



**A Parish Self-Assessment Guide**  
**Adapted for the Diocese of Worcester**  
**2017**

*Charter for the Protection of Children  
and Young People*

Office of Healing and Prevention  
Diocese of Worcester  
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**PLEASE RETURN COMPLETED FORMS BY MAY 31 -- FAX TO TINA ROMEO AT THE  
CHANCERY FAX 508-753-7180 OR MAIL TO HER ATTENTION AT THE CHANCERY**

## Purpose and Overview

The Office of Healing and Prevention along with the Bishop's Office have determined that it would be beneficial to use a parish self-assessment guide to determine to what extent our parishes and schools are implementing the diocesan policies relating to the *Charter for the Protection of Children and Young People* at the parish level. This self-assessment can be used by staff to determine if all diocesan policies are being followed as well as help determine where there might be a need for more training in the implementation of the *Charter*.

Questions regarding schools only pertain to those parishes with a school.

For the *Charter* to be effective and the audit a tool for creating safe environments, it is important that parish personnel know:

- How to create safe environments in their parishes and schools
- How to implement diocesan policies concerning training of all employees and volunteers
- How to implement diocesan policies concerning background evaluations of employees and volunteers who work with children
- How to implement the diocesan policy on extern/visiting priests
- The name of the people responsible for the implementation of the *Charter* at the parish level and at the diocesan level
- Who schedules safe environment training for adults
- Who is responsible for education of children and parents
- How to report allegations and to whom
- How to get outreach for a victim, his/her family, or the parish community

This self-assessment guide is intended as an internal document solely for the use of the diocese. It will assist all of us in responding on the audit instrument this summer.

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NAME OF PARISH AND TOWN: \_\_\_\_\_

1. Is the existence of the diocesan policies (available online at worcesterdiocese.org) and procedures relating to the *Charter* (how to file an allegation of abuse) publicized to parishioners? (Ref.: The national standard is a listing in the bulletin the first Sunday of every month.)

YES  NO

- **If Yes, describe the types and frequency of publications.** (Examples might include publication in parish bulletins, information provided at Masses, brochures and/or posters in the vestibules of Church buildings.) \_\_\_\_\_

- **If No, provide explanation.**

2. Do the pastor, school principal, catechetical leader, Safe Environment Coordinator and parish secretary all know when and how to report an allegation of sexual abuse of a minor?

YES  NO

- **If No, provide explanation.**

3. Do the pastor, school principal, catechetical leader, Safe Environment Coordinator and parish secretary all know how to obtain outreach for victims?

YES  NO

- **If No, provide explanation.**

4. Are copies of the code of conduct available to clergy and any other paid personnel and volunteers of the Church / school?

YES  NO

- **If No, provide explanation.**

- **If Yes, auditors will ask to see the signed forms on file of those who accepted the Code of Conduct.**

5. Is safe environment training/education provided for each of the various groups set forth in Article 12?

a) priests, deacons, employees and volunteers  YES  NO

b) parents  YES  NO

c) children and youth (Rel. Education and parochial school)  YES  NO

- **If No, provide explanation.**

- **If Yes, auditors may ask to review your documentation.**

6. a) Is there a policy for those parents who choose not to have their child participate in the diocesan safe environment education?

YES  NO

- b) Does the parish have documentation of the signed parental declination?

YES  NO

- c) Does the parish have documentation that the safe environment education materials have been offered to parents?

YES  NO

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NAME OF PARISH AND TOWN: \_\_\_\_\_

d) If parents refuse to sign any form, has a record been maintained by the parish?

YES  NO

- **If No, provide explanation.**

7. a) Does the pastor ensure that background screenings (CORI) are conducted on all parish personnel to include priests and deacons as well as other paid personnel and volunteers whose duties include contact with minors?

YES  NO

b) Does the principal ensure that background evaluations are conducted for all school personnel, including priests and deacons, as well as other paid personnel and volunteers whose duties include contact with minors?

YES  NO

- **If No, provide explanation. (skip if not applicable)**

8. Does the pastor ensure that visiting or non-permanent clergy (e.g., weekend assistants, priests who witness marriages, perform baptisms, conduct funerals or otherwise engage in supply ministry) are clergy in good standing?

YES  NO

- **If No, provide explanation.**

9. For those parishes directly affected by allegations of sexual abuse of children which have been brought forward during this current audit period: *(skip if not applicable)*

a) Has the diocese kept the parish informed?

YES  NO

b) Has the diocese provided outreach to affected persons or groups?

YES  NO

c) Has the diocese supported reinstatement of the accused when allegations are determined to be unfounded?

YES  NO

- **If Yes, describe. If No, provide explanation.**

**10. As of May 3, 2017**

Please estimate the number of volunteers in your parish (and school, if applicable) \_\_\_\_\_

How many paid employees are in your parish? \_\_\_\_\_

How many paid employees are in your school? \_\_\_\_\_

**Name of the pastor/administrator certifying this parish self-assessment: (Pastor must sign even if another person is filling out the form)**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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