

Code of Conduct for Church Personnel

As someone who ministers to young people and/or vulnerable adults, I will maintain a professional role and be mindful of the trust and power I possess as a minister to young people and vulnerable adults.

To achieve this, I **WILL NOT**:

- Touch a minor or vulnerable adult in a sexual way or other inappropriate manner.
- Be alone with a minor or vulnerable adult in a residence, rectory, sleeping facility, or any other closed room.
- Share a bed with a minor or vulnerable adult.
- Take an overnight trip alone with a minor or vulnerable adult.
- Acquire, possess or distribute pornographic images of minors under the age of 18.
- Introduce sexually explicit or pornographic topics, vocabulary, music, recordings, films, games, websites, computer software or entertainment to a minor or vulnerable adult.
- Provide alcohol, cigarettes or controlled substances to a minor or vulnerable adult.
- Use, possess, or be under the influence of illegal drugs.
- Use alcohol when engaged in ministering to a minor or vulnerable adult.
- Engage in physical discipline for behavior management of minors or vulnerable adults.
- Humiliate, ridicule, bully, or degrade another person.

Measures to Aid Observance of the Code of Conduct

To help me keep the promises in the Code, I **WILL**:

- Report any suspected child abuse or abuse of a vulnerable adult to the proper authorities.
- Avoid physical contact when alone with a minor or vulnerable adult. Physical contact with minors or vulnerable adults can be misconstrued, especially in private settings.

- Avoid overnight stays with a minor or vulnerable adult unless there is another adult present in a supervisory role.
- Avoid providing overnight accommodations for minors or vulnerable adults in private residences or rectories.
- Avoid driving alone in a vehicle with a minor or vulnerable adult.
- Have more than 1 child and at least 2 adults present when using one's own home for youth work.
- Assume the full burden for setting and maintaining clear, appropriate physical and emotional boundaries in all ministerial relationships.
- Refrain from giving expensive or inappropriate gifts to a minor or vulnerable adult.
- Avoid meeting privately with minors or vulnerable adults in rooms, offices, or similar areas where there is no window or where the door cannot remain open. If one-on-one pastoral care of a minor or vulnerable adult is needed (e.g. Sacrament of Reconciliation) avoid meeting in isolated locations.
- Exercise caution in communicating through e-mails or the internet. Only share work/ministry related e-mail addresses with minors and vulnerable adults. Do not participate in chat rooms with minors or vulnerable adults.
- Ensure that all activities (extra-curricular, catechetical, youth ministry, scouting, athletics etc.) for which you are responsible have been approved in advance by the appropriate administrator.
- Have an adequate number of adults present at events. A minimum of 2 adults in supervisory roles must always be present during activities for minors and vulnerable adults.
- Release young people only to parents or guardians, unless the parent or guardian has provided permission allowing release to another adult.
- Avoid taking minors and vulnerable adults away from the parish, school, or agency for field trips, etc. without another adult present in a supervisory role. Obtain written parental/guardian permission before such activities. Permission slips should include the type, locations, dates, and times of the activity and emergency contact numbers.