



# 2019 Leadership & Vision Retreat St. Luke Catholic Church

8:30 **Activity & Refreshments**

9:00 **Welcome – Paul Blanchette**

9:05 **Opening Prayer – Father Paul**

9:10 **The First Twenty – Katy De’Ath**

9:30 **Vision & Theme – Father Paul**

How can we serve and lead with a heart like Jesus? How can we lead others to Christ by working collaboratively with other ministries? How can we incorporate and achieve the four pillars of the Pastor’s vision to lead to a Christ centered church?

9:40 **Ministry Booklet – Gary Grossman**

9:55 **Parish Survey & Demographics – Paul Blanchette and Jill Reed**

Review the results of Parish Survey. How can we use the information to guide Ministries in 2019? Action steps being taken by SLT.



10:15 **Breakout Sessions**

11:15 **Vision Planning for 2019 – Brian Cohanski**

Using concepts and information from the day to discuss and set ‘anchors’ and priorities for ministry activities on the calendar for maximum benefit to Parish Time, Talent & Resources.



12:00 **Mentoring & Leadership – Paul Blanchette**

How will your Ministry develop more Leaders to serve like Jesus and share the opportunities for spiritual growth?

12:20 **Wrap Up and Concluding Comments – Jill Reed**

12:30 **Appreciation Lunch Information – Mike Dohn**

12:33 **Grace – Deacon Jeff Evers**

*On behalf of St. Luke Church and the Servant Leadership Team, we graciously thank everyone for their time and attendance today and look forward to your feedback and participation in the future.*

**Breakout session information on back side.**

**Breakout Sessions 10:15 – 11:15:** To maximize time, presenters will change locations rather than participants. We encourage you to use the brief breaks between sessions for stretching, restroom breaks, etc.

Group	10:15-10:35	10:35-10:55	10:55-11:15
A – Brick Area	Recruiting & Working with Volunteers	Mission for your Ministry & Working Together with Other Ministries	Communication & Information
B – Spirituality Center	Mission for your Ministry & Working Together with Other Ministries	Communication & Information	Recruiting & Working with Volunteers
C – Seating by Music area	Communication & information	Recruiting & Working with Volunteers	Mission for your Ministry & Working together with Other Ministries

### **Recruiting & Working with volunteers**

Gary Grossman & Angela Childress

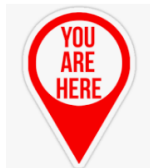


Sharing of best practices for recruiting, training, retraining and motivating volunteers as well as policies and procedures regarding volunteers. How does your ministry help volunteers and members of the parish to grow in their faith?

*Handouts: Safe Environment and Working with Youth and Protecting God's Children, Volunteer Profile, Volunteer Background Check Information, Virtus handout, Code of Ethic Policy of the Diocese of Charlotte, Ministry Related Sexual Misconduct by Church Personnel Policy of the Charlotte Diocese.*

### **Mission for Your Ministry & Working Together with other Ministries**

Kate Chapman & Pamela Weghorst



Where is your ministry today and where is it going in 2019? How to make most efficient use of space, time, and resources to bring Parishioners to Christ. Discussion of respectful resource sharing.

*Handouts: St. Luke Mission Statement and Goals, Pastor's Vision Statement, Kitchen Use Guidelines, Care of other Resources and Facilities, Recycling Guidelines.*

### **Communication & Information Resources**

Celinda Trull, Mary O'Connor & Jill Reed



How to effectively communicate with the parish and other ministries. Utilizing the bulletin, screens, social media, pulpit announcements, email blasts and nametags to enhance ministries. Introduction of the Resource Guide currently "Under Development" and request for feedback from ministries on topics to be included.

*Handouts: Draft of Resource Guide Table of Contents, Calendar and Space Requests, Bulletin Announcements, Announcements at the Beginning of Mass, Email Blasts, Audio Visual Use and Announcements, Social Media, Photo and Social Media Policy, General Communications Information.*

# **Break Out A**

## **HANDOUTS INCLUDE:**

- **Safe Environment and Working with Youth and Protecting God's Children**
- **Volunteer Profile**
- **Volunteer Background Check Information**
- **Code of Ethics Policy of the Diocese of Charlotte**
- **Ministry Related Sexual Misconduct by Church Personnel Policy of the Diocese of Charlotte**



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## **WORKING WITH YOUTH AND PROTECTING GOD'S CHILDRENS**

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### **NATIONAL LEVEL REQUIREMENTS:**

The charter for the Protection of Children and Young People was adopted June 14, 2002 by the U.S. Bishops. Through a revision of the charter in 2011, the USCCB established the Committee on the Protection of Children and Young People as a standing committee of the USCCB to advise "on all matters related to child and youth protection." Articles 12 and 13 of the Charter indicate that dioceses are to maintain safe environment programs which the diocesan Bishop "deems to be in accord with Catholic moral principles". The programs are to provide for education and training and to evaluate the background and screen diocesan, parish, school "paid personnel and volunteers whose duties include ongoing, unsupervised contact with minors."

### **DIOCESAN LEVEL REQUIREMENTS:**

ALL parish, school and diocesan employees are to complete a background check, create an account in Virtus ([www.virtusonline.org](http://www.virtusonline.org)), sign off on the Sexual Misconduct Policy and Code of Ethics for the Diocese, and complete Protecting God's Children training and stay current with all bulletins. ALL parish, school and diocesan volunteers are to complete a background check, create an account in Virtus ([www.virtusonline.org](http://www.virtusonline.org)), sign off on the Sexual Misconduct Policy and Code of Ethics for the Diocese, and complete Protecting God's Children training if the role requires it. The pastor of a parish, working with the Safe Environment Location Coordinator, will determine what roles require Protecting God's Children training.

### **PARISH REQUIREMENTS AT ST. LUKE PARISH:**

**A volunteer is defined as anyone actively involved in ministry or parish activities, regardless of whether it involves children.** If the ministry involves contact with minors (anyone under the age of 18), the volunteer also needs to attend Protecting God's Children. The leaders in all ministries are considered volunteers and are mandated to be compliant with all safe environment requirements. The pastor of St. Luke will determine which ministry volunteers will need to complete the Protecting God's Children requirement. If a volunteer is a minor, paperwork is not required until the age of 18, but the minor volunteer must work under the supervision of a Protecting God's Children Certified adult.

### **WHAT IS REQUIRED OF ALL VOLUNTEERS?**

- Background check
- Registration in the Virtus system
- Volunteer profile or employee application
- Code of Ethics policy (signed)
- Sexual Misconduct Policy (signed)
- Protecting God's Children training- required for any ministry to minors, and others at pastor's discretion

## HOW CAN YOU KEEP YOUR MINISTRY COMPLIANT WITH THESE REQUIREMENTS?

- The head of your ministry should work with St. Luke's Safe Environment Coordinator.
  - St. Luke's current Safe Environment Coordinator is Amy Ankenbruck  
Phone: 704-545-1224 x 14 Email: [amy.ankenbruck@stlukechurch.net](mailto:amy.ankenbruck@stlukechurch.net)
  - Mary Adams serves as back up for this role  
Phone: 704-545-1224 x 10 Email: [maryadams@stlukechurch.net](mailto:maryadams@stlukechurch.net)
- Heads of ministries should work with Amy to make sure that everyone in their ministry has completed all requirements. All materials and training are offered in English and Spanish, so the heads of all ministries should work with Amy who will ensure all appropriate materials are provided, and all records are housed in one place.
- As new volunteers join your ministry, make sure you let Amy know so she can check to see if requirements have already been completed or need to be completed.

## ADDITIONAL INFORMATION:

- Any individual having actual knowledge or a reasonable cause to suspect an incident of ministry-related sexual abuse is to immediately report the incident to the Chancery as well as the civil authorities. The Chancery will make a report to the civil authorities if one has not already been made. You may also make a report to the Pastor or local Safe Environment coordinator, who will then report to the Chancery, but it is preferred that you report directly to the Chancery.
- You may make a report of sexual misconduct to the Chancery by either:
  - Calling: 704-370-6299
  - Writing:  
Chancellor, Diocese of Charlotte  
PO Box 36776  
Charlotte, NC 28236
- In addition to these safety and reporting requirements, a children's safety program (Touching Safety) is offered through the Faith Formation and Youth Ministry programs once per year (these classes are open to all children in the parish). This is offered to assist parents in helping their children to identify and report inappropriate conduct by adults.
- Volunteer Background checks include: National Criminal Records search and the Department of Justice National Sex Offender Registry. The report is returned as either "cleared" or "not cleared", no further information is given to the Local Administrator.
- Employee background checks include: National Criminal Records search, Department of Justice National Sex Offender Registry, Federal Criminal Records search.
- All documents regarding safe environment are available on the Diocesan website at: [www.charlottediocese.org/human-resources/safe-environment/](http://www.charlottediocese.org/human-resources/safe-environment/)
- All documentation is also housed in the Safe Environment coordinator's office. This includes the Diocese of Charlotte Personnel Policies handbook, the Diocese of Charlotte Safe Environment Program reference guide, and the Virtus Local Administrator website guide.

Who to ask for help? Amy Ankenbruck is the current Virtus administrator and Local Safe Environment Coordinator. She can assist you with all questions about documentation, reporting, and Virtus online.

# VOLUNTEER PROFILE

## Diocese of Charlotte



### Volunteer Profile

This form is to be used for all volunteer positions. No other application for volunteer service is authorized for use in the Diocese of Charlotte. Applications for volunteer service must be kept on file after termination of volunteer service.

The climate in the United States at this point in history is such that a concern about potential liability is raised in every sector of American life, including the Church. This is coupled with a heightening awareness of a responsibility to ensure that those who act in the Church's name would never violate basic Christian decency.

In order to protect the Church, those whom it serves and those who serve it, we ask you to complete the form below.

### Diocese of Charlotte VOLUNTEER PROFILE

NAME \_\_\_\_\_  
(Last) (First) (Middle Initial)

ADDRESS \_\_\_\_\_  
(Street) (City) (State) (Zip)

TELEPHONE \_\_\_\_\_  
(Home) (Work) (Cell)

EMAIL ADDRESS \_\_\_\_\_

TIMES AND DAYS AVAILABLE \_\_\_\_\_

### A. PERSONAL INFORMATION

1. Have you ever been charged with, arrested for, or convicted of a crime other than a minor traffic violation? If so, explain fully the circumstances. (Such charge or conviction may be relevant if job related, but does not bar you from volunteering.)

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2. Have you ever been the subject of an investigation involving an allegation of sexual abuse?  
YES \_\_\_\_\_ NO \_\_\_\_\_. If yes, please explain:

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3. Has a civil or criminal complaint ever been filed against you alleging, physical abuse or sexual abuse by you? YES \_\_\_\_\_ NO \_\_\_\_\_. If yes, give a short explanation of the complaint. (Please indicate the date, nature, and place of the incident leading to complaint, where the complaint was filed, and the disposition of the complaint.)

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4. Have you ever terminated your employment or had your employment terminated for reasons relating to allegations of physical abuse or sexual abuse by you? YES \_\_\_\_ NO \_\_\_\_\_. If yes, please give a short explanation of the allegations, the disposition of the allegations, and your employer at the time, including your employer's name, address and telephone number.

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5. Have you ever received any medical treatment, physical or psychological, for reasons involving physical abuse or sexual abuse by you? YES \_\_\_\_ NO \_\_\_\_\_. If yes, give a short description of the treatment, including date(s), nature and location(s), identifying the treating physician with name, address and telephone number.

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### B. VOLUNTEER HISTORY

Please list your last three volunteer activities, starting with the most recent.

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### C. PERSONAL REFERENCES

Please list the name, address and telephone number of three individuals (other than Pastor or Principal) who are sufficiently familiar with you to provide a character reference.

<hr/>	<hr/>	<hr/>
(Name)	(Address)	(Telephone)

<hr/>	<hr/>	<hr/>
(Name)	(Address)	(Telephone)

<hr/>	<hr/>	<hr/>
(Name)	(Address)	(Telephone)

\_\_\_\_\_  
Signature of Volunteer Applicant

\_\_\_\_\_  
Date



FOR OFFICIAL USE ONLY	
INTERVIEWED BY: _____	DATE _____
POSITION ASSIGNED: _____	
Is the position to which the volunteer has been assigned one that requires that references be contacted?	
YES _____ NO _____	
If yes, have the references been contacted?	
YES _____ NO _____	
_____ Signature and Title of Supervisor	





## **DISCLOSURE CONCERNING REQUEST FOR BACKGROUND CHECK REPORT**

**The Roman Catholic Diocese of Charlotte** (the "Diocese") will obtain a consumer report (a background check report) on you in connection with your application for employment or volunteer activity with the Diocese, and if hired and/or a current employee/volunteer, the Diocese may do so at any time during the course of your employment/volunteer activity with the Diocese to the extent permitted by applicable law, for employment-related purposes. The Diocese also may order an "investigative consumer report." An "investigative consumer report" is a background report that includes information from personal interviews (except in California, where that term includes background reports with or without personal interviews). The most common form of investigative consumer report is an investigation into your employment history.

The Diocese will obtain the report(s) from the following consumer reporting agency: ScreeningOne, Inc. 1860 N. Avenida Republica de Cuba, Tampa, FL 33605; Phone: (888) 327-6511; Fax: (888) 216-1003; [www.ScreeningOne.com](http://www.ScreeningOne.com) (the "Agency"). The Agency's privacy policy can be found at [www.ScreeningOne.com](http://www.ScreeningOne.com).

The report will contain information relating to your character, general reputation, personal characteristics, and/or mode of living. The types of information that may be obtained include, but are not limited to, background references; employment history; credit reports; criminal and civil court, education, and driving records; public Internet posts; and verification of prior employment. The information in the report will be obtained from private and public record sources, and, in the case of an investigative consumer report will include personal interviews with sources, such as former employers, friends and associates.

You may request more information about the nature and scope of any investigative consumer reports by written request to: the Diocesan Human Resources Office. A summary of your rights under the Fair Credit Reporting Act has been provided with this form.

### **ADDITIONAL STATE LAW NOTICES**

If you live, or are applying for a position in, any of the states listed below, please review the additional notice that applies to you.

**CA:** You may review the file maintained on you by the Agency. You may also obtain a copy of that file, upon submitting proper identification, paying duplication costs, and by appearing in person at the Agency's offices on reasonable notice and during normal business hours, or by mail. You also may receive a summary of the file by calling the Agency. The Agency has trained personnel available to explain your file to you, including any coded information. If you appear in person, one other person may accompany you, provided that person furnishes proper identification.

**CA, CT, HI, IL, MD, OR, WA, VT:** These states restrict the circumstances in which the Company may obtain credit information about you. The Company will not obtain credit information about you except in accordance with applicable state law.

**MA:** If you contact the Company's Human Resources representative, you have the right to know whether the Company ordered an investigative consumer report about you. You also have the right to receive a copy of any investigative consumer report that the Company has ordered when that report is complete.

**MN:** Upon written request, the Agency will make a complete and accurate disclosure of the nature and scope of the report provided to the Company. Minnesota law requires the consumer reporting agency to provide this disclosure within five days after the request is received or the consumer report is requested, whichever is later.

**NJ:** Upon request, the Company will send you a copy of any investigative consumer report about you received by the Company.

**NY:** Upon written request to the Company's Human Resources representative, the Company will inform you whether or not the Company requested a consumer report or an investigative consumer report about you. If either report was requested, the Company will provide the name and address of the consumer reporting agency furnishing the report. You may inspect and receive a copy of the report by contacting the agency. Article 23-A of the New York Correction Law is provided with this form.

**WA:** If you make a written request within a reasonable time of this notice, the Company will provide a complete and accurate disclosure, in writing, of the nature and scope of any investigative consumer report that has been requested. The Company will provide the disclosure, by mail or otherwise, either five days after receiving your request or after requesting the report, whichever is later. You also have the right to ask the Company to provide you with a summary of your rights under the Washington Fair Credit Reporting Act.

## **AUTHORIZATION FOR BACKGROUND CHECK REPORT**

### **RELEASE AND AUTHORIZATION – For Volunteers**

**Roman Catholic Diocese of Charlotte**

#### **To Be Completed By Diocesan Location:**

Volunteer \_\_\_\_\_

Volunteering for \_\_\_\_\_

Requesting Parish, Agency, Department or School \_\_\_\_\_

Signature of Requesting Official \_\_\_\_\_ Date \_\_\_\_\_

Mail completed form to: Diocese of Charlotte Human Resources Department, 1123 S. Church Street, Charlotte, NC 28203, or  
Fax to: 704-370-3223

#### **To Be Completed By Volunteer:**

I have carefully read, and I understand, this Disclosure and Authorization form. By my signature below, I consent to the release to **Roman Catholic Diocese of Charlotte** ("Diocese") of consumer reports and investigative consumer reports (i.e. background check reports) prepared by a consumer reporting agency. If I am hired by the Diocese and/or working as a current employee, volunteer or independent contractor, I understand that the Diocese may rely on this Authorization to obtain additional reports on me from the agency or other consumer reporting agencies during my employment without asking for my consent again, to the extent permitted by applicable law.

I also authorize all of the following to disclose to the Agency and its agents all information about or concerning me, including but not limited to: my past or present employers; learning institutions, including colleges and universities; law enforcement and all other federal, state and local agencies; federal, state and local courts; the military; credit bureaus; drug and alcohol testing facilities; motor vehicle records agencies; all other private and public sector repositories of information; and any other person, organization, or agency with any information about or concerning me. The information that can be disclosed to the Agency and its agents includes, but is not limited to, information (if applicable) concerning my employment and earnings history, education, credit history, motor vehicle history, criminal history, military service, professional credentials and licenses.

The following is my true and complete legal name and all information is true and correct to the best of my knowledge. I understand that dishonesty will disqualify me from consideration for employment or volunteer positions with the Diocese and, if I am hired and/or are currently employed by or volunteering with the Diocese, that such dishonesty could result in the termination of my employment or volunteer position.

I acknowledge that I have received a copy of the following documents: (1) "Disclosure Concerning Request for Background Check Report"; (2) "A Summary of Your Rights under the Fair Credit Reporting Act"; (3) "A Summary of Your Rights under California Civil Code Section 1786.22" (if you reside in or you are applying for a position in California); and (4) "New York Correction Law Article 23-A" (if you reside in or you are applying for a position in New York).

**If you live, or are applying for a position, in California, Minnesota or Oklahoma:** If you check the box below, the consumer reporting agency will send you a free copy of the report at the same time that the report is made available to the Diocese.

☐ I request a free copy of the report.

#### **Please Print**

Name (First, Middle, Last) \_\_\_\_\_ Date of Birth (Mo./Day/Yr.) \_\_\_\_\_

Former Name (s) \_\_\_\_\_ Date of Name Change \_\_\_\_/\_\_\_\_/\_\_\_\_

**Current Address( If less than one year at current address, please include previous address)**

1. Street (no P.O. boxes please) \_\_\_\_\_

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City/State	Zip Code
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Former Address	How Long?
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City/State	Zip Code
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Your Signature	Date
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*Para informacion en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.*

**A SUMMARY OF YOUR RIGHTS  
UNDER THE FAIR CREDIT REPORTING ACT**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G. Street, N.W., Washington, D.C. 20006.**

**You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

**You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

a person has taken adverse action against you because of information in your credit report;

you are the victim of identity theft and place a fraud alert in your file;

your file contains inaccurate information as a result of fraud;

you are on public assistance;

you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

**You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

**You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.

**Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer agency may continue to report information it has verified as accurate.

**Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

**Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

**You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

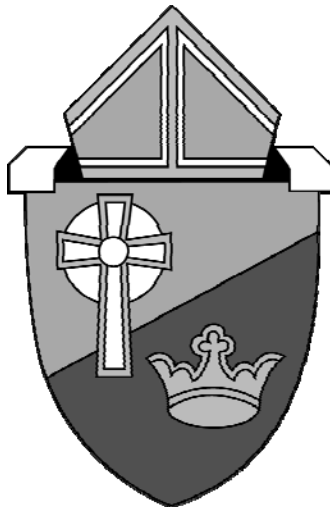
**You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

**Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

TYPE OF BUSINESS:	PLEASE CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.  b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau.	a. Bureau of Consumer Financial Protection 1700 G Street NW Washington, DC 20006  b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:  a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks  b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25 A of the Federal Reserve Act  c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations  d. Federal Credit Unions	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050  b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480  c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106  d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Department of Transportation 400 Seventh Street SW Washington, DC 20590
4. Creditors Subject to Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 1925 K Street NW Washington, DC 20423
5. Creditors Subject to Packers and Stockyards Act	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F St NE Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357

# **Code of Ethics Policy of the Diocese of Charlotte**



**Effective August 15, 2004  
Revision Date July 1, 2009**

**The Diocese of Charlotte  
1123 South Church Street  
Charlotte, NC 28203  
(704) 370-6299**

August 15, 2004

My Dear Brothers and Sisters in Christ:

Please accept my sincere gratitude for the very generous way in which you offer your time, talent and gifts in serving the people of Western North Carolina. It is through the prayers, efforts, dedication and collaboration of priests, deacons, religious, seminarians, lay employees and volunteers that we are able to serve those entrusted to our care. We know that as clergy, religious and laity of the Diocese of Charlotte, we have a responsibility to uphold the highest of moral, professional and ethical standards.

As clergy, religious, seminarians, lay employees and volunteers, we all share in the mission of the Church to continue the work of Jesus Christ. This is both a great privilege and an awesome responsibility. Those who publicly represent the Church, whether by office, employment or appointment, have a special obligation because they have accepted positions of trust. Because of this, the Church must be exemplary. Clergy, religious, seminarians, lay employees and volunteers should and will be held accountable for their behavior.

In order to maintain the highest level of accountability, this Code of Ethics Policy is adopted to assist in developing and implementing uniform guidelines for appropriate behavior while exercising ministerial and professional undertakings. It is not intended to address every situation that may arise, rather, it is intended to create a structure for addressing a variety of circumstances that, if not appropriately addressed, may create a risk of incidents, allegations, claims or lawsuits. As we read the code, we must remember that it is more than a set of standards. It is a way of connecting our values, ideals and moral responsibilities with the work that we do every day.

It is my sincere desire that all who are involved in the mission of the Church will exemplify the ethics and integrity lived and taught by Jesus, and that all those we serve will see in us His compassion and love.

Sincerely yours in Christ,

Most Reverend Peter J. Jugis, J.C.D.  
Bishop of Charlotte

## **PREAMBLE**

Priests, deacons, religious, seminarians, pastoral ministers, administrators, lay employees and volunteers (Church Personnel) in our parishes, agencies, schools and organizations must uphold Christian values and conduct. The *Code of Ethics Policy of the Diocese of Charlotte* (Code) provides a set of standards for conduct in certain situations and is designed to deter wrongdoing and to promote honest and ethical conduct.

The public and private conduct of clergy, religious, seminarians, lay employees and volunteers can be a source of inspiration and motivation, but it can also scandalize and undermine the faith of the people that are served. Church Personnel must at all times be aware of the responsibilities that accompany their work. It is essential therefore, that anyone who undertakes a position of ministry, employment or leadership in the diocese, be ever mindful of the trust that has been placed in him or her. The faithful discharge of the responsibilities that accompany our work requires constant and prayerful reflection since all of us must be sustained by God's goodness and grace.

Responsibility for adherence to the Code rests with each individual. This responsibility requires each of us to periodically take a personal inventory. It is hoped that the Code will assist us in this task. Church Personnel who disregard this Code will be subject to remedial action. This action can take several forms, from a verbal warning to removal, depending on the nature and circumstances of the offense.

While no policy can anticipate all of the challenges and situations that may arise, the Code communicates key guidelines and will assist in making decisions that are ethical and in accordance with applicable legal requirements, the Diocesan Sexual Misconduct Policy, the Diocesan Personnel Policies Handbook, and the Diocesan Financial Policies Handbook. All Church Personnel are encouraged to discuss any questions or concerns they have with their supervisor. Before beginning any ministerial, employment or volunteer functions, Church Personnel will read or have read to them, understand, and sign the proper acknowledgement of receipt form, and comply with this Code.

## **1. PRINCIPLES OF ETHICS AND INTEGRITY**

- 1.1** Church Personnel will conduct themselves at all times in a manner that is consistent with the teachings and precepts of the Roman Catholic Church.
- 1.2** Church Personnel will exhibit the highest Christian ethical standards and personal integrity.
- 1.3** Church Personnel will continually and objectively examine their own actions and intentions to ensure that their behavior promotes the welfare of the diocese and exemplifies the moral tradition of the Church.
- 1.4** Church Personnel will establish clear, appropriate boundaries with anyone with whom they have a ministerial, business, professional or social relationship.
- 1.5** Church Personnel will provide an environment that is free from physical, psychological, emotional, written or verbal intimidation or harassment.
- 1.6** Church Personnel will conduct their relationships with others that are free of deception, manipulation and/or exploitation.
- 1.7** Church Personnel will not sexually abuse or harass a minor child.
- 1.8** Church Personnel will report any suspected sexual abuse of a minor child as required by the diocesan Sexual Misconduct Policy.
- 1.9** Church Personnel will not take unfair advantage of a counseling relationship for their personal benefit.
- 1.10** Church Personnel will not use their position to exercise unreasonable or inappropriate power, influence or authority.
- 1.11** Church Personnel will not accept or confer an office, position, assignment or compensation, which may present the appearance of favoritism or a conflict of interest.
- 1.12** Church Personnel will be responsible stewards of diocesan resources, human and financial, observing both canon and civil law, and making decisions concerning the disposition of resources that reflect Catholic social teaching.
- 1.13** Church Personnel will not make false accusations against another, or reveal the faults and failings to anyone who is not in a position that necessitates a need to know.



- 1.14** Church Personnel will share concerns about suspicions of inappropriate behavior with the appropriate supervisory or management individual.
- 1.15** Accountability: The Diocese and all its parishes, schools and organizations are responsible to its stakeholders, which includes donors and others who have placed their trust in the Church. To uphold this trust, all Church personnel will:
- Promote good stewardship of all Church resources, including donations, grants, program fees, and all financial support.
  - Use all Church resources only for Church related purposes. Church resources are never to be used for personal purposes, even if it is intended to be temporary.
  - Use all Church resources in a prudent-like manner, avoiding unnecessary and excessive spending and wastefulness.
  - Use Church credit cards, vendor relationships and lines of credit only for Church related purposes. They are never to be used for personal transactions, even if it is intended that Church funds will not be used for payment.
  - Comply with all applicable laws and regulations.
  - Not be a party to any fraud or embezzlement, or neglect their duty to safeguard all Church assets.

## **2. GUIDELINES FOR WORKING WITH MINOR CHILDREN**

- 2.1** Church Personnel are not to possess any sexually explicit or morally inappropriate materials on church, school or diocesan property, or in the presence of minor children. Such materials include, but are not limited to, videos, films, pictures, recordings, drawings, posters, cards, calendars, clothing, computer software and/or games.
- 2.2** Church Personnel are not to engage in sexually oriented conversations with minor children, except in the context of sharing the Church's teaching on human sexuality. Church Personnel are never to discuss their own sexual activities with minor children.
- 2.3** Church Personnel are not to take photographs of minor children who are unclothed or dressing, for example in a locker room or bathing facility, nor shall they permit such photographs to be taken by others.
- 2.4** Church Personnel are not to speak to minor children in a manner that is, or could be construed by an observer as derogatory, demeaning, threatening, intimidating or humiliating, and are not to use profane or foul language in the presence of minor children.

- 2.5** Church Personnel are not to use tobacco products, alcoholic beverages, illegal drugs, or any substance prohibited by law, nor are they to be under the influence of any alcoholic beverage or illegal drugs, when working with minor children. Church Personnel may administer medications to minor children if written permission from parents or legal guardians is given.
- 2.6** Church Personnel are not to sleep in the same bed, hotel or motel room, sleeping bag, tent or cabin with a minor child unless the Church Personnel is the parent, legal guardian or sibling of the minor child.
- 2.7** Church Personnel are not to share showering, bathing, changing or dressing facilities with minor children. When the good of the minor child requires that they be accompanied by an adult to/in any of these locations, the time alone with the minor child should be minimal and another adult should be made aware of the circumstances.
- 2.8** Church Personnel are not to take an overnight trip alone with a minor child who is not an immediate family member.
- 2.9** Clergy and religious are not to allow minor children to be overnight guests in their residence or private accommodations with the exception of an occasional visit from immediate family members. Other Church Personnel are not to provide shared or private accommodations in any diocesan facility, private residence, hotel or motel room, or any other place where there is no other adult supervision present.
- 2.10** When providing transportation for minor children, Church Personnel are to be validly licensed and authorized, ordinarily have written permission from parents or legal guardians, and are to transport minors directly to their approved destination, with no unauthorized stops or deviations unless it is a valid emergency.
- 2.11** At the end of any activity, Church Personnel are to release minor children in their care only to parents, legal guardians, or other persons designated in writing by parents or legal guardians.
- 2.12** Church Personnel should schedule one-on-one counseling sessions or meetings with minor children at times and locations that promote accountability and meet accepted standards of propriety.
- 2.13** Activities and programs for minor children are not to be administered by only one adult. During all activities and programs, facilities should be monitored.
- 2.14** Church Personnel are not to use physical discipline in any way for the

behavior management of minor children. No form of physical discipline is acceptable. This includes spanking, hitting, pinching, or any other physical force as correction or retaliation for inappropriate behavior.

- 2.15** Church Personnel are to immediately report the unusual or uncontrollable behavior of minor children to parents or legal guardians.
- 2.16** As a general rule, volunteers for programs involving working with minor children in parishes should be registered members of the parish for at least six months before being placed in a volunteer position. After careful consideration, exceptions may be made for parents of minor children in the specific programs in which their child or children are participating.
- 2.17** Reference checks should be conducted on employees and volunteers who transfer within the diocese before allowing them to participate in any program involving working with minor children.

### **3. PHYSICAL CONTACT WITH MINOR CHILDREN**

- 3.1** Appropriate affection between Church Personnel and minor children is important for a child's development, and is a positive part of church life and ministry. However, touching must be based on the need of the minor child and not the adult, completely non-sexual, never in private, and otherwise appropriate.
- 3.2** Though not all-inclusive, the following examples are regarded as appropriate forms of affection:
  - side hugs
  - shoulder to shoulder or temple hugs
  - pats on the shoulder or back
  - handshakes
  - high fives or hand slapping
  - arms around shoulders
  - holding hands while walking small children
  - kneeling or bending down for hugs with small children
  - holding hands during prayer
- 3.3** Though not all-inclusive, the following examples are forms of affection that are not to be used:
  - lengthy or inappropriate hugs or embraces
  - kisses on the mouth
  - holding children over two years old on the lap
  - touching the chests, knees, legs, bottoms or genital areas of

- showing affection in isolated areas or private rooms
  - sleeping in bed with a minor child
  - wrestling or tickling minor children
  - any type of massage given to or received from a minor child
  - comments or compliments that relate to body development or physique
  - any form of unwanted affection
- 3.4** No one should be permitted to develop and/or start new programs for minor children without proper review and approval by the proper authority. Requests to develop new programs should be submitted in writing and must include provisions for adequate adult supervision.

#### **4. CONDUCT FOR PASTORAL COUNSELORS AND SPIRITUAL DIRECTORS**

- 4.1** Pastoral Counselors and Spiritual Directors are not to step beyond their competence in counseling situations and are to refer people being counseled to other professionals when appropriate.
- 4.2** While counseling a minor child, if a Pastoral Counselor or Spiritual Director discovers that there is a serious threat to the welfare of the minor, and that communication of confidential information to a parent or legal guardian is essential to the minor child's health and well-being, the Pastoral Counselor or Spiritual Director should disclose only the information necessary to protect the health and well-being of the minor child.
- 4.3** Pastoral Counselors and Spiritual Directors are to carefully consider the possible consequences before entering into a counseling relationship with someone with whom they have a pre-existing relationship.
- 4.4** Pastoral Counselors and Spiritual Directors will conduct all counseling sessions in appropriate settings and at appropriate times. No session is to be conducted in private living quarters.
- 4.5** Pastoral Counselors and Spiritual Directors are to avoid situations that might present a conflict of interest between a counselor and a person being counseled, including even the appearance of a conflict of interest.
- 4.6** Pastoral Counselors and Spiritual Directors are not to engage in sexual intimacies with anyone they counsel. This includes consensual and non-consensual contact, forced physical contact and inappropriate sexual comments.

- 4.7** Pastoral Counselors and Spiritual Directors are not to engage in sexual intimacies with individuals who are close to the person being counseled, i.e. relatives and close friends.
- 4.8** Pastoral Counselors and Spiritual Directors assume the full burden of responsibility for establishing and maintaining clear, appropriate boundaries in all counseling and counseling-related relationships.
- 4.9** Pastoral Counselors and Spiritual Directors are to maintain a log of the times and places of sessions with each person being counseled.
- 4.10** Pastoral Counselors and Spiritual Directors should discuss the nature of confidentiality and its limitations with each person being counseled. Information that is disclosed during the course of counseling or advising is to be confidential, except for compelling professional reasons or as required by law.
- 4.11** If there is a clear and imminent danger to the person being counseled, or to others, the Pastoral Counselor or Spiritual Director may disclose only the information necessary to protect the parties affected and to prevent harm. Before disclosure is made, if feasible, the Pastoral Counselor or Spiritual Director should inform the person being counseled about the disclosure and the potential consequences.
- 4.12** With the exception of knowledge gained in the Sacrament of Penance, knowledge that arises from counseling sessions may be used in teaching, writing homilies, or other public presentations only when effective measures are taken to absolutely safeguard both the individual's identity and the confidentiality of the disclosures.
- 4.13** In accordance with the norm of canon law, the sacramental seal is inviolable, therefore, it is absolutely forbidden for a confessor to betray the confidence of a penitent in any way and for any reason. This is applicable whether the penitent is living or dead.

## **5. HARASSMENT**

- 5.1** Church Personnel are to provide an environment that is free from sexual, psychological or physical harassment. This includes but is not limited to:
- physical or mental abuse
  - unwelcome sexual advances or touching
  - sexual comments and jokes
  - requests for sexual favors used as a term or condition of

- requests for sexual favors used as the basis for an employment decision
- displaying or wearing offensive material
- derogatory racial, religious, age, ethnic, physical or mental condition insults or slurs

**5.2** Harassment can be a single, severe incident or a persistent pattern of behavior where the intent or the effect is to create a hostile, offensive or intimidating environment.

## **6. POLICY ON CONFLICTS OF INTEREST/PRIVATE INURNMENT, NEPOTISM, OUTSIDE EMPLOYMENT**

**6.1** Identifying a Private Inurnment or Private Benefit Problem: In brief, "private inurnment" is the *payment* or diversion of an exempt organization's assets to its officials, officers, directors, employees, relatives, friends, major donors, or others in a special relationship to the organization who can influence or control the policy or the day-to-day activities of the organization *for less than full and adequate consideration*. It is a broad concept that can exist in a variety of transactions under a variety of circumstances. Private inurnment also extends to the use of organizational assets for "private benefits" such as sales, leasing, construction contracts, service transactions, etc., at other than fair market value or the exploitation of the exempt organization *for the benefit of a private business* (e.g., "sweetheart deals," promotional schemes, and/or giveaways to private individuals or businesses). Thus, under IRS regulations, a private benefit is similar to, but broader than, private inurnment.

To avoid material private inurnment or benefit in the types of transactions described above, the particular diocesan entity must enter into transactions for its benefit, rather than for a private party's benefit, and exercise due diligence to ensure that the proposed transaction is fair and reasonable such that under the circumstances the organization could not have obtained a more advantageous arrangement with reasonable effort. In addition to screening proposed transactions through the applicable councils and boards, care should be taken to follow diocesan policies and procedures pertaining to the signing of contracts.

**6.2** Conflicts of Interest: A conflict of interest may exist when persons employed by the diocese (i.e., the Central Administration, parishes, schools, agencies, and/or affiliated entities), or volunteers with influence over certain activities or transactions including those serving on advisory or consultative boards, councils or committees have a direct or indirect

financial interest, as defined below.

- 6.3** Financial Interest: A person has a "financial interest" if the person has, directly or indirectly, through business, investment, or family (including spouses; brothers or sisters; spouses of brothers or sisters; ancestors; children, grandchildren, and great grandchildren; and spouses of children, grandchildren, and great grandchildren), any one of the following:
- An ownership or investment interest in any entity with which the diocese has a transaction or arrangement;
  - A compensation arrangement with the diocese or with any entity or individual with whom the diocese has a transaction or arrangement;
  - A potential ownership or investment interest with, or compensation arrangement with, any entity or individual with whom the diocese is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.
- 6.4** Church Personnel are to avoid situations that might present a conflict of interest.
- 6.5** Church Personnel are not to take advantage of anyone to whom they are providing ministry or service in order to further their own personal, religious, political, business or economic interests.
- 6.6** Church Personnel are not to solicit, accept or give any personal gifts, favors, or things of value which could influence, or which could be construed as influencing any decision or obligation to the performance of one's duties.
- 6.7** Relatives of Church Personnel, or of relatives of various diocesan boards, may be hired as employees only if they will not be working under the line of supervisory authority of a relative or the advisory authority of the board. Generally, relatives include spouses, children, siblings, grandparents and grandchildren.
- 6.8** No member of any diocesan board is to knowingly take any action or make any statement that is intended to influence any undertaking of a parish, school, agency, department or institution of the diocese in such a way as to confer any benefit on such member or anyone in the member's family or business.
- 6.9** No member of any diocesan board, his/her family members, employer, business or business associates, is to solicit business or favors from any diocesan parish, school, agency, department or institution of the

diocese.

- 6.10** No member of any diocesan board is to vote in connection with any decision that may constitute a conflict of interest.
- 6.11** Outside employment is permitted as long as Church Personnel notify their supervisor of that fact and satisfactorily perform their job responsibilities. If an individual with an outside job does not perform his/her job requirements satisfactorily, he or she may be asked to terminate the outside employment.
- 6.12** Whenever a diocesan entity is considering conducting business with any person employed by the diocese (i.e., the Central Administration, parishes, schools, agencies, and/or affiliated entities) or any volunteer, or his/her family member, his/her business, or any entity in which he/she has an investment, the diocesan entity must solicit bids from at least two other sources and may not select the person/entity with the financial interest unless that person/entity is the lowest bidder.
- 6.13** Duty to Disclose: In connection with any actual or potential conflict of interest, an interested person must disclose the existence and nature of his or her financial interest and all material facts. Reports should be made to the pastor, principal, vicar general/chancellor, attorney, or chief financial officer. Reports made to pastors and principals are to be reported to the vicar general/chancellor. Reports should include relevant information that is discernible.
- 6.14** Investigation: The person to whom said report was made shall be responsible for a thorough and expeditious investigation of the actual/potential conflict of interest. Proposed decisions on the disposition of a case are to be discussed with the vicar general/chancellor or his designee. The results of all confirmed conflicts of interest and the final resolution shall be reported to the diocesan Finance Council.
- 6.15** Subsequent Conflicts and Disclosures: Notwithstanding previous disclosure of actual or potential conflicts of interest, an individual shall make a new disclosure of conflicts when any matter involving the conflict of interest arises for discussion or action. In the event that an individual is uncertain whether an actual or potential conflict of interest exists, the individual should make disclosure of the circumstances that may give rise to an actual or potential conflict.
- 6.16** Confidential or Privileged Information: Information known to be confidential that is acquired by individuals in the course of employment or association with the diocese and its affiliated entities shall be used



only for the benefit and purposes of the diocese. Individuals shall neither disclose confidential information outside the scope of their authorized duties nor utilize their position or association with the diocese for personal identification or advantage, although there may be instances, based on the use of careful discretion and judgment, where incidental use of the association with the diocese may be appropriate.

## **7. POLITICAL ACTIVITY**

- 7.1** The Diocese of Charlotte encourages individual participation in civic affairs. However, Church Personnel are not to engage in political activities in a manner that may create the appearance that such activity is by or on behalf of the diocese.
- 7.2** Church Personnel are not to make any contribution to any candidate for public office or political committee on behalf of the Diocese of Charlotte or in a manner that may create the appearance that the contribution is on behalf of the diocese.
- 7.3** Church Personnel are not to use any parish, school or agency facilities, financial resources, or personnel to endorse or oppose a candidate for public office.
- 7.4** Church Personnel are to clearly communicate that they are not acting on behalf of the Diocese of Charlotte if identified as an official or employee of the diocese while engaging in political activities in an individual capacity.

## **8. WHISTLEBLOWER POLICY**

- 8.1** The Diocese of Charlotte requires all representatives of the Church, including clergy, religious, directors, and other volunteers, and lay employees, to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. All representatives of the Church must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

The objectives of the Whistleblower Policy are to establish policies and procedures for:

- The submission of concerns regarding questionable financial or legal matters, violations and suspected violations of the Code of Conduct, Code of Canon Law and other concerns by the stakeholders of the Church, on a confidential basis;
- The receipt, retention, and treatment of complaints received by

- The protection of anyone reporting concerns from retaliatory actions.

**8.2** Reporting Responsibility - Each representative of the diocese has an obligation to report in accordance with this Whistleblower Policy any reasonably perceived violation of: (a) federal, state or local laws, rules and/or regulations; (b) the diocese's Code of Ethics; (c) the diocesan sexual misconduct policy; (d) diocesan personnel policies; (e) diocesan financial policies, including questionable or improper accounting or auditing matters; as well as gross mismanagement, waste, fraud, embezzlement, neglect of duty; and actions that threaten or are viewed as harmful to the health, safety and welfare of others and any other financial, legal or canonical concerns (hereinafter collectively referred to as Concerns).

Reports of Concerns should be made to the pastor, principal, vicar general/chancellor, attorney, or chief financial officer. Reports made to pastors and principals are to be reported to the vicar general/chancellor. All Concerns are to be reported as soon as possible. Reports of Concerns should include all relevant information about the suspected act, including any material evidence that exists.

**8.3** Investigation - The person to whom said report was made shall be responsible for a thorough and expeditious investigation of the reported Concern.

Proposed decisions on the disposition of a case are to be discussed with the vicar general/chancellor or his designee. The results of all reported and confirmed Concerns and the final resolution shall be reported to the diocesan Finance Council.

**8.4** No Retaliation - This Whistleblower Policy is intended to encourage and enable stakeholders to raise Concerns within the Organization for investigation and appropriate action. With this goal in mind, no stakeholder who, in good faith, reports a Concern shall be subject to retaliation or, in the case of an employee, adverse employment consequences. Moreover, anyone who retaliates against someone who has reported a Concern in good faith is subject to discipline up to and including dismissal from their position within the Church.

**8.5** Acting in Good Faith - Anyone reporting a Concern must act in good faith and have reasonable grounds for believing the information disclosed is a legitimate matter of Concern. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and

may result in discipline, up to and including dismissal from their position with the Church. Such conduct may also give rise to other actions, including civil lawsuits.

- 8.6** Confidentiality - Reports of Concerns, and investigations pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Disclosure of reports of Concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of the violators' position in the Church. Such conduct may also give rise to other actions, including civil lawsuits.

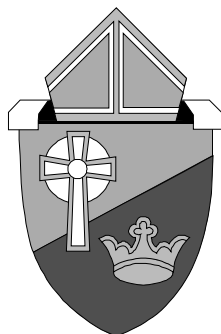
## **9. CONFIDENTIALITY**

- 9.1** Church Personnel, regardless of their work or volunteer responsibility, are to keep significant information on a confidential basis and are not to discuss it with anyone who is not directly involved.
- 9.2** Sacramental records are to be regarded as confidential. When compiling and/or publishing statistical information from these records, great care is to be taken to preserve the anonymity of individuals. Only those who are authorized to access these records and supervise their use are to have access to them.
- 9.3** Individual contribution records of parishes are to be regarded as private and are to be kept confidential.

## **10. REPORTING ETHICAL MISCONDUCT**

- 10.1** Church Personnel are to hold each other accountable for maintaining the highest ethical and professional standards. When it appears that any Church Personnel has violated this Code, or any other religious, legal, moral, professional or ethical principle, the matter is to be reported to that entity's management authority or the Chancery.
- 10.2** All reports of possible violations of this Code will be treated in confidence as much as the diocese's duty to investigate and the law allow. If confidentiality cannot be maintained, the individual reporting the violation will be so advised.
- 10.3** All reported violations of this Code will be investigated, and if needed, appropriate action will be taken based on the nature of the violation and diocesan policy.

- 10.4** Retaliation against a person who suspects and reports a violation of this Code in good faith will be treated as an individual violation of this Code.



**Policy of the  
Diocese of Charlotte  
Concerning Ministry-Related  
Sexual Misconduct by  
Church Personnel**

*Revised July 1, 2003*

The Diocese of Charlotte  
1123 South Church Street  
Charlotte, NC 28203  
(704) 370-6299

July 1, 2003

To All Diocesan Personnel:

*I am pleased to forward to you a revised "Policy of the Diocese of Charlotte Concerning Ministry Related Sexual Misconduct by Church Personnel." This policy is an updated version of the June 1, 1999 revision and includes mandates contained in the "Charter for the Protection of Children and Young People" adopted June 14, 2002 by the U.S. Bishops during their national meeting in Dallas, Texas and their subsequent November 13, 2002 meeting in Washington, D.C. With the issuance of this revision, the June 1, 1999 revised policy is no longer in effect.*

*This policy applies to priests, deacons, religious, seminarians, lay employees and volunteers, and covers not only the sexual abuse of minors, but also other forms of sexual misconduct. It is required that pastors and school, agency or departmental managers ensure that all of their associates, employees and volunteers receive a copy of this policy, and that all to whom it is given read and become acquainted with it.*

*Sincerely,*

*Reverend Monsignor Mauricio W. West  
Diocesan Administrator*

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## **PURPOSE OF THE POLICY**

The purpose of this policy is to provide the Diocese of Charlotte with an official procedure for dealing with an allegation of sexual misconduct by church personnel.

Nothing in this policy is intended to prevent or relieve any person or group of persons, whether they be clergy, religious, seminarian, employee or volunteer, from reporting any allegation of the sexual abuse of a minor to the proper civil authorities as mandated by law, unless to do so would violate the priest/penitent relationship.

The Diocese of Charlotte will cooperate fully with any investigation by civil authorities and will also thoroughly investigate all allegations to ascertain the truth.



## INTRODUCTION

A common mission of all of us is to be holy. A holy people will not allow one of its members to be a victim of ministry related sexual misconduct. It is with this in mind that the Diocese of Charlotte issues this policy, which affirms that, all human suffering as well as the weaknesses and imperfections of human beings deserve a response that is rooted in love, concern and compassion.

The term ministry related sexual misconduct as used throughout this policy refers to three related forms of misconduct. The first, which is sexual contact between church personnel and a child, is more commonly called sexual abuse. The second, which is sexual contact between church personnel and another adult, is more commonly called sexual misconduct. The third, which is unwanted sexual conduct or language, is more commonly called sexual harassment. All three of these are addressed herein together as ministry related sexual misconduct because they each involve an abuse of power or authority by those in ministry/service to the diocese. It is understood that any action of a sexual nature that is directed toward a child will be considered sexual abuse.

The Diocese of Charlotte is committed to dealing expeditiously, openly, fairly and compassionately with allegations of ministry related sexual misconduct by church personnel. In order to achieve this commitment, the following policy and procedures have been adopted and are to be implemented with dispatch, justice and equity. The Diocese of Charlotte will willingly cooperate with civil authorities as to the extent possible in all circumstances. In addition, there may be cases where the tenets of the Catholic religion, the prescriptions of Canon Law, or the greater good of all concerned require that action at variance with the provisions of this policy be taken; therefore, the Chancery reserves the right to interpret, revise or replace this policy as it deems necessary. The necessary observance of the canonical norms internal to the Church is not intended in any way to hinder the course of any civil action that may be operative. At the same time, the Church reaffirms her right to enact legislation that is binding on all her members concerning the ecclesiastical dimensions of the delict of sexual abuse of minors.

The Diocese of Charlotte presents these guidelines not because of past failures, not to cause alarm or fear, but rather to set forth a clear policy for the protection of our priests, deacons, seminarians, religious, laity and victims. The policies and procedures that the diocese has adopted reflect our experience and the studies of many others and must always be construed in the light of the gospel and the principle, salus animarum suprema lex, that is, the well being of the people is our primary obligation.

## COMMENTARY

In June 2002, the American bishops approved the first draft of the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons (Essential Norms)*, and a *Charter for the Protection of Children and Young People. (Charter)*. The *Charter* addressed the Church's commitment to respond effectively, appropriately and compassionately to cases of the sexual abuse of minors by priests, deacons or other Church personnel. The bishops promised to reach out to the victims of sexual abuse of minors by anyone serving the Church in ministry, employment or as a volunteer. The *Essential Norms* and the *Charter* served as the basis for this revision of the sexual misconduct policy of the Diocese of Charlotte.

In order to be considered law binding on all bishops in the United States, the draft *Essential Norms* was forwarded to the Vatican for approval (*recognition*). The Vatican acknowledged the grave dimensions of the crisis in the Church in the United States, but was concerned that the *Essential Norms* as submitted in June lacked a balance between the rights of the alleged victims and the accused, and denied the accused the right to due process. To some degree, the proposed *Essential Norms* contradicted established church law. A joint commission comprised of four representatives from the Vatican and four American bishops was appointed to revise the *Essential Norms* to "give effective protection to minors and establish a rigorous and precise procedure to punish, in a just way, those who are guilty of such abominable offenses."

On November 13, 2002, the United States bishops meeting in Washington approved the revised *Essential Norms* as submitted by the joint commission, with some minor changes. In addition, the bishops approved the *Charter*, revising it to bring it into conformity with the *Essential Norms*. Respecting always the reputation and privacy of the individuals involved, the bishops said that they would act as openly with the public as possible. They are committed to respond to the pastoral, spiritual and emotional well-being of victims and their families and to work with priests, civil authorities, educators, churches, and community organizations to provide safe environments for children and youth.

As a result of the bishop's actions, the *Policy of the Diocese of Charlotte Concerning Ministry-Related Sexual Misconduct by Church Personnel* has been revised. This policy is believed to be in full compliance with the *Essential Norms* as approved by the Vatican on December 8, 2002, the revised *Charter*, and canon and civil law.

## I. DEFINITIONS

1. **Sexual Abuse:** The exploitation of a child for the sexual gratification of an adult. Sexual abuse includes acts of incest, rape or sexual offenses in any degree, sodomy and unnatural or perverted sexual practices, lewd or indecent acts or proposals, including exhibitionism, touching or fondling, permitting or encouraging a child to participate in acts of pornography or prostitution.
2. **Child:** Any person under the age of eighteen (18).
3. **Sexual Misconduct:** (a) The touching of a private part of another person. Private parts can include the genital or anal areas, the groin, the inner thigh, the buttocks, or the bosom of a female. Touching means either a single incident in which church personnel intentionally brings a part of his/her body or another object into physical contact with a private part of another person, or repeated incidents of the same type, whether intentional or unintentional; (b) Any conduct and/or relationship of a sexual nature that can bring scandal.
4. **Sexual Harassment:** Unwanted attention, ogling, words, pictures, jokes or comments of a sexual nature that are directed towards an individual or in the general environment.
5. **Church Personnel:** Includes bishops, priests, deacons, religious, lay employees and lay volunteers involved in ministry or work for the Diocese of Charlotte.
6. **Bishop:** The canonically appointed Bishop of Charlotte, or, in the case of a vacancy, the Diocesan Administrator. For purposes of this policy, the Bishop or Diocesan Administrator may act personally or through a designated representative.
7. **Administrative Leave:** For purposes of this policy, is defined as the temporary relieving the accused of assigned duties. The application varies depending on the employment, volunteer, or canonical status of the accused. Administrative leave does not infer guilt or innocence.
8. **Chancery:** The administrative branch of the Diocese of Charlotte under the authority of the Bishop or Diocesan Administrator.

## **II. GENERAL PROVISIONS**

1. Compassion requires that primary attention be given to the alleged victim of ministry related sexual misconduct. In that regard, the Diocese of Charlotte will appoint an Assistance Coordinator who will, on notification of an allegation, contact the alleged victim of ministry related sexual abuse of minors for the purpose of offering immediate pastoral care. In addition, the Assistance Coordinator will contact the alleged victim's family with an offer of spiritual help and pastoral counseling. If the need for counseling or medical help for the alleged victim or his/her family is indicated, this too shall be offered, but without admission of guilt or of any liability on the part of the Diocese of Charlotte. The Assistance Coordinator will also ensure that proper assistance and support is offered to faith communities directly affected by ministry related sexual misconduct. When an intervention causes the removal of a priest, deacon, seminarian, religious, employee or volunteer from a parish, mission, agency, school, institution or organization of the Diocese of Charlotte, the Assistance Coordinator will provide necessary concern and direction to the parishioners and/or remaining staff.
2. The Canonically appointed Bishop of Charlotte, or, in the case of a vacancy, the Diocesan Administrator, will appoint a Promoter of Justice. This must be a person of undamaged reputation. He/She will intervene in contentious cases to seek justice and vindicate the public good in penal cases. Functioning as the prosecutor, the Promoter of Justice brings the action, brings forth the evidence, argues the case, and appeals, if necessary.
3. The Canonically appointed Bishop of Charlotte, or, in the case of a vacancy, the Diocesan Administrator, will appoint or retain an investigator who is competent in sexual misconduct investigative procedures and techniques. More than one investigator may be appointed or retained. An investigative file will be established by the investigator for each reported allegation of sexual misconduct referred to him/her and shall contain all material gathered during the investigation. When the investigation has been completed, the investigator will prepare a complete written account of the allegations and findings and give it to the Chancery where it will be filed in a secure and confidential manner.
4. Any accused person who admits to, or on whom an appropriate investigation substantiates an allegation of sexual abuse of a minor will be permanently removed from ministry, employment and/or volunteer status. If the accused is a priest or a deacon, this may include the loss of the clerical state.
5. In instances where the accused is not convicted, not found liable by a court of competent jurisdiction, not found guilty by a civil or diocesan investigation, or does not admit to sexual abuse or misconduct, the Chancery will make a determination as to whether or not the accused will be returned to ministry, employment or volunteer status.

6. The Diocese of Charlotte will not require an attempt at reconciliation between an alleged abuser and victim. The involvement of any diocesan personnel in non-authorized reconciliation efforts will be treated as a violation of this policy.
7. The Diocese of Charlotte will not enter into any confidentiality agreement with any sexual abuse victim/survivor except for grave and substantial reasons brought forward by the victim/survivor. If done, these reasons will be noted in the text of the agreement.
8. No pastor, associate pastor or director of any diocesan rectory, institution or facility is permitted to grant full or part-time residence, or regular weekend ministry to an extern priest, a transitional or permanent deacon, or a religious without prior approval from the Chancery. Short-term hospitality in conformity with these norms is at the discretion of the pastor or director. For other individuals, no one may be extended hospitality as a resident, full or part-time, without approval from the Chancery.
9. An individual Review Board composed of at least five (5) persons of outstanding integrity and good judgment will be appointed by the Chancery. The majority of the review board members will be laypersons who are not employees of the Diocese of Charlotte. Membership will include at least one priest, one civil lawyer (not the diocesan attorney), and an individual having particular expertise in the detection and treatment of the sexual abuse of minors. The Assistance Coordinator and the Promoter of Justice will attend and participate in discussions in board meetings, but without vote. The members will be appointed for a term of five years, which can be renewed. Terms will be staggered. The functions performed by the Review Board are to be confidential, consultative and advisory, not adversarial and adjudicative, and are to be directed toward the protection of minor children, and the integrity of the priesthood and the Church. The responsibilities of the board will include the review of allegations of ministry related sexual abuse of minors, all actions taken in response to those allegations, ensurance of the integrity of the process, advice as to the need for pastoral care for affected individuals, and advice and recommendations to the bishop regarding the implementation of any aspect of this policy. Other cases of ministry related sexual misconduct may be referred to the Board for review and counsel. The board may advise the bishop in his determination of the suitability of an individual for ministry; however, the bishop's ultimate authority to determine an individual's fitness for ministry, or to remove an unfit person from assignment, temporarily or permanently, is not circumscribed by the advice of the Review Board, the findings of the investigation, inquiries or consultations with experts, or the procedures and definitions contained in this policy. The board will also periodically evaluate the effectiveness of this policy and propose revisions, if a need is indicated.
10. After having an outside agency conduct a background investigation, the Diocese of Charlotte will evaluate the background check report received on all church

personnel who have regular contact with children. Additionally, the diocese will have investigated, screen and evaluate the background of candidates for ordination in deciding their fitness for ordination.

11. Allegations against the Bishop are beyond the scope of this policy. Any such allegation shall be directed to the Vicar General who will contact the Papal Nuncio and the appropriate civil authority.
12. Pastors and agency or department heads are responsible for ensuring that all clergy, seminarians, religious, employees and volunteers under their authority are given a copy of this policy. The original of the signed and dated *Acknowledgement of Receipt of Sexual Misconduct Policy* must be sent to the diocesan Human Relations Department within fourteen (14) calendar days of the date of assignment, hire, or beginning volunteer service. Copies should be kept by the parish, mission, school, agency, department or institution.

### **III. REPORTING REQUIREMENTS**

1. All cases of alleged, known or suspected ministry related sexual abuse of a minor must be reported to the proper civil authority. Any person having actual knowledge of, or reasonable cause to suspect an incident of ministry related sexual abuse by any church personnel of the Diocese of Charlotte is to immediately report the incident to the Chancery, unless to do so would violate the Sacrament of Penance. The Chancery will then report the incident to the proper civil authority. After notifying the proper civil authority, the Chancery will immediately notify the Assistance Coordinator, the Promoter of Justice, and the Review Board. Following this, the individual reporting the incident to the Chancery will be notified of the particulars regarding the filing of the incident with civil authority. This reporting requirement is not intended to supersede the right of a victim or witness to individually make a report to public authorities, but is to ensure proper, complete and timely reporting to the proper civil authority. At the time of reporting, the diocese will request to be kept informed as to the progress of that authority's investigation. Should an individual choose to make a report to civil authorities, the requirement to make a report to the Chancery is not removed.
2. A lack of information, or the lack of consent of the alleged victim, the victim's parent(s) or legal guardian, or the person(s) providing the information is not to prevent the immediate reporting of the allegation of abuse to civil authorities.
3. At the time of reporting an incident of alleged sexual misconduct to the Chancery, the person making the report will be asked to complete the diocesan form, *Report of Suspected Ministry Related Sexual Misconduct by Church Personnel*.

4. Any act of retaliation or discrimination against an individual who reports or complains of ministry related sexual misconduct is strictly prohibited and will not be tolerated by the Diocese of Charlotte.

#### **IV. APPLICATIONS – LAY PERSONNEL**

1. During the application process, the diocesan form, *Application for Lay Employment*, must be completed and submitted by all lay applicants for any paid position in the Diocese of Charlotte. If the applicant is hired, the application is to be kept in the individual's Official Personnel File.
2. During the application process, the diocesan forms, *Application for Lay Employment* and *Volunteer Profile*, must be completed and submitted by all persons volunteering for positions that involve supervised or unsupervised ministry or work with children. If the volunteer is assigned to a position, the forms are to be kept in the individual's personnel folder.
3. During the application process, the diocesan form, *Notification And Release*, must be completed and submitted by all lay applicants for any paid or volunteer position giving authorization to the Diocese of Charlotte to request investigative background inquiries that give information as to the applicant's character, work habits, performance and experience. The original background check release form must be forwarded to the diocesan Human Relations Department immediately upon receipt. The Human Relations Department will conduct the background check and will notify the requesting parish, mission, school, department, agency or institution of the results within five (5) business days of receipt of the report. All original background check information will be kept by the Human Relations Department.

#### **V. APPLICATIONS – CLERGY, SEMINARIANS AND RELIGIOUS**

1. Before beginning any duty, all clergy seeking assignment to perform ministry in a stable, official capacity in the Diocese of Charlotte for more than thirty (30) days, must complete and submit the diocesan form, *Application by A Priest/Deacon Seeking Assignment to the Diocese of Charlotte*, which includes a signed certification and unqualified recommendation by the individual's current Bishop or Provincial as to his performance and character. The Chancery will conduct the background check. All forms and background information will be kept in files maintained by the Chancery.

2. All individuals seeking acceptance as a seminarian in the Diocese of Charlotte must complete and submit the diocesan form, *Personal Questionnaire for Applicants for the Seminary*, which will include authorization for the Office of Vocations to request investigative background as to the individual's fitness for ordination. The diocesan Office of Vocations will conduct the background check. All forms and background information will be kept in files maintained by the Chancery.
3. All religious seeking assignment to perform ministry in a stable, official capacity in the Diocese of Charlotte for more than thirty (30) days, must complete and submit the diocesan form, *Application by Members of Religious Institutes Seeking Assignment to the Diocese of Charlotte*, which includes a signed certification and unqualified recommendation by the individual's current Bishop or Provincial as to his/her performance and character. The Chancery will conduct the background check. All forms and background information will be kept in files maintained by the Chancery.
4. Secular clergy seeking an official assignment, and religious clergy who are not being postulated for assignment by a religious superior, may be required to undertake a psychological examination.
5. Any clergy, religious or seminarian seeking assignment, transfer or residence from the Diocese of Charlotte to another diocese or to a religious community will have an accurate and complete description of his/her record forwarded by the Diocese of Charlotte to the local ordinary or superior of his/her new residence, including anything in his/her background indicating that he/she would be a danger to children or young people or likely to engage in sexual harassment or misconduct.

## **VI. PROCEDURES WHEN ALLEGATIONS ARE MADE AGAINST A LAY EMPLOYEE OR VOLUNTEER**

1. On receiving an allegation of ministry related sexual misconduct, if the allegation is sexual abuse of a minor, the Chancery will immediately report the allegation to the proper civil authority, request to be kept informed of their investigation, notify the accused of the nature of the allegation, and assign an investigator who will conduct an immediate investigation into the matter. Unless required by law, allegations of sexual misconduct and/or sexual harassment will not be reported to civil authority, but all other requirements and procedures in this policy will be followed. The involvement of the Assistance Coordinator, the Promoter of Justice, and the Review Board will be included where and when necessary but in all cases of sexual abuse. In cases of sexual abuse, the accused will be placed on administrative leave (with pay for paid employees) pending the outcome of the investigation.



2. The accused will be advised of the investigative process, of their right to civil and canonical counsel, and their right to appear before the Review Board with counsel and/or other advocate.
3. No diocesan investigation will interfere with any civil investigation, and will be conducted with a high level of Christian pastoral care for the alleged victim, his/her family, the person reporting the incident, the accused, and all other persons whose lives are touched by this incident.
4. If required, the Review Board will meet as soon as practical once the investigation has been completed and will carefully examine all information gathered during the investigation. After due deliberation, the board will either request additional information/interviews or advise the bishop of their recommendation(s).
5. If the investigation finds that there is no reasonable cause to believe that the allegation is true, the accused and the person making the allegation will be notified and the matter will be closed. The Chancery will make a determination as to whether or not the accused will be restored to duty at his/her original position, to another position, to the same location or to another location. The Diocese of Charlotte will do all that is possible to restore the good name of the accused.
6. If the investigation finds that there is reasonable cause to believe that the allegation is true, the accused and the person making the allegation will be notified of that finding and the accused's employment or volunteer relationship with the Diocese of Charlotte will be terminated immediately. The diocese will encourage the individual to seek an appropriate treatment program.
7. It is the responsibility of the accused to obtain and finance his/her own private counsel.

## **VII. PROCEDURES WHEN ALLEGATIONS ARE MADE AGAINST CLERGY, RELIGIOUS OR SEMINARIANS IN SERVICE TO THE DIOCESE**

1. On receiving an allegation of ministry related sexual misconduct, if the allegation is sexual abuse of a minor, the Chancery will immediately report the allegation to the proper civil authority, notify the accused of the nature of the allegation, place the accused on administrative leave thereby relieving him/her of any ecclesiastical ministry or function, and conduct an immediate investigation into the matter. Unless required by law, allegations of sexual misconduct and/or sexual harassment will not be reported to civil authority, but all other requirements and procedures in this policy will be followed. The involvement of the Assistance Coordinator, the Promoter of Justice, and the Review Board will be included

where and when necessary. Any administrative leave will be planned and circumstances determined in a way specific to each situation and to each individual in accord with canon 1722. In general, an administrative leave will be time limited, will allow for re-determination at the end of such time limit, will specify living arrangement, location, financial support, and will address treatment, conduct and aftercare.

2. The accused will be asked to undergo appropriate medical and/or psychological evaluation and intervention, unless to do so would interfere with an investigation by civil authorities. Participation of an accused cleric in appropriate professional treatment/counseling is required as a matter of clerical obedience (c.273). Treatment/Counseling referral is for treatment, not punishment. Any future ministry in the Diocese of Charlotte will require in part a full sharing with the Chancery of all information developed in the course of the treatment. Authorization from the accused is required in all cases to allow the treatment providers to communicate openly and freely with the Chancery.
3. Following evaluation and treatment, if aftercare is prescribed, the accused will be assigned to a priest-monitor who will be a friend in very difficult circumstances and who will ensure that the aftercare program is carried out.
4. If the diocesan investigation finds that there is no reasonable cause to believe that the allegation is true, the accused and the person making the allegation will be notified and the matter will be closed. The Chancery will make a determination as to whether or not the accused will be restored to duty at his/her original position, to another position, to the same location or to another location. The Diocese of Charlotte will do all that is possible to restore the good name of the accused.
5. If the accused admits that the allegation is true, if the diocesan investigation finds that there is reasonable cause to believe that the allegation is true, or if a civil investigation finds that the allegation is true, the accused will be permanently removed from ministry. Clergy may request dispensation from the obligations of Holy Orders. If this is not voluntarily requested the Bishop of the Diocese of Charlotte or, in the case of a vacancy, the Diocesan Administrator, may request dismissal of the accused from the clerical state without the consent of the accused. If removal from the clerical state is not applied, i.e. for reasons of advanced age or infirmity, the accused will not be allowed to celebrate Mass publicly, wear clerical garb, or present himself publicly as a priest.
6. The accused will be encouraged to retain the assistance of civil and canonical counsel. When necessary, the Diocese of Charlotte will supply canonical counsel to the accused. It is the responsibility of the accused to obtain his/her own private counsel.

7. The Diocese of Charlotte is responsible for the diocesan salary of a priest, seminarian or permanent deacon undergoing treatment who has been relieved of his duties and responsibilities in accordance with this policy.
8. In the case of a priest, seminarian, permanent deacon, or religious from another diocese, on receiving an allegation of ministry related sexual misconduct, the Chancery will immediately notify the appropriate bishop or superior of the allegation and of the actions that have been/will be taken by the Diocese of Charlotte.
9. In cases where the accusation is found to be true, the accused will be the primary person responsible for payment of the victim's therapy and attendant expenses, and will be required to reimburse the Diocese of Charlotte for all expenses that are incurred in connection with the matter.

## **VIII. EDUCATION**

1. The Diocese of Charlotte will periodically conduct continuing education sessions for clergy, religious, employees and volunteers that will update them from viewpoints such as new scientific knowledge, church policy, canon law, civil law, moral theology, professional ethics, the pastoral care of victims, recognizing the signs of abuse, and coping with the disclosure of misconduct by a colleague.
2. The Diocese of Charlotte will establish safe environment programs for its parishes, missions, schools, institutions and agencies. Through this program, the diocese will cooperate with parents, civil authorities, educators, and community organizations to provide education and training for clergy, religious, employees, volunteers, children, youth, parents, ministers, educators, and others about ways to make and maintain a safe environment for children, including standards of ministerial behavior and appropriate boundaries.

## **IX. MEDIA AND COMMUNICATIONS**

1. The Diocese of Charlotte is committed to a policy of openness relating to allegations of sexual misconduct by its church personnel. Within the confines of respect for the privacy and the reputation of the individuals involved, the diocese will be as open as possible with members of the media and the community.
2. The Diocese of Charlotte will also cooperate with other churches and ecclesial communities, other religious bodies, institutions of higher learning, social service agencies, support groups for victims/survivors, and other interested organizations in conducting research in the area of sexual misconduct.

3. The Chancery shall be responsible for all media contacts and will appoint a primary spokesperson to handle all media inquiries, all release of information, and all news conference arrangements.

## **X. SANCTIONS**

1. Any church personnel who fails to comply with any of the provisions of this policy will be subject to such action(s) by the Diocese of Charlotte as it deems necessary, up to and including removal or termination from any position with any parish, mission, school, department, agency, institution, or organization which is subject under canon or civil law to the administration, authority or governance of the Diocese of Charlotte.
2. Applicants or volunteers for assignment or positions with any parish, mission, school, department, agency, institution or organization in the Diocese of Charlotte who fail to comply with the provisions of this policy may be denied or removed from any position that is subject under canon or civil law to the administration, authority or governance of the diocese.

## **Break Out B**

### **HANDOUTS INCLUDE:**

- **St. Luke Church Mission Statement & Goals**
- **Pastor's Vision Statement**
- **Kitchen Use Guidelines**
- **Recycling Guidelines**



# *Chapter 1*

## *Mission Statement*



To be a Christ-Centered Church

1. Responsive to the Needs of All.
2. Preserving, Spreading and Celebrating the Teachings of Jesus.
3. Offering Hope, Comfort and Peace.

## **PARISH GOALS & OBJECTIVES**

**Goal 1:** Celebrate Catholic Mass and Sacraments, provide Faith Formation and spiritual direction to adults and children of a growing Eucharistic Community

**Objective:** Provide staff and volunteers to support the Pastoral work of the Parish, and provide church, class, meeting, and activity facilities to adequately accommodate both the Pastoral work and the increasing volume of parishioners amid an increasingly challenging secular culture.

**Goal 2:** Evangelize through reaching out to meet the physical and spiritual needs of others.

**Objective:** Maintain programs and ministries to enrich Parish life, and include outreach to homeless, imprisoned, and destitute.

# *Letter from the Pastor*

## PASTOR'S VISION STATEMENT: MAY 18, 2018

Dear Brothers and Sisters in Christ,

Thirty-one years after St. Luke's Catholic Church was established in 1987 the world we live in has changed in many ways. I have been asked to write a Vision Statement for St. Luke's parish as part of the Parish Profile.

### **Religious Indifference and Secularism**

Roman Catholics are heavily influenced by the prevailing culture of the times. Many are concerned that the Church they are a part of changes with the times without realizing why the Church teaches the way she does on particular matters.

It has been said that America has become so secularized that the Gospel cannot be preached and heard in all its clarity. What is often presented as "American Values" on television and movies gives the impression that Christian marriage and family life cannot be defended any longer in today's society.

Even though we have lost ground, a significant part of the population in America still identifies themselves as Christian: 75% in 2015 compared to 85% in 1990. It is important for Catholics not to lose heart. We must continue to teach Christ and his Gospel to the parish and the world. It is certainly known that Churches with a clear message are the ones that are growing today.

For the last ten years I have continually stressed the importance of the Christian family, the religious instruction of the children and providing youth ministry to assist the families in nurturing the Catholic faith.

### **The Violations of the Dignity of the Human Person**

Pope St. John Paul II once said, "A nation that kills its own children is a nation without hope." One of the priorities of any parish is to defend human life from conception until natural death. I have written and spoke about the dignity of human life at Mass many times. It is important to fight for the minds and hearts of young people today who are taught in their schools that there is nothing wrong with abortion.

Our Faith Formation and Youth Ministry at St. Luke's enthusiastically support our efforts to defend life. The Respect Life committee organizes a "Life Chain" the first Sunday of October to witness for life along Lawyers Road. A great many members of the Hispanic community at St. Luke's have become part of our efforts



in recent years. The Knights of Columbus are well known for their heroic defense of human life and have organized many efforts over the past ten years with the support of the parish.

The defense of the dignity of the human person begins with the defense of the life of the unborn child in the womb of the mother. From there, everything else receives its justification. St. Luke's has a Pax Christi chapter that supports social justice issues. We help educate people why taking care of the poor and speaking up for others matter.

We have a significant aging population at St. Luke's. We have a very active senior group called Young at Heart. They gather often for Mass and luncheons throughout the year. Programs are offered not only for entertainment, but also for fun and education. Every member feels loved and acknowledged.

Following the example of Temple Beth El in Charlotte, we are organizing an effort to assure the dignity of the aging adult. This effort will educate parishioners that one in three older adults lives in or on the edge of poverty and that within twenty years 70% of baby boomers are expected to need long-term care.

### **The Increasing Number of Conflicts in the World**

Scientists have moved the Doomsday clock another thirty seconds closer to midnight with the current time set at 23:57. The current culture with its over emphasis on pleasure has hidden from us the sad reality of the world we live in. The waking hours of most Americans are consumed with work and recreation. Music from our phones fills our ears and whatever spare hours we have are spent on catching up on social media.

The Church spends a significant amount of time during the last Sundays of the Liturgical year and the beginning of Advent preaching that the end is near. Jesus will come soon. Do not fall asleep but be watchful and ready for the Son of Man.

Every year our parish offers two penance services and many retreats for the faithful. Everything we try to do is part of an ongoing effort to fulfill our parish mission: "To be a Christ centered Church; responding to the needs of all. Preserving, spreading, and celebrating the teachings of Jesus, offering hope, comfort, and peace.

As pastor, I can sense that people are not completely unaware of the problems in the world. They have their own problems to deal with and perhaps are unable to add more worries to their already tired minds. I write letters in the bulletin every week to encourage the reader of any age. No matter how troubled they may be by their own life or by the world they can always find comfort in their faith. God is never far from us. Jesus loves us. He is Lord and victorious over sin and death. The consummation of the world is the Lord. Jesus is the Lord of History.

### **The Need to Evangelize a Catholic Population**

This is our best area. We have a very active and energized Catholic community at St. Luke's. Our parish offers much opportunity in many ministries for parishioners to become engaged. A group that meets often is HOPE. This acronym stands for Helping Other People Endure. Members spread the news of those needing

prayers; they visit other parishioners who are not able to come to church bringing Holy Communion and love. They also provide home cooked meals for the sick and elderly and a lovely luncheon after all funerals.

Our parishioners organize through Stewardship a yearly retreat called Engage Your Heart. Sometimes this is offered twice a year. Parishioners organize and lead this retreat for their fellow parishioners to help them grow in their faith. These retreats are always a success and well attended.

The Education Commission also helps us evangelize the Catholics through many programs and presentations throughout the year. These programs are not just lectures but friendly interactive gatherings where parishioners come together making a craft that is related to a religious theme and learning more about their faith. On Ladies Night Out, parishioners gather at night for coffee and light food. They have made trays, Christmas signs, Easter wreaths and old-fashion Valentine cards.

Another fun program we offer to entice Catholics to learn their faith is Trivia Night. The host and his wife have done this for many years and they are very talented and friendly. A panel of five is assembled to answer questions (like *Jeopardy*) in various categories; once someone has three correct answers they win a small prize and are replaced by another parishioner whose name is chosen by lot.

The largest programs we offer of course are the RCIA, Faith Formation and RCIC. They are always meeting to help others understand our faith. RCIA is not limited to non-Catholics. Many Catholics attend since we invite them to come just to know their faith or be a sponsor for one of the candidates.

We have covered all the bases at St. Luke's as to evangelization. The formal evangelization is at Mass (five every weekend with one in Spanish). Formal evangelization is also accomplished through Faith Formation and the RCIA program which helps Catholics receive their sacraments. We also have Baptism classes for both the Americans and Hispanic population of St. Luke's. RCIC is offered for children and youth who, for some reason, did not receive their sacraments at the regular time. The Pastor and Deacons give marriage classes to couples planning to be married in the Church.

The informal evangelization is through my weekly letter, our parish bulletin, and our web site. Whenever we get the people together, even at parties such as our annual feast day, our Christmas party for families and St Patrick's Day, we always begin and end with prayer and use the opportunity to speak about God and his love for us.

We are blessed at St. Luke's because we have a strong community. The people consider St. Luke's to be a friendly parish where everyone feels welcome. The people like to get together and celebrate everything.

Respectfully yours in Christ,

(Rev.) Fr Paul Q. Gary  
Pastor

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# KITCHEN GUIDELINES

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## St. Luke Kitchen

The kitchen is used by many people and groups.

Groups that use the kitchen must practice the standards listed in this document

The kitchen is a central place for preparing food for fellowship and outreach programs.

Users of the kitchen must fully comply with all food safety procedures, be responsible for the cleaning and must return items to their designated spot. Organizations using the kitchen are required to comply with the following procedures:

Training on kitchen expectations and equipment is suggested before using.

- No children under the age of 16 may be in the kitchen unless they are assigned helpers and are under the direct supervision of an adult.
- All utensils, pans, and decorating items must be put away at the end of the event.
- Groups must put items in the correct cabinets. This will make it easier for all groups to use the kitchen and cooking supplies.
- The use of the refrigerator and freezers are available for the activities scheduled in the kitchen. Storage available up to 48 hours in advance of event.
- Store ready-to-eat food (bread, salad, cake) on the highest shelves in the refrigerator. Store raw meats and poultry on the lowest shelves.
- Before the event, read the information on safe thawing and storage
- All foods prepared for an event should be consumed at the time of the event, distributed among the people using the kitchen, or taken home by the event holder.
- Leftover food items are not to be left in the refrigerator, freezer, counters, cupboards, or pantry, unless with prior approval.
- Laundry bins are marked for tablecloths and dishrags.
- Groups must separate the laundry for appropriate washing.
- \_\_\_\_\_ is responsible for the laundry.
- Sign-in sheets to record use of Kitchen is required.
- Sign-up sheets will be compared with the calendar to ensure groups are filling out the form.
- A Facilities Request Form is available to report kitchen needs/repairs. Completed form should be left on the board for staff action.
- Sweep and mop floor, if necessary.
- Check stove, oven, and other appliances to ensure they are turned off and nothing left inside.
- Please note \*\*The stovetop griddle remains warm at all times.
- Remember the 2 hour rule. Perishable food should never be left in the temperature Danger Zone (between 40°F and 140°F) for more than 2 hours. This includes both hot food and cold food. If it's been more than 2 hours (or 1 hour in temperatures above 90°F) — discard the food.
- Turn off lights when you leave.

## **Kitchen Management Agreement**

NOTE: The Church considers the person who books the kitchen space to be the Event Kitchen Manager and holds that person responsible for completing this Agreement and other required paperwork, and for seeing that the group using the kitchen follows the food safety and sanitation standards described in this Manual. The Event Kitchen Manager should read the following Agreement, sign it, and return the Agreement to the Church Office prior to booking kitchen space.

I understand the following:

- ☐ The kitchen at this church is used by many people, including members of the congregation and groups from the broader community.
- ☐ Though these groups and individuals may have different ideas about food safety and sanitation than the ones described in this manual, groups that use the kitchen in this building must practice the standards listed in this document.
- ☐ I am responsible to be present during the entire event, and to enforce the safety and sanitation standards as described in this document.
- ☐ I should familiarize myself with all drawers, cupboards and pantry shelves before using the kitchen, so questions about where utensils are located and where they should be returned can be more easily answered.
- ☐ If my group does not complete the required paperwork, and practice these standards, we may be required to pay a cleaning fee.
- ☐ In the future, we may be required to pay a user fee or may be denied use of the kitchen.

(Completed by Event Kitchen Manager)

Group Name \_\_\_\_\_

Chairperson of your group \_\_\_\_\_

Name of Event Kitchen Manager \_\_\_\_\_

Phone Numbers for Event Kitchen Manager \_\_\_\_\_

Signature of the Event Kitchen Manager \_\_\_\_\_

Date signed \_\_\_\_\_

(Completed by Church Staff)

Kitchen checked by \_\_\_\_\_

Date checked \_\_\_\_\_

Recommendation for future use \_\_\_\_\_

## Safety

- Scalding is one of the most common injuries in the kitchen. Make sure to turn pot handles away from the front of the stove. Scalding can occur from hot steam as well. Be careful when lifting lids from hot food.
  - Handling Knives:
    - Always cut away from your body when using a knife.
    - Always use a cutting board.
    - Keep knives clean (including handle) – slippery handles can cause injuries.
    - Do not put knives in a sink of soapy water – they may not be seen, and accidents can occur.
    - Wash and dry carefully keeping sharp edge away from your hands.
    - Always lay them flat, never on the back or edge.
    - Do not attempt to catch a knife as it falls – better it hits the floor than cut your hand.
  - Never leave cooking foods unattended – not even for a minute.
  - Casualness causes casualties – do not answer or talk on the phone while cooking – you can be distracted, and injuries can result.
  - Use the ice scoop, stored inside the ice machine, at all times for dispensing ice. Return ice scoop to the inside of the ice maker after use. Wash, dry and replace it in the holder when doing the final clean-up.
  - Clean up spills immediately – wet floors are slippery when wet.
  - Keep the kitchen floor clear and be certain that walking areas are always clear.
  - Allergies roughly four percent of the population suffers from a type of food allergy. There is no practical way to sanitize the kitchen continually while certain foods are in the room. Therefore, at a minimum signage must be posted when shellfish or any type of peanut oil or peanut product is being cooked or served. In all cases, the area must be sanitized before other foods are introduced in that area of the room.
  - Single-use Gloves Gloves must be worn during all phases of food preparation as well as when arranging ready-to-eat food for Serving. Lesions containing pus that might be on a worker's hands or forearms can introduce bacteria into food. Wounds, cuts, or sores on the arm must also be properly covered. Hands must be properly washed before a volunteer wears gloves. Gloves must be thrown out when they become dirty. Always change gloves when they tear; before beginning a new task; every four hours when doing the same task; and after handling raw meat, fish, or poultry.
  - Hair Restraint Volunteers should wear hair restraints at all times. Consumers are particularly sensitive to food contaminated by a hair. Food workers might contaminate their hands when they touch their hair. A hair restraint keeps hair from ending up in the food.
  - Clothing Dirty clothing, soiled rags, and tablecloths could also be a source of microorganisms. Food workers who inadvertently touch dirty clothing or soiled rags and tablecloths may contaminate their hands. This could result in contamination of the food being prepared. Food may also be contaminated through direct contact dirty clothing, rags, and tablecloths.
- 
- Cooking Food must be prepared using the appropriate preparation. Meat and poultry must be refrigerated until ready to cook. Cook each food to its appropriate doneness temperature. Use a thermometer. See internal temp chart
  - Oven and Cooking Surfaces

# Thawing Food Properly Fact Sheet

**Here are the four acceptable ways to thaw food safely:**

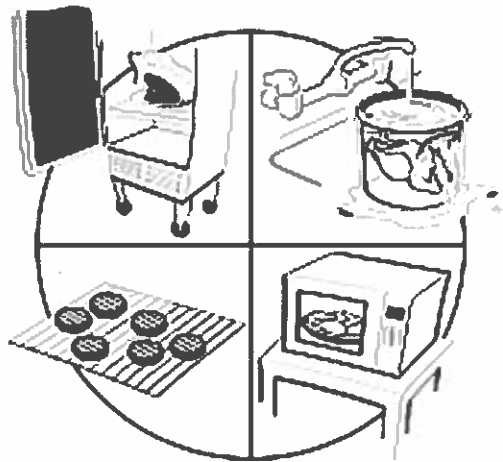
**In a refrigerator.** Thaw food in a refrigerator at 41°F (5°C) or lower to keep dangerous microorganisms from growing. Plan ahead when thawing large items such as turkeys—they can take several days to thaw.

**Under running water.** Thaw food submerged under running water at a temperature of 70°F (21°C) or lower. The water flow must be strong enough to wash food particles into the overflow drain.

Freezing does not kill microorganisms, but it does slow their growth. When you thaw frozen food, parts of the outer surface warm up enough to allow dangerous microorganisms to grow. Since it can take more than four hours to thaw most food, it is very important to thaw it properly, so dangerous microorganisms are not allowed to grow.

**In a microwave oven.** You can safely thaw food in a microwave oven if the food will be cooked immediately. Large items such as roasts or turkeys may not thaw well in a microwave.

**As part of the cooking process.** You can thaw food as part of the cooking process. For example, when you cook frozen hamburger patties on the grill, you thaw the hamburgers and then cook them to a minimum internal temperature of 155°F (68°C) for 15 seconds all in one step.



### Safe Thawing

Never thaw foods in a garage, basement, car, dishwasher or plastic garbage bag; out on the kitchen counter, outdoors or on the porch. These methods can leave your foods unsafe to eat.

There are three safe ways to thaw food: in the refrigerator, in cold water, or in the microwave. It's best to plan ahead for slow, safe thawing in the refrigerator. Small items may defrost overnight; most foods require a day or two. And large items like turkeys may take longer, approximately one day for each 5 pounds of weight.

For faster thawing, place food in a leak proof plastic bag and immerse it in cold water. (If the bag leaks, bacteria from the air or surrounding environment could be introduced into the food. Tissues can also absorb water like a sponge, resulting in a watery product.) Check the water frequently to be sure it stays cold. Change the water every 30 minutes. After thawing, cook immediately.

When microwave-defrosting food, plan to cook it immediately after thawing because some areas of the food may become warm and begin to cook during microwaving.

**Freezer Storage Chart (0 °F)** Note: Freezer storage is for quality only. Frozen foods remain safe indefinitely.

Item	Months
Bacon and Sausage	1 to 2
Casseroles	2 to 3
Egg whites or egg substitutes	12
Frozen Dinners and Entrees	3 to 4
Gravy, meat or poultry	2 to 3
Ham, Hotdogs and Lunchmeats	1 to 2
Meat, uncooked roasts	4 to 12
Meat, uncooked steaks or chops	4 to 12
Meat, uncooked ground	3 to 4
Meat, cooked	2 to 3
Poultry, uncooked whole	12
Poultry, uncooked parts	9
Poultry, uncooked giblets	3 to 4
Poultry, cooked	4
Soups and Stews	2 to 3



- 
- **Serving** Food handlers must be clean, free of disease, and follow safe food-handling practices. Avoid cross-contamination of raw meats, poultry, and fish with fresh foods or foods that will not be cooked. Cross-contaminated items may include hands, cooking utensils, and cutting boards.
  - **Cutting boards** Use different cutting boards for raw meats (red), veggies (green), fish (blue), fruit (yellow), orange (poultry), purple (allergens- nuts, tree nuts, bread, dairy, eggs, soy)
  - Keep potentially hazardous foods — such as meats, poultry, shellfish, cooked potatoes, creampies, milk products, eggs, and cream cheese — out of the temperature danger zone, 41° F to 135° F. Keep hot foods hot and cold foods cold.
  - **Storage** Food must be stored at the appropriate temperature prior to, during, and after cooking.
- 
- **Food Transportation** Food must never be transported in any vehicle compartment that is not clean. It must be free from vermin and contaminants and in good repair. While in transit, all foods must be adequately protected (covered) from sources of contamination, including animals or family pets. Cold foods must be kept cold, below 41°F; and hot foods hot, 135°F or above. Insulated carriers, such as coolers, are a good solution. However, they should be used only temporarily, because they will not raise or lower inadequate temperatures. In any event, no vehicle should be used for food transportation if it is not clean and in good repair.

# Minimum internal cooking temps

Category	Food	Temperature (°F)	Rest Time
Ground Meat & Meat Mixtures	Beef, Pork, Veal, Lamb	165	None
	Turkey, Chicken	165	None
Fresh Beef, Veal, Lamb	Steaks, roasts, chops	145	3 minutes
Poultry	Chicken & Turkey, whole	165	None
	Poultry breasts, roasts	165	None
	Poultry thighs, legs, wings	165	None
	Duck & Goose	165	None
	Stuffing (cooked alone or in bird)	165	None
Pork and Ham	Fresh pork	145	3 minutes
	Fresh ham (raw)	145	3 minutes
	Precooked ham (to reheat)	140	None
Eggs & Egg Dishes	Eggs	Cook until yolk and white are firm	
	Egg dishes	160	None
Leftovers & Casseroles	Leftovers	165	None
	Casseroles	165	None
Seafood	Fin Fish	145 or cook until flesh is opaque and separates easily with a fork.	None
	Shrimp, lobster, and crabs	Cook until flesh is pearly and opaque.	None
	Clams, oysters, and mussels	Cook until shells open during cooking.	None
	Scallops	Cook until flesh is milky white or opaque and firm.	None

# Storage Times for the Refrigerator and Freezer

Category	Food	Refrigerator (40 °F or below)	Freezer (0 °F or below)
Salads	Egg, chicken, ham, tuna & macaroni salads	3 to 5 days	Does not freeze well
Hot dogs	opened package	1 week	1 to 2 months
	unopened package	2 weeks	1 to 2 months
Luncheon meat	opened package or deli sliced	3 to 5 days	1 to 2 months
	unopened package	2 weeks	1 to 2 months
Bacon & Sausage	Bacon	7 days	1 month
	Sausage, raw — from chicken, turkey, pork, beef	1 to 2 days	1 to 2 months
Hamburger & Other Ground Meats	Hamburger, ground beef, turkey, veal, pork, lamb, & mixtures of them	1 to 2 days	3 to 4 months
Fresh Beef, Veal, Lamb & Pork	Steaks	3 to 5 days	6 to 12 months
	Chops	3 to 5 days	4 to 6 months
	Roasts	3 to 5 days	4 to 12 months
Fresh Poultry	Chicken or turkey, whole	1 to 2 days	1 year
	Chicken or turkey, pieces	1 to 2 days	9 months
Soups & Stews	Vegetable or meat added	3 to 4 days	2 to 3 months
Leftovers	Cooked meat or poultry	3 to 4 days	2 to 6 months
	Chicken nuggets or patties	3 to 4 days	1 to 3 months
	Pizza	3 to 4 days	1 to 2 months

- **Cleaning and Sanitizing** Clean and sanitize the sinks and the work surfaces before each use. Scrape and pre soak items to be cleaned to remove food soil that may reduce the effectiveness of the detergent. Silverware should be presoaked in a hot, soapy water solution. Properly use dishwasher. Air dry. Do not wipe dry. Wiping can re-contaminate all the newly sanitized

## Cleaning

Kitchen workers must wash their hands in the designated hand-washing sink before working in the kitchen, after using the bathroom, and often during preparation and serving.

The 2-compartment cleaning sink (closest to the stove) is for dishwashing only.

The 3-compartment food-prep sink (closest to the refrigerator) is for food preparation only.

The Mop Sink (located in the Utility Closet) is for filling the mop bucket with water and the discharging

of the wastewaters only.

- Grease should not be poured into the **ANY** washing sinks. (How disposed?)

- Dishes may be hand washed in the appropriate sink or in the dishwasher

- Clean, dry, and put away all dishes and utensils.

- Wash all countertops and work areas with cleaner.

- Remove garbage to dumpsters.

- Clean trays in warming ovens.

- Wipe off counters, range tops and microwaves.

- Clean sinks of all debris.

- Service sinks also cannot be used for hand washing because this practice may introduce

additional hand contaminants, such as mop water, toxic chemicals, and a variety of other liquid

wastes.

- The handw-ashing sink may not be used for food preparation.

- The dishwasher counter may not be used to prepare food.

- Prepare spray bottle with 200 ppm (see poster over sink) of bleach water and sanitize all work

surfaces

## Microwave Oven

- Clean all sides of the inside of the oven. Wash, rinse, sanitize and dry oven turntable
- Allow foods to rest after microwave cooking for 2 minutes. This will allow food to complete the cooking process.

- After surfaces have cooled, clean all surfaces of oven. Remove any spills.
- The burner and grill surfaces should be wiped clean. See the posted directions for cleaning the burners and grill.
- Do not use water or steel wool or cleansers on the grill surfaces....this will cause the surface to rust.
- There are drip pans below the burners and the grill. The drip pan for the grill is a pull-out pan on the right side of the grill. Make sure they are scrubbed, dry and in place before you leave. -

## Sanitation

- **Food Safety** “One in six Americans could get sick from food poisoning this year alone. Food poisoning not only sends more than 100,000 to the hospital each year – it can also have long-term health consequences.” Age and physical condition place some persons at higher risk than others, no matter the type of bacteria. Infants and young children, pregnant women and their unborn babies, and older adults are at higher risk for foodborne illness, as are people with weakened immune systems (such as those with cancer, diabetes, kidney disease, and transplant patients). For these reasons, volunteers need to follow all policies when preparing and serving food.
- **Sanitizing Spray** -Effectiveness of spray does not last during long storage; throw away leftover spray when your group leaves. (see poster over sink)
- **Foodborne illness, or food poisoning, often presents itself as flu-like symptoms such as nausea, vomiting, diarrhea, or fever, so many people may not recognize that the illness may be caused by bacteria or other pathogens in food. Bacteria that cause disease are called pathogens. When certain pathogens enter the food supply, they can cause foodborne illness. Proper planning, preparation, cooking, and processing of food destroys bacteria. How Bacteria Get in Food**  
**Bacteria may be present on products when you purchase them. Plastic-wrapped boneless chicken and ground meat, for example, were once part of live chickens or cattle. Raw meat, poultry, seafood, and eggs are not sterile. Neither is fresh produce such as lettuce, tomatoes, sprouts, and melons. Foods, including safely cooked, ready-to-eat foods, can become cross-contaminated with bacteria transferred from raw products, meat juices or other contaminated products, or from food handlers with poor hygiene.**
  - Only volunteers who are healthy and practice good personal hygiene may volunteer in the parish kitchen. Volunteers can contaminate food by: Volunteering while they are sick; Touching pimples or sores; Touching their hair; Not wearing a Band-Aid and single-use gloves over sores and wounds; Having long and/or artificial nails; Dirty clothing; Handling soiled rags or tablecloths; Not washing their hands properly before, during, and after handling food. Never smoke, eat or drink in food preparation or equipment washing areas. Never use cooking utensils to taste food. Avoid licking fingers or sampling the food while it is being prepared or served.
  - Food safety policies promote good personal hygiene by requiring:
    - Proper attire – clean hat or hair restraint, clean clothing, appropriate shoes, and removing jewelry;
    - Good hygiene practices – volunteers frequently and properly washing their hands, and wear gloves.
    - Hands are the most common way that harmful microorganisms get into foods. Hands can become soiled with a variety of contaminants while a volunteer is performing routine tasks. Workers must wash their hands after any task that might contaminate their hands. Always wash hands: After using the bathroom; After coughing, sneezing, smoking, eating, or drinking; After cleaning; Before putting on gloves; Switching between raw food, uncooked food, and ready-to-eat food; After handling garbage or trash; After handling dirty equipment or utensils; After cleaning or handling rags and tablecloths

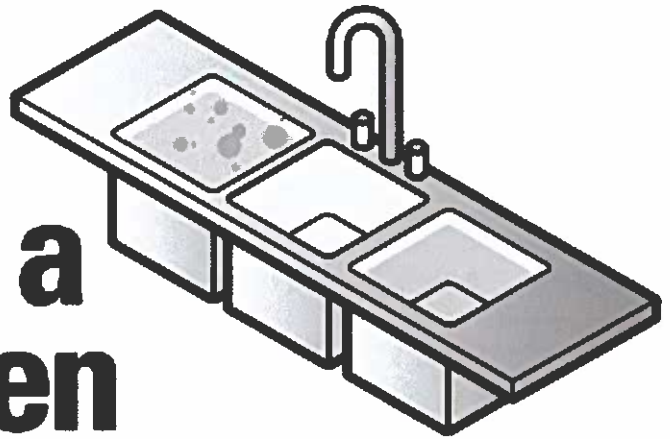
## **Using a 2- compartment sink to effectively clean and sanitize**

- **First** rinse, scrape or soak all items before washing.
- **Second**, wash items in the first sink in a detergent solution. Use a brush, cloth or scrubber to loosen and remove soil. The water temperature in the first compartment should be *at least 110°F*. Use a calibrated thermometer to check the water temperature. Replace the detergent solution or fill the sink with new water when the water appears dirty.
- **Third**, rinse the washed items in the second compartment by either dunking them in clean rinse water or by spraying them. Make sure all traces of food and detergent are removed. The water temperature in the second compartment should also be at least 110°F.
- **Fourth**,; drain and clean the second sink. Then use the cleaned second sink to sanitize the items., To sanitize the washed and rinsed items, dunk them in hot water in this second sink. hot water to sanitize must be at *least 171°F* and the items must remain submerged for a minimum of *one minute*. Check the water temperature with a calibrated thermometer periodically to be sure it is at least 171 degrees F.

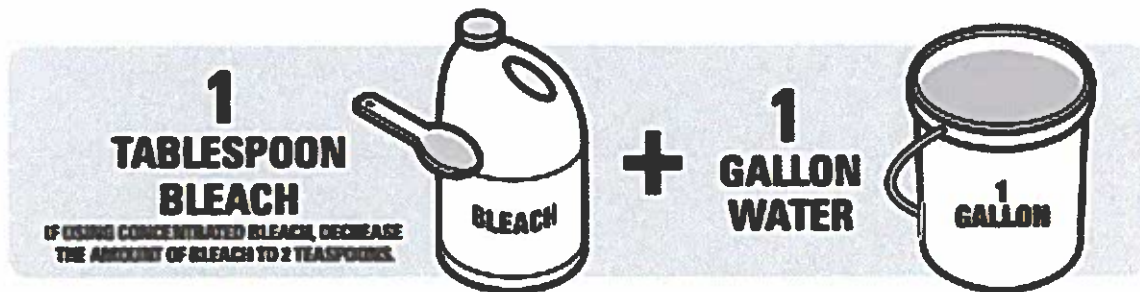
( If you use a chemical sanitizer, the sanitizer must be mixed at the proper concentration. Quaternary Ammonium Compounds must be 200 ppm and Chlorine must be at least 50 ppm with immersion in the sanitizing solution for at least two minutes. The temperature of the water for sanitizing with chemical solutions must to be at least 75 ° F. • As another way of sanitizing, you may spray the washed and rinsed items with a properly mixed sanitizing solution instead of using the immersion method. Allow the sprayed items to air dry (do not rinse off the sanitizing solution.)

All washed, rinsed and sanitized items should be placed on a clean draining board or draining rack to air dry. Do not stack items until they are dry. Remember drying cloths should not be used to dry items because they can spread bacteria.

# Safe Food Depends on a Clean Kitchen



**Control bacteria and viruses in the SINK BAY.  
Sanitize in a simple chlorine bleach solution:**

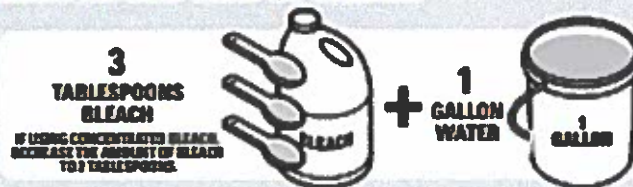


1. First Bay: **Wash** pots, pans, glasses, dishes and utensils with hot, soapy water to clean.
2. Second Bay: Thoroughly **Rinse** off soap.
3. Third Bay: **Sanitize** pots, pans, glasses, dishes and utensils in a chlorine bleach solution (200 ppm).
4. Always **Air Dry**.



**To sanitize kitchen cloths at the end of shift...**

1. Soak kitchen cloths in a chlorine bleach solution for two minutes.
2. **Rinse** in clear water.
3. **Air Dry**.



**Bleach solution should be made fresh for each shift because bleach breaks down over time.**

## **Kitchen Check List**

Workers can check off items as they work, so kitchen cleanup is more easily directed.

The Event Kitchen Manager must check each item on this list throughout or after the event and must return this checklist to the Church Office within 24 hours following the event.

- ☐ Kitchen staff washes their hands before working in the kitchen, after using the bathroom, and often during preparation and serving.
- ☐ Kitchen staff wears a clean apron at all times.
- ☐ Kitchen staff wears some type of hair restraint such as a hat, bandana, hairnet, hair-tie or other device to keep hair out of the food.
- ☐ Kitchen staff uses disposable gloves when touching ready-to-eat food, mixing food, serving food, or clearing tables.
- ☐ Kitchen staff stores coats, purses and other belongings away from food preparation areas. *In laundry room*
- ☐ Kitchen staff does not eat or drink in food preparation areas.
- ☐ Sanitize kitchen counters and tables before the group begins to cook, and again before the group leaves the kitchen area. In like manner, sanitize dining tables before setting the table and again after clearing the table. Kitchen staff use a cart or tray to carry dirty dishes to the dishwashing area.
- ☐ Hold clean or filled cups and glasses by the sides or handles rather than by putting fingers into or on rim of the containers.
- ☐ Scrape and empty plates, cups and glasses in the dishwashing area, and not at dining tables.
- ☐ Wash all dishes, utensils, pots and pitchers, trays and cookware in the dishwasher.
- ☐ Hand wash encrusted pans and utensils and then wash them in the dishwasher.
- ☐ Hand wash coffee maker and coffee ground holder.
- ☐ Hand wash food thermometers and replace in their cases.
- ☐ Check all drawers before leaving: handles of utensils and silverware should all face the same direction and be placed in the correct drawers, as marked.
- ☐ Condiments belonging to the group that will be stored must be properly sealed, and labeled with the group name and the date the product was opened. Old and unlabeled foods will be discarded.

Before your group leaves:

- ☐ Turn dishwasher off, drain all water from the dishwasher, remove food particles from the dishwasher drain, and towel dry all surfaces of the machine and drain boards
- ☐ Clear all counters of leftovers and personal belongings.
- ☐ Clean oven and remove any spills.
- ☐ Wipe stove burners and grill clean. No cleanser on grill, please! It will cause grill surfaces to rust and may leave dangerous residues.
- ☐ Empty and clean drip pans below burners and grill.
- ☐ Clean all surfaces of microwave oven.
- ☐ Remove all food debris from sinks, wash with cleanser and dry.
- ☐ Complete Kitchen Condition Report to document breakage, pests, equipment problems and supplies needed.
- ☐ All items listed have been checked before leaving

Signature of the Event Kitchen Manager \_\_\_\_\_

Date signed \_\_\_\_\_



## **Kitchen Condition Report**

Date kitchen used \_\_\_\_\_

Name of group using kitchen \_\_\_\_\_

Event Kitchen Manager \_\_\_\_\_

Describe the condition of the kitchen when you arrived for your event.

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Describe any breakage so repairs or replacements can be made.

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Did you notice any insects or pests? If so, please describe.

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Describe any drain that needs attention.....consider leaks or drain flow.

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Describe any oven operation that needs attention.

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Describe any refrigerator or freezer operation that needs attention.

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Describe any other equipment or fixture that needs repair or replacement.

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Place a check by any staple that needs refilling: \_\_\_dish soap \_\_\_cleanser \_\_\_bleach \_\_\_gloves  
\_\_\_hairnets \_\_\_scrubbies other \_\_\_\_\_

Do you have any other comments about the kitchen, its equipment, kitchen standards, or other topics that could be useful to us or to others using the church kitchen?

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## RECYLING GUIDELINES

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### Recycling at St. Luke's

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The Care of Creation ministry started in the fall of 2017. It was inspired by a review of the Papal Encyclical on the environment (Laudato Si) at meeting of a small faith group (Associates of the Holy Child Jesus).

- The purpose of the ministry is to recommend policy to the Servant Leadership Team, educate the parish about Care of Creation and lead the recycling program for the parish.
- The ministry has about 12 different volunteers who serve in different leadership roles (Education, Communications, Recyclers of the Cosmos-ROTC).

Service	Description
<b>Will provide training</b>	The Ministry will provide training and provide resources for the parish the parish.
<b>Resource Materials</b>	The Ministry will provide resource materials for the parish and its members to provide practical information and educate.
<b>Sharing What We Learned</b>	<ol style="list-style-type: none"><li>1. How to adopt the guidelines</li><li>2. Where to purchase green alternatives</li><li>3. Help in developing strategies for upcoming events</li><li>4. Ongoing view to help select reusable option</li><li>5. Sharing practical green choices.</li></ol>

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### Ambassador Program

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Care of Creation is developing an ambassador program where each ministry is asked to appoint at least one person who is designated to work with the Care of Creation Ministry. Care of Creation will provide the ambassador with training and practical guidelines on what the ministries can do to support the Care of Creation initiatives for the parish.

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### St. Luke's Policy

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**Decrease the use of plastics**  
**Eliminate contamination in Recycling Bins**  
**Eliminate Styrofoam**

Ministries are asked to consider the environment in their purchasing decisions.

**If you need to use plastics, use  
plastics that do NOT have plastic  
code of #6**

**Reduce, Reuse, and Recycle  
Use green materials  
Re-use of materials**

We encourage our vendors to support the Care of Creation guidelines of the parish as adopted by the Servant Leadership team.

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#### **What can be recycled?**

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**Containers  
Bottle caps and lids, Glass bottles  
and jars, Juice Boxes, Milk and  
Juice Cartons.**

**Rinse if possible.**

**Plastics 1-5 and 7**

**Paper Products, Cardboard,  
Clean pizza boxes, Paper**

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#### **What cannot be recycled?**

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**Napkins, Paper Cups, Paper Plates, Plastic #6, Plastic Clamshells  
of any type, Plastic bags, Plastic utensils, Styrofoam of any type**

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#### **Recycle Containers**

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There are four Recycle Bins located in the Spirituality Center, Family Life Center, Staff kitchen and the major kitchen.

#### **How Often Are They Emptied**

The bins are checked twice a week by members of the Recyclers of the Cosmos (ROTC), which is the action arm of the Care of Creation.

## What is Contamination

- Contamination is the mixing of items that cannot be recycled with items that can be recycled.
- Contamination also occurs when recycled items are have liquids, food or other debris in them or other foreign matter.
- Contamination is just as bad as not recycling and results in the recycling being thrown into the garbage at the county recycling center.

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### Who do you call if you have questions or a special event that requires extra pick up?

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Steve Uzzell    704-774-0683  
Tom Darcy      704-929-5232

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### Useful Links

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- [Plastic Recycling Numbers](#)
- [What can be recycled in Mecklenburg County](#)
- [What can be recycled in Union County?](#)

# **Break Out C**

## **HANDOUTS INCLUDE:**

- **Draft of Resource Guide Table of Contents**
- **Calendar and Space Requests**
- **Bulletin Announcements**
- **Announcement at Beginning of Mass**
- **Email Blasts**
- **Audio Visual Announcements on Screen Before Mass**
- **Social Media Announcements**
- **Photo and Social Media Policy**



ST. LUKE CATHOLIC CHURCH

***DRAFT***

# MINISTRY

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# RESOURCE GUIDE

ST. LUKE CATHOLIC CHURCH  
13700 LAWYERS ROAD  
CHARLOTTE, NC 28227-9515

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## CALENDAR AND SPACE REQUESTS

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### WHO TO CONTACT WITH QUESTIONS

Mary Adams, Administrative Assistant

[maryadams@stlukechurch.net](mailto:maryadams@stlukechurch.net)

(704) 545-1224 x 10

### TIMELINE

ASAP

### FORMAT

Request events online at church website calendar.

### OTHER

- Yearly dates will be requested from ministry heads in March/April.
- Please communicate your audio visual needs to [ChrisCosentino@stlukechurch.net](mailto:ChrisCosentino@stlukechurch.net) at the time of scheduling your event.
- Please see appropriate sections on bulletin, social media, email blasts and screen usage to publicize your event.

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## **BULLETIN ANNOUNCEMENTS**

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### **WHO TO CONTACT**

Mary Adams, Administrative Assistant

[maryadams@stlukechurch.net](mailto:maryadams@stlukechurch.net)

(704) 545-1224 x 10

### **TIMELINE**

By Thursdays at 10 a.m., 10 days before the announcements will be appear.

### **FORMAT**

Word, Publisher or jpeg

### **OTHER INFORMATION**

Email is preferred method of contact

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## **ANNOUNCEMENTS AT THE BEGINNING OF MASS**

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### **WHO TO CONTACT**

Mary Adams, Administrative Assistant

[maryadams@stlukechurch.net](mailto:maryadams@stlukechurch.net)

(704) 545-1224 x 10

### **TIMELINE**

By Wednesday before the weekend to be announced.

### **FORMAT**

Emailed in Word format

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## EMAIL BLASTS

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### WHO TO CONTACT

Lori Kissinger, Business Manager

lorikissinger@stlukechurch.net

704-545-1224 x 11

### TIMELINE

Provide at least a week notice (please note that at busy times of the year there may be several requests and we do try to limit to two a week).

### FORMAT

Provide complete details unless the event is already on the calendar. If that is the case please check that all details are accurate as well as contact person. This information will be used to initiate the email reminder.

**\*Please note** - email blast is NOT AUTOMATICALLY GENERATED from calendar event. You must send an email to request a reminder/invitation if you would like one sent out.

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## **AUDIO VISUAL USE & ANNOUNCEMENTS ON SCREENS BEFORE MASS**

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### **WHO TO CONTACT**

Chris Cosentino

Audio Visual Coordinator

Email: [chriscosentino@stlukechurch.net](mailto:chriscosentino@stlukechurch.net)

### **TIMELINE**

Submit AV Request Form via email **2 weeks** before the announcement is needed to allow time for approval and preparation.

### **FORMAT**

Use AV Request Form. Microsoft PowerPoint format for information is preferred and an aspect ratio of 16:9 so that it can be manipulated if needed. The TV screens are small in scale, so things will need to be larger than you would expect for people to be able to read it. Usually fewer words are better.

### **AUDIO VISUAL USAGE FOR EVENTS**

As a general rule, the TV in the Family Life Center should suffice for most events. The equipment in the sanctuary is designed to be used primarily during parish liturgies and volunteers who have been trained in the system operation. For this reason it should not be used for other events without prior approval from the Audio Visual Coordinator, Chris Cosentino, who can be reached via email [chriscosentino@stlukechurch.net](mailto:chriscosentino@stlukechurch.net).

## AV Ministry – Announcement submission form

*This form is to be filled out for any ministry desiring to use the TV screens for any purpose before, during, or after Mass. It must be submitted at least **2 weeks before** the announcement is needed. This will allow time for approval and preparation.*

\_\_\_\_\_  
(name of ministry)

\_\_\_\_\_  
(date of request)

\_\_\_\_\_  
(date needed)

### Brief description of announcement (ex. video, PowerPoint slides, etc.)

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### Ministry contacts:

Name	Phone	Email
_____	_____	_____
_____	_____	_____
_____	_____	_____

Authorized by:

\_\_\_\_\_  
(Fr. Paul Gary)

\_\_\_\_\_  
(Mary Adams)

*Requests will be reviewed by Fr. Paul and other parish staff. Please direct any questions to Chris Cosentino at [chriscosentino@stlukechurch.net](mailto:chriscosentino@stlukechurch.net).*

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## FAMILY LIFE CENTER TV DIRECTIONS

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***Please push this cart SLOWLY & CAREFULLY to avoid damaging any of the components!***

**This unit is a SMART TV, so you may connect to YouTube or similar video streaming services through the main menu on the TV without connecting to a computer.**

### **To play a DVD:**

1. Plug the black power cable into a wall outlet, and make sure the switch on the plug strip is in the “on” position.
2. Using the remote labeled “**FLC TV1**” turn the power on for the TV & DVD player by pressing the red power buttons at the top of the remote.
3. Press the eject button on the DVD player and insert the disc. *(Please close the tray by pressing the eject button again and not pushing on the front of the tray).*
4. Once you see the menu for the DVD player (which gives you several options for streaming, etc.) you can press the “play” button in the middle of the remote and the DVD should start playing. *(If the DVD player does not come up automatically you may need to manually change the input source using the remote).*
5. Volume control may be adjusted from the TV remote control. The audio will play out of the sound bar on the bottom of the cart.
6. Don’t forget to eject your DVD and take it with you when you’re finished, so it’s ready for the next person! Also, make sure you return the TV to the Family Life Center for others to access!

### **To connect a computer for projection:**

1. Plug the black power cable into a wall outlet, and make sure the switch on the plug strip is in the “on” position.
2. Using the remote labeled “**FLC TV1**” turn the power on for the TV by pressing the red power button at the top of the remote.
3. Power your computer on and log in how you normally would and allow the computer to start up.
4. After the computer has fully started, plug the loosed end of the HDMI cable that should be plugged into HDMI 2 on the back of the TV into your computer. If you do not have an HDMI connection on your computer you may need a special adapter (ex. VGA to HDMI).
5. You may have to change your display settings on your computer from duplicate to extend depending on your purposes.

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## FAMILY LIFE CENTER TV DIRECTIONS

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*Please push this cart SLOWLY & CAREFULLY to avoid damaging any of the components!*

### Troubleshooting tips:

Problem	Solution
TV or DVD player won't turn on	<ul style="list-style-type: none"><li>• Ensure you plugged the power cable into the wall</li><li>• Ensure the switch is in the "on" position on the power strip</li><li>• Check the power connection on the back of the TV to be sure it's plugged in</li></ul>
DVD player or computer does not automatically come up	<ul style="list-style-type: none"><li>• Check to make sure the input is correctly set on HDMI 1 (DVD) or HDMI 2 (computer) by using the remote and pressing the button next to the red power button on the top right of the remote that says "source"</li><li>• Also ensure the HDMI cable is fully plugged into the back of the TV and the component you are using (DVD player or computer)</li></ul>
No sound from the TV	<ul style="list-style-type: none"><li>• Check to make sure the volume is up on the TV using the volume controls on the remote</li><li>• Check to ensure the audio output cables (red &amp; white RCA) are connected to the back of the TV and the 1/8" cable to the sound bar on the bottom of the cart</li></ul>
Something seems damaged, in need of repair, OR any other questions	<ul style="list-style-type: none"><li>• Contact Chris Cosentino via e-mail at <a href="mailto:chriscosentino@stlukechurch.net">chriscosentino@stlukechurch.net</a></li></ul>



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## SOCIAL MEDIA ANNOUNCEMENTS

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### WHO TO CONTACT

Charity Artieri, cartieri18@yahoo.com

OR

Katy De'Ath, kathy.de\_ath@stlukechurch.net

### TIMELINE

A week before it should appear

### FORMAT

Messenger or email

### OTHER

**For Facebook posts:** Video and pictures are best for engagement. Graphics submitted could be photos of past events, digital flyers, digital posters, gif, meme, or the like to help promote. If you need a graphic created, please give extra lead time. If there is no graphic involved, complete details of what is to be promoted needs to be included in the message. Complete details would mean: event name, description, day, time, location, contact person/information and anything else relevant. This best submitted in an editable format so it's easy to cut and paste. It's also good to provide who to get in contact with (if it's different than person submitting the request) to answer follow up questions.

You can also ask about creating a Facebook "event" where people can find information, be invited, and rsvp.

**For Instagram posts:** Same as above, though only graphics with captions (you can't create word-only content so if no picture/graphic is given, one will have to be chosen or created). Images are cropped to fit posting specifications, therefore square shape preferred so nothing is cut off. No videos longer than 60 seconds (or 15 seconds if you want added to Instagram Story).

**Side note:** If it's useful, you can ask about the insights on your posting(s) to know how many people it reached and how many people interacted with it.

*Please also see section on St. Luke Photo and Social Media Policy for additional guidelines.*

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## **PHOTO AND SOCIAL MEDIA POLICY**

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### **OVERVIEW**

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To do our best to ensure the safety of our community while still demonstrating that the church is the people, and promoting the St. Luke spirit of warmth, family, fellowship, and community, the St. Luke Pastor, staff and Servant Leadership Team have developed this Photo and Social Media Policy to cover any photos or videos of parishioners or event attendees to be used on the St. Luke website, social media and other electronic, digital or print publications. The Social Media policy also directs the conduct of administrators of social media.

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### **PHOTOGRAPHY AND VIDEO**

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Photo and Social Media policies take into account whether an event is a public event or a private church event. Public events are defined as those “where there is a reasonable expectation that the public at large is invited to and welcome at the event”. Some examples of public events include: Fall Festival, Trunk or Treat, Easter Egg Hunt, Mass. Private events include those where only a specific set of individuals are invited or included. Private events include: Faith Formation classes, Playschool classes, nursery, and any ministry meetings. If there is an uncertainty as to whether the event is public or private, use the rules for a private event.

Whether at public or private events, individuals (minors and adults) in photographs on website or other publications will not be identified by name on the publication or by the uploaded file name, with the following exceptions:

- a) Children receiving awards or recognition. Parents need to give express permission for the name to be attached prior to publication.
- b) Adults receiving awards or recognition (for example, the Salt and Light Awards).

### **PUBLIC EVENT PHOTO POLICY:**

According to Federal Law and Diocese of Charlotte Policy, including Safe Environment policies, group photos may be taken at any church event that is open to the public. These photos may be used on the St. Luke website, Faith Formation website, and any other electronic, digital or print publications without a photo release. As a courtesy and to make attendees at events aware of this policy, posters may be prominently posted indicating that photos from the event may be used in this manner.

Groups may also have nametags for photographers during the event. Again, as a courtesy, photographers should ask permission if taking pictures of a small group or individuals. [From a practical standpoint you may wish to require a written release for all pictures used on outside publications or electronic media (i.e. website, electronic/digitally available newsletters, blogs, etc) and require only one release from the writer or publisher of internal newsletters, slideshows or bulletin boards that verifies that he/she obtained or verified consent on all media used within their display or publication].

## **PRIVATE EVENT PHOTO POLICY:**

St. Luke must obtain parental permission from all minors registered in any education or ministry or program at St. Luke to be photographed. A photo release statement will be added to all registration or sign-up forms and leaders must consult the list and inform photographers prior to an event of any children who should not be photographed. Additionally, when submitting photos of minors for publication in a newspaper, newsletter or other printed publication, only include the child's first name, parents' name and hometown, but not street address.

Groups required to obtain photo releases for minors include:

- Altar Servers
- *Cub Scouts\**
- *Boy Scouts\**
- Faith Formation
- Vacation Bible School
- Playschool
- Baptism Preparation
- Hispanic Music Ministry
- MoMS group (children in childcare)
- Music Ministry (included all choirs including minors (under 18), and any other events where minors not already enrolled in a group will be involved if (i.e., Fall Festival)
- Any additional St. Luke-sponsored ministry or group now or in the future which includes minors

Photographs of minors must be of past events, rather than including photos with a future location. For example, posting a photo of a past youth event is permissible. Posting a child's photo with the date and time of a future youth event is not permissible.

For a private event, if a signed photo release is not obtained or the parent answers "no", no photos of that child in that activity may be published.

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## **PHOTOGRAPHY AND VIDEO REMOVAL POLICY**

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1. Anyone who discovers that photographs of himself or herself or family members have been included in St. Luke publications or on the website that they do not wish to remain there should contact the church office by phone or email to request the photograph's immediate removal.

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## **COPYRIGHT POLICY**

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1. Unless otherwise indicated, photographs and videos published by St. Luke Church are the property of and are copyrighted or licensed by St. Luke Church and may not be used for any purpose (including but not limited to: downloading, printing, distributing, linking) without permission from St. Luke Catholic Church.
2. St. Luke will obtain permission to use any photographs and graphics from other sources before using within any publication, website or other medium.

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## SOCIAL MEDIA POLICY

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In keeping with the Social Media Guidelines for the Diocese of Charlotte while promoting events at the church, the following procedures are established:

1. Code of Conduct: The following Code of Conduct for the Diocese of Charlotte should be posted on all social media sites:

“All posts and comments will demonstrate Christian charity and respect for the truth. They will be on topic and presume the good will of other posters. Discussion will take place from a faith perspective. No advertisements will be included on the site”

Visitors who do not comply with the code of conduct will be blocked by the site administrator.

2. Disclaimer: The following disclaimer from the Diocese of Charlotte should be posted on all social media sites:

“The user submitted information and comments that are published or made available through this social media site may not represent the teaching of the Catholic Church or the official position of the Diocese of Charlotte. Inappropriate or objectionable postings may be deleted at the discretion of the site administrator and/or the Diocese of Charlotte. User-submitted information on this site is provided for informational purposes only.”

3. All Social Media sites or apps must have “two deep leadership” at all times, meaning that two adults who have completed all safe environment training and paperwork are involved in all communication with minors. For example, if youth group is participating in a social media platform to communicate with teens, two safe environment approved adults should be “present” in all communication with minors.
4. There must be at least two site administrators for each site. The administrators must have full password and editorial access at all times. At least one of the administrators must be a Diocesan employee. Administrators are required to monitor and update their site regularly.
5. Each administrator will have a password for their site. Passwords must be shared with the Diocesan Director of Information Technology, the Chancery, and the diocesan webmaster. The passwords for all sites should be stored in a central location at the church as well.
6. An individual’s personal site may not be used for Diocesan programs. Hosting of a site and domain names should be the property of St. Luke Church.
7. All sites must follow the Social Media Policy of the Diocese of Charlotte at all times.

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## **ADMINISTRATIVE GUIDELINES FOR PHOTO AND SOCIAL MEDIA POLICIES**

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1. A copy of this Photo and Social Media Policy will be included on the church website and a copy maintained in the church office.
2. Notice of the availability of this Policy and photo removal policy will be publicized in the bulletin, on the website and in newsletters created by St. Luke or its ministries (e.g. Liturgical Ministry Schedule mailings, Young at Heart newsletters), at least once a year.
3. All appropriate staff, commission, committee, and ministry leaders will be required to adhere to the photo policy and review annually to ensure that the policy is adhered to and followed as the ministry transitions with new members and leaders. SLT will review the policy annually and revise as needed, and communicate any revised policy to all staff, commission, and ministry leaders.
4. In any case, where someone declines, asks or does not provide permission for a photo to be published, St. Luke will make every effort to remove the photo as soon as possible.
5. All appropriate staff, and commission, committee, and ministry leaders will be responsible for clearing any photos from their groups or events and submitting them to the webmaster for the website or other publication. With the photos, they should submit a signed form (to be created) that indicates that they have cleared the photos for publication and granting the church the right to use the photograph. In this way, the burden of complying with the policy is with the leader of the group rather than the webmaster.
6. Internal use of photographs or videos by staff, commissions or ministry leaders for editorial or historical purposes are exempted from this policy.



# St. Luke Parish Survey

## Top 3 Reasons Why People Choose to Attend St. Luke

1. Location
2. Like the Community / Parish Spirit
3. Music

## Do you feel connected to the St. Luke Faith Community?

- Yes – 87.1%
- No – 12.9%

## The #1 reason for not participating in a ministry

- Time

## How do most of our parishioners learn of information and events?

92.9%	Weekly Bulletin
66.3%	Pulpit before Mass
61.8%	Pulpit by Priest
61.5%	Email Blasts
47.3%	TV Screens prior to Mass
38.2%	St. Luke Website
16.5%	Social Media

## Did you know . . .

- 92.8% of respondents agree that St. Luke's parish actions support our mission statement.
- Over 62% of our parish households participate in a ministry.
- Survey respondents live in 20 different zip codes in our area
- The survey resulted in hundreds of narrative comments and suggestions

## The length of time respondents have been members of the parish

6.5%	<1 year
22.7%	1 to <5 years
22.7%	5 to < 10 years
48.2%	10 years or longer

## **Action Steps Being Taken by the Servant Leadership Team**

**After review of the narrative comment section, the team came up with 7 key areas to address. We have been tackling one area each month with action steps and timelines.**

- **Improve Welcoming Atmosphere at St. Luke**
- **Increase participation in ministries and address barriers to involvement**
- **Increase opportunities for parishioners to grow spiritually**
- **Improve effectiveness of communication**
- **Introduce new activities and social events for parish fellowship**
- **Address 4 key areas of Pastor's Vision**
- **Continue to unite diverse populations within the Parish**

**We encourage all ministries to review the narrative comments and actively seek solutions within your ministries. We also welcome your feedback and solutions to the areas identified above and any additional areas that you feel need addressed.**

**To access the surveys:**

**[www.stlukechurch.net/survey-results](http://www.stlukechurch.net/survey-results)**

**<https://tinyurl.com/ycad3ole> - Parish Survey August 2018**

**<https://tinyurl.com/y8uxakqd> - Faith Formation Family Survey  
December 2018**