



(B)
Eparchy of Saint Maron of Brooklyn
Policy to Address Claims of Sexual Abuse of Minors
by Subdeacons, Seminarians, Religious, Eparchial
Employees or Regular Volunteers
Reviewed and Revised
December 7, 2015

The *Eparchial norms regarding sexual abuse of minors by Priests or Deacons*, with the exception of those that deal specifically with priests or deacons according to canon law, are also to be applied to subdeacons, seminarians, religious, Eparchial employees and regular volunteers of the Eparchy. In addition, there are these following norms.

Reporting:

In all cases of alleged or suspected or known child abuse committed by a subdeacon, seminarian, religious, Eparchial employee or volunteer of the Eparchy, the Eparchy will comply with all applicable civil laws in respect to reporting the allegations and will cooperate with civil authorities in the investigation.

Investigation:

Besides any actions taken by the civil authorities, the Eparchy will conduct its own investigation of the alleged abuse.

Based on the results of the civil disposition, the Eparchy's own investigation, and the advice of the Review Board, the Eparchial Bishop will determine the continued working relationship of the accused with the Eparchy.

During the investigation, the accused will be relieved from his or her responsibilities, and removed from any contact with minors.

Screening:

The background of all Eparchial and parish personnel who have unsupervised contact with minors will be evaluated. Administrators must take due precautions to assure that only persons who are psychologically and temperamentally suited are chosen to work with children.

No applicant with a history of a felony or misdemeanor sex offense conviction will be considered for placement or hire.



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Applicants for employment or to volunteer in a position involving contact with children in parishes and institutions of the Eparchy must provide the hiring agent personal information adequate to assess their suitability for contact with minors. Applicants must sign a waiver to conduct a criminal background check. They must supply names of three references, at least one from the most recent employer and none from close friends or relatives. Applicants must complete the screening interview process.

Hiring agents and/or volunteer coordinators must speak with all references provided by applicants for employment and examine and verify the employment history. The hiring agent is to conduct a National Crime Information Center background check of any person seeking employment or to volunteer at their facility. Any applicant who has not lived continuously for five years in the state of the Eparchial parish or institution must also provide an FBI identification record or a waiver allowing the hiring agent to obtain it.

Background checks should be conducted on a regular basis for all employees and volunteers who have contact with minors and young people.

Pastors will require that any person or group, hired through a third party contract, and who will have responsibility for the care, custody, or control of a child, must provide proof of a criminal background of those persons check to the pastor/administrator of the parish..

Each parish or institution of the Eparchy must establish procedures for gathering the information and completing the reference checks mentioned above. All information gathered will be retained in a confidential file at the location of employment for as long as legally required.



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Prevention:

The Eparchy of Saint Maron has promulgated a *Code of Ethics and Integrity in Ministry* to be adhered to by all persons in positions of trust in the Eparchy.

All Eparchial programs designed to certify clerics, religious, Eparchial employees, and volunteers who serve children on a regular basis will include segments that address child sexual abuse. The training curriculum will include information concerning: signs and symptoms, dynamics of child abuse, impact of child abuse, intervention strategies, reporting requirements and community resources.

All subdeacons, seminarians, religious, Eparchial employees and regular volunteers must participate and be certified in a training program approved by the Eparchy prior to working with children and young people.

Name

Signature

Date