor, consultant or any other entity providing goods or services in or to an entity (diocesan office, agency, school, student, client, employee or parish) of the Diocese of Kansas City-St. Joseph must respect the rights and inherent dignity of every person and will be held accountable for their behavior. The intent of this **Code of Ethical Conduct** is to provide a clear and unambiguous blueprint of appropriate and inappropriate behavior for all persons working in the institutions of the diocese, hereinafter referred to individually as “Contractor” regarding contact with children.

While this **Code of Ethical Conduct** is not exhaustive in the variety of situations specifically mentioned, all contractors working with minors must comply with the following obligations:

I will:

- Conduct myself in a professional manner at all times;
- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration;
- Avoid any contact with minors at all times unless I have been specifically hired to conduct a program involving minors. If this is the case, I understand that I will be under the supervision of a staff member of parish, school, Catholic agency or affiliate of the Diocese of Kansas City-St. Joseph;
- Avoid situations where I am alone in a private location with children and/or youth;
- Never accompany a minor into restrooms without another adult present unless circumstances make it absolutely unavoidable;
- Refrain from giving gifts to children and/or youth without prior written approval from the parents or guardian and the pastor or administrator;
- Report suspected abuse to The Missouri Child Abuse Hotline at 1.800.392.3738. I understand that failure to report suspected abuse to civil authorities is, according to the law, a misdemeanor.

I will not:

- Smoke or use tobacco products in the presence of children and/or youth or on diocesan property;
- Use, possess, or be under the influence of alcohol or illegal drugs while working on diocesan property;
- Use profanity in the presence of children and/or youth;
- Pose any health risk to children and/or youth (i.e., no fevers or other contagious situations);
- Touch a child and/or youth in a sexual or other inappropriate manner;
- Access or use pornographic material of any type, including through electronic media.

I understand that any action inconsistent with this Code of Ethical Conduct or failure to take action mandated by this Code of Ethical Conduct may result in my removal as a contractor for the Diocese of Kansas City-St. Joseph.

I understand this promise to abide by this **Code of Ethical Conduct**. If for any reason I cannot abide by this **Code of Ethical Conduct** I will notify my supervisor.

Name of Contracting Company

Date:

Printed name and Signature of Contracting Company Representative or Vendor/Independent Contractor
