

PASTOR'S ANNUAL REPORTING FORM

(revised 5/01/2009)

TO: Coordinator, Office of Safe Environment DATE: _____, 200__

FROM: Rev. _____, Pastor of _____

Parish/City

RE: Publication of Reporting Procedures, Safe Environment Program, and Background Checks

I state that I have made available within my parish the printed form by which anyone may report an incident of abuse by anyone acting in the name of the Church. I have made these forms available in the following manner:

- ___ in the parish office (Verify that staff members could locate the information easily if someone came in and requested it.)
- ___ at the church doors/in back of church
- ___ on parish web site _____
- ___ other—Please describe _____

I further state that I have made periodic public announcements about this issue and the availability of these forms:

- ___ from the pulpit—List dates and send example of information stated _____
- ___ in bulletin/parish newsletter/ mailing(s)—List dates and send 1 copy of information published _____
- ___ other—Please describe and document _____

Adult Safe Environment training is offered through www.shieldthevulnerable.org. Some adults request help from the parish (computer access/ accommodations) to complete the training. If that has that been necessary during the current year (July-June), please describe ? _____

Minors in religious education programs are required to have Safe Environment training annually. Forms verifying training for minors were submitted _____ by _____ (date) (D.R.E. or other designated individual)

YES **NO**

The parish has on file on its premises the following documents:

- ___ ___ **Documentation** verifying that all parish employees have a current background check and Safe Environment training or are in process (see report from diocese)
- ___ ___ **Documentation** verifying that all volunteers working with minors have a current background check and Safe Environment training or are in process (see report from diocese)
- ___ ___ Evidence of signed **Acknowledgement** of Receipt of either the full “Statement of Policy and Procedures on Sexual Abuse” or its summary-for all employees and for all volunteers who work with youth (Those with Shield the Vulnerable training have this item incorporated as they complete the required course. No additional documentation is needed for them.)
- ___ ___ Evidence of signed **Adult Code of Conduct** forms for all employees and for all volunteers who work with youth. (Those with Shield the Vulnerable training have this item incorporated as they complete the required course. No additional documentation is needed for them)

Attestation: By signing below, I affirm that the above is true to the best of my knowledge.

Signature: _____ (Pastor)

(Any other person delegated by pastor)

Printed Name: _____ (Pastor)

(Any other person delegated by pastor)

Date _____

Mail/deliver by July 15th each year to the Safe Environment Office, 600 Locust Street, Owensboro, KY 42301.

***Keep original in Diocesan Policy Manual., and maintain a copy for your records.