

## 1. Preamble

The church is a community of the baptized bound together by faith, hope and love. By virtue of baptism, all share responsibility for the mission of the church, to be a sign and instrument of the communion of humankind with God and with one another. We, as pastoral ministers, employees and volunteers, are called in a distinct way to advance this mission in cooperation with the Pope and Bishops by faithfully and competently fulfilling the responsibilities that come to us from ordination, official appointment, certification, or employment. Our rule of life is the inseparable twofold commandment of Jesus: love God and love your neighbor as you love yourself. We are committed to living by this law of love as professional ministers, employees and volunteers accountable for our ministry, whatever the setting.

## 2. Theological Framework

We believe that God, who is the source and goal of our lives, is our ultimate center of value and the true object of our loyalty. Whatever we do is, in effect, a response to God and so ought to be governed by what we can know about God and what God values. The moral responsibilities of pastoral ministers, church employees and volunteers are not only to themselves or to other persons. They are ultimately responsibilities to God.

## 3. Scope

This Code of Conduct applies to all employees and volunteers who work with minors within the various apostolates of the Diocese of Superior, including but not limited to diocesan, parish, religious education and school operations.

## 4. Responsibility

The public and private conduct of employees and volunteers can inspire and motivate people, but it can also scandalize and undermine the people's faith. Employees and volunteers, especially those who work with minors, must at all times be aware of the responsibilities that accompany their work. They must also know that God's goodness and grace supports them in their ministry.

Responsibility for adherence to this Code of Conduct rests with the individual. Employees and volunteers who disregard this Code of Conduct will be subject to remedial action by the parish, school and/or diocesan bishop. Corrective action may take various forms - from a verbal reprimand to removal from the ministry - depending on the specific nature and circumstances of the offense and the extent of the harm.

Each employee or volunteer providing services to children and youth on an ongoing basis must read and sign the attached Code of Conduct **before providing services**. [See #5]

**5. Code of Conduct**

Our children are the most important gifts God has entrusted to us. As an employee or volunteer, I promise to strictly follow the Diocesan Morals and Ethics Policy as a condition of my providing services to the children and youth of our parish and/or the Diocese of Superior.

As an employee or volunteer who works with children and/or youth, I will:

- Report suspected abuse to the pastor, administrator, or appropriate supervisor and local county department of social services or sheriff. Employees who by state law are mandated reporters must report suspected abuse to civil authorities. If they fail to do so, they would commit a misdemeanor. Nevertheless, the Diocesan Morals and Ethics Policy requires that any employee or volunteer report suspected abuse to civil authorities, although not required to do so by state law.
- Cooperate fully in any investigation of abuse of children and/or youth.

As an employee or volunteer who works with children and/or youth, I will not:

- Strike, spank, shake, or slap children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Verbally abuse children and/or youth.

I certify that I have not been convicted as an adult, disciplined, or discharged from employment for committing or attempting to commit crimes in the areas of:

- |                                       |   |
|---------------------------------------|---|
| • juvenile prostituting or pimping;   | • obscenity;  |
| • child pornography;                  | • sexual assault;   |
| • child exploitation;                 | • illegal distribution, possession or use of controlled substances or drug paraphernalia. |
| • physical abuse, assault or battery; |   |
| • verbal abuse;                       |   |

I understand that if I provide false information on this form or if I fail to report any conviction as described above within 48 hours of the conviction to the appropriate supervisor, my employment and/or volunteer service will be terminated.

I understand that any action inconsistent with the Diocesan Morals and Ethics Policy or failure to take action mandated by that policy may result in my removal as an employee or volunteer who works with children and/or youth.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Full Name

*Please print in ink.*

Full Legal Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Other Name(s) Used \_\_\_\_\_

Physical Address \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number \_\_\_\_\_ Social Security Number \_\_\_\_\_

<i>Previous addresses:</i> Please list all other addresses for the past seven (7) years. List most recent first. If no other addresses in the past seven years, write "None" in the first column. If more than two, list on back of form.				
Street	City	State	Zip	County

*Please check the primary church ministry for which you are being background checked:*

<input type="checkbox"/> Clergy	<input type="checkbox"/> Catholic School Teacher	<input type="checkbox"/> TEC Volunteer
<input type="checkbox"/> Catechetical Leader	<input type="checkbox"/> Youth Minister	<input type="checkbox"/> Participant in Youth Event
<input type="checkbox"/> Catechist	<input type="checkbox"/> Catholic School Volunteer	<input type="checkbox"/> Other - Specify:

*Are you paid for your work in this position? (Circle.)*      Yes      No

I understand that as a person working with children and/or youth for the Catholic Church in the Diocese of Superior I am subject to a thorough criminal background check.

Signature \_\_\_\_\_ Date \_\_\_\_\_

***Parish Requesting Background Check***

Parish name \_\_\_\_\_ City \_\_\_\_\_ Phone \_\_\_\_\_

Contact person \_\_\_\_\_ Fax \_\_\_\_\_

<p><b><i>When completed and signed,</i></b>                  Pages 1 and 2 are to be maintained by the parish requesting the background check;                  Page 3 is to be mailed to the Diocese of Superior Safe Environment Coordinator                  PO Box 969, Superior, WI 54880 or faxed to 715 392-1042.</p> <p align="center"><i>Page 3 should be received by the diocese at least two weeks before the individual listed above begins service to children and youth.</i></p>
--

*For diocesan use only:*      Date received \_\_\_\_\_      Parish number \_\_\_\_\_