

Safe Environment

In 2003, we learned the hard way that the Church has not been doing enough to protect young people. Although the rules, policies, and permission slips are the least enjoyable part of our positions, we need to do everything that we can to insure that young people are kept safe.

The **Diocesan Policy on the Protection of Children/Young People and Prevention of Sexual Misconduct and/or Child Abuse** is a twenty-five page document that can be found at (http://www.arlingtondiocese.org/childprotect/child_protect_policies.php) along with all other important forms from the Office of Child Protection and Safety. You should be familiar with this document and have a copy of it for reference. Your parish is responsible for downloading updated copies of this document for you to distribute to all new volunteers within your program. You should never allow an adult to have significant contact with young people until after they have completed this questionnaire and the entire process listed within “**Steps on How to Prepare a Volunteer for Youth Ministry through the Office of Child Protection and Safety and Commonly Asked Questions**” that is provided in this chapter.

As an added point of information, the following website can be used to investigate if there are people within your parish that are on a Sex Offender Registry: <http://sex-offender.vsp.virginia.gov/sor/>

In addition to protecting young people, you also need to protect yourself. If you hope to have a long career in youth ministry, then you need to go through the necessary steps to prevent any young person from being able to make a false claim against you that you are unable to have dismissed. If you follow the **Code of Conduct for Church Personnel** that is located within this chapter, then you will be operating as safely as possible while ministering to young people. The back page of this Code must be signed and submitted to the Diocesan Office of Child Protection and Safety.

You should do everything within your power to reduce risk in youth ministry. We can never remove risk, but we can certainly do things to reduce it. Enclosed is some information that was presented by the Diocesan Office of Risk Management, as well as sample permission slips and release forms for various different circumstances.

Lastly, whenever inviting a person to speak to your teens on an issue of faith and morals, they must be approved through the procedure outlined within this chapter.

May we always keep the safety of young people as a top priority in our ministries, and may God Bless us with good health and safety at all of our events!

1. **Steps on How to Prepare a Volunteer for Youth Ministry through the Office of Child Protection and Safety and Commonly Asked Questions**
2. **Code of Conduct for Church Personnel**
3. **Teen Safety Program, “You Matter” Letter from Rev. Terry W. Specht**
4. **Important Directives from Risk Management**
5. **Additional Policies to Note**
6. **Risk Awareness Agreements and Permission Slips (Available online in Spanish)**
7. **Document on Van Safety and 15 Passenger Vans**
8. **10-12 Passenger Van Safety Acknowledgment Form**
9. **Policy Concerning Guest Speakers in the Diocese of Arlington**

Steps on How to Prepare a Volunteer for Youth Ministry through the Office of Child Protection and Safety

****For Internal Parish Use Only****

1. **Policy on the Protection of Children/Young People and Prevention of Sexual Misconduct and/or Child Abuse** (Read policy and complete/sign page 23, the Acknowledgement of Receipt [Attachment E]).
2. **Questionnaire** (Complete six pages and sign the back). This form must be fully completed: provide 5 years of chronological work history in Section III (If unemployed for more than six months during the past five years, indicate the dates of unemployment and write “unemployed”. If retired or a homemaker, please be specific and indicate dates), provide complete answers to Sections IV through VII if applicable (If you have answered “Yes” to any of these questions, please be sure to include an explanation in the spaces provided), provide references and phone numbers for Section VIII, complete all of page 6 with special attention to the location of service and sign Section X.
3. **Catholic Diocese of Arlington – Employee/Volunteer Criminal Background Check Authorization** (Complete and sign authorization waiver).
4. **Virginia Department of Social Services/Child Protective Services Central Registry Release of Information Form** (CPS form must be complete, with personal signature and notary on back). This form must be fully completed: fill in full names (no initials please, if you do not have a middle name please mark NMN on the form); if there are no children please mark N/A on the form; include races and birthdates for each individual listed AND provide 15 years of addresses while listing the actual dates of residence for each address.
5. **Code of Conduct** for Church Personnel in the Diocese of Arlington to be completed and submitted to individual’s Parish/School Office, to be maintained on file.
6. **Attend VIRTUS Seminar** (Must pre-register to attend a VIRTUS seminar online at www.virtus.org using full legal name that corresponds to the name listed on all other OPCYP documents).

The Office of Child Protection and Safety currently has trained Parish/School liaisons on the proper procedures and steps necessary for completing all paperwork for background checks, code of conducts, and VIRTUS certification. If you know who your Parish/School liaison is, please speak with them directly before giving appropriate paperwork to a prospective volunteer. If you do not know who your liaison is, speak to your Pastor or parish staff or contact the OPCYP at opcyp@arlingtondiocese.org. PLEASE do not send volunteers to the Office of Child Protection website or leave them to complete the documentation on their own. **All forms should be completed and given directly to Parish/School liaison. Please contact your Parish/School liaison for more information.**

Note: You may NOT make copies of this list. It is for internal parish use only as it is an unofficial document.

Commonly Asked Questions of the Office of Child Protection and Safety (OPCYP)

Q. What is the easiest way to submit paperwork to the OPCYP?

A. The best and easiest way that liaisons can submit paperwork to the OPCYP is to have the volunteers/employees bring the paperwork back to liaison to be reviewed before you send the paperwork on to us. A good rule of thumb is to request that the volunteers/employees bring all the paperwork back to the liaison when initially giving the paperwork packet to the volunteers/employees. This can be accomplished by verbal communication or by attaching a note directly to the packages with instructions.

Q. The questionnaires say that the information should be sent directly to the OPCYP. Should the liaison ask that this information be given to the liaison before sending it to the OPCYP?

A. Due to the sensitivity of the Questionnaire, if an individual is adamant that they send in the Questionnaire themselves, that is acceptable. However, all other paperwork should be sent through the liaison. The liaison should assure the individual that their information will be kept confidential and that the liaison is simply reviewing the document to look for mistakes to facilitate a shorter waiting period for compliance.

Q. Should the liaison review the paperwork before sending it to OPCYP?

A. We have found that it is an excellent idea for the liaison to tell all employees/volunteers while initially distributing the packets that the paperwork must be delivered back to the liaison for the following reasons: If the liaison were to closely review the paperwork before sending it to this office then it would vastly decrease the incidences of lost paperwork, confusion (and subsequent frustration) and the amount of time that it takes for your volunteers/employees to become compliant. The OPCYP will speak with you on the phone or in person to go over very common mistakes that require the office to return paperwork back to you and to your volunteers/employees. Please contact Crispin Ketelhut at c.ketelhut@arlingtondiocese.org to schedule a training session for your staff or to receive training over the phone.

Q. Should full packets be sent or should paperwork be sent as it is received?

A. Another way to help expedite the process is to send us complete packets - for **volunteers** we need the Auth Waiver, CPS and Q&A; for **employees** we need the Auth Waiver, CPS, fingerprints card, Sp-24 and Q&A. All persons also need to register at www.virtusonline.org with their full legal names and attend a VIRTUS seminar. If the liaison sends packets with all the materials present and accounted for with a detailed coversheet, it will greatly reduce future incidents of this nature because if any one of those pieces is missing then the OPCYP will automatically send the paperwork back. Moreover, if the OPCYP only receives one of the documents, then it will automatically be returned with a letter requesting the rest. For example, if you know that the fingerprint card is the only thing that is needed, you must clearly denote with a letter or note attached to the item clarifying that it is the only necessary item.

It is helpful for both the parish/school and the OPCYP if packages are sent with coversheets of exactly whose information is in the package along with exactly what pieces/forms are attached. This eliminates many discrepancies as it helps the parish/school know exactly what is being sent and lets the OPCYP know exactly what should be inside the envelope. As the office comes into contact with hundreds of pieces of paper on a daily basis, anything that you can do to help us have an organized environment will reduce confusion and increase efficiency for everyone. If there is a discrepancy with the package and the cover letter, the OPCYP contacts the liaison immediately.

Q. Should paperwork be sent immediately or should the liaison wait until the information can be sent in bulk?

A. Another helpful way to expedite the process on your end is to send completed packets of paperwork as soon as you receive them. If the OPCYP receives a huge package with 20 to 40 packets of information for individuals from each parish, it will most likely contribute to a backlog during the summer/fall months. But, if the OPCYP is consistently receiving correspondence with manageable numbers then we can help your people compliant faster and enable them to begin their volunteer service.

Code of Conduct for Church Personnel in the Diocese of Arlington

August 2004

GUIDELINES FOR A SAFE ENVIRONMENT FOR CHILDREN AND YOUNG PEOPLE

The Catholic Diocese of Arlington is committed to providing a safe environment for children within all activities and ministries of the diocese. Children are a most precious and gift and all the faithful cooperate in taking every reasonable action to ensure their safety. An important tool in creating safe environments for children is the code of conduct. This code lists behaviors and activities that are inappropriate for those who work with children. The purpose of this code is to make clear to employees and volunteers behaviors that are unacceptable and to allow proper monitoring of all youth activities.

These guidelines apply to all diocesan, parish and Catholic school activities in the Diocese of Arlington. For the purposes of this code “children,” “child,” “youth,” or “young person” is defined to mean any person less than 18 years of age. These guidelines do not apply to parents and foster parents and the children in their parental care.

A. General Guidelines for Behavior of all Adults with Children

1. Only priests, seminarians, or their immediate family may be overnight guests in rectories. Only priests, seminarians and the individual’s immediate family members may be admitted to personal living spaces within rectories.
2. A child may never be offered alcoholic beverage, tobacco, drugs or anything else that is prohibited by law.
3. Planned, ongoing meetings with a child will not take place without the knowledge of a parent or guardian.
 - If one-on-one pastoral care of a minor should be necessary, avoid meeting in isolated environments. Schedule meetings at times and use locations that create accountability.
 - Adults should not be alone with a child in a sleeping facility, locker room, rest room, dressing facility, or other closed room or isolated area that is inappropriate to a ministry relationship.
 - Limit both the length and number of sessions, and make appropriate referrals.
4. Do not give significant gifts or grant special privileges or opportunities to a specific child. Small gifts are not to be given to children without the presumed permission or knowledge of a parent or guardian.
5. Unrelated children/young persons are not to be in any adults home without the presence of other responsible adults.
6. Do not use inappropriate conversation, vocabulary, recordings, films, or games with minors. Showing sexually explicit or pornographic material to a child or young person is illegal.
7. Do not take photographs of children/young people while they are unclothed or dressing. Do not take photographs of single or specific children without the knowledge of a parent or guardian.
8. Adults should not take an overnight trip alone with a child who is not a member of their immediate family without the written permission of a parent or guardian, the approval of the pastor or supervisor and must be accompanied by another responsible adult.

9. Touching another person should be age appropriate and show respect and kindness.
 - Wrestling, tickling and other acts of “horse-play” with a child shall always be avoided.
 - Physical contact when alone with a child should be avoided. Hugging can be an expression of love and respect. However, hugging should always be done in the presence of others and never while alone in a room behind closed doors.
 - If a child initiates physical contact, an appropriate, limited response is proper. In all cases it must be respectful.
10. If you become aware of an inappropriate personal or physical attraction between yourself and a young person, maintain clear professional boundaries between yourself and the young person and consult with a supervisor.
11. Normally youths should not have keys to church facilities. If they need keys because of employment they should be carefully screened.
12. Engaging in physical discipline of a child is prohibited.

B. Guidelines for Chaperones and Supervisors of Children at Group Activities

1. Chaperones/supervisors are responsible for reviewing the Diocese of Arlington Code of Conduct and all related guidelines with the children assigned to them.
2. Two or more adults must be present for events involving children.
 - The recommended ratio for chaperones /supervisors to children is 1:10 for day trips and 1:7 for activities lasting more than 12 hours.
 - In the event a sufficient number of chaperones / supervisors are not available, the event will be cancelled.
 - Under no conditions will a person under 18 be used to satisfy the requirement for chaperone/supervisors.
3. If a person must go into a sleeping room with children, a second adult must be present with them. If a supervisor stays in a hotel or other sleeping room with children, the supervisor should sleep in his or her own bed using a rollaway or cot if necessary. Under no circumstances shall an unrelated adult share a bed with a child.
4. Facilities must be monitored during all organization activities.
5. Dress must always be in keeping with modesty and Christian values.
6. Parental permission must be obtained, including a signed medical treatment form, before taking children on trips. Do not administer medication of any kind without authorized written parental permission.
7. Adult participants are expected to refrain from drinking alcoholic beverages for the duration of the event or using tobacco in the presence of children as well as during their travels to and from the event.
8. The possession or use of illegal drugs is strictly prohibited.

9. Items designed as weapons are strictly prohibited.
10. If anyone is uncomfortable with the actions or intentions of another during the trip, it should be reported to the chaperone or supervisor immediately.
11. Both adults and youth are expected to attend activities with the entire group.
12. During all activities, especially a dance or other social event, chaperones will be available in the building where the activity takes place.
13. Groups of young people will be assigned a specific adult chaperone who will be monitor and supervise their behavior throughout the event.
14. On any trip, information will be distributed to chaperones or supervisors for review with all participants to help familiarize them with the program schedule and layout of the facilities where event activities will take place.
 - Ensure that the young people understand important safety information.
 - An accountability system, similar to a “buddy system,” must be used whenever children go on trips.
 - A specific location must be designated where minors will be able to locate their chaperone or supervisor or where the group will meet at an agreed upon time.
 - During overnight activities, chaperones or supervisors are responsible for establishing a curfew and for enforcing it. Chaperones or supervisors must check rooms after curfew to make sure that young people are in their rooms and remain there.
 - Adults must not go anywhere during the event where the youth may not go with them. (e.g. cocktail lounges, bars, etc.)

All persons performing work, ministry or volunteer service within the Church in Arlington are expected to follow these guidelines. Violation of these guidelines will be considered a serious matter and be investigated and resolved. Remembering that those who work with children are serving as stewards of God’s precious gift of young life should reinforce the need always to respect boundaries and provide a holy example of life.

Code of Conduct for Church Personnel in the Diocese of Arlington

Signature Sheet

I have read and understand the guidelines contained in the Code of Conduct for the Diocese of Arlington. I intend to follow these guidelines and to monitor and protect children and young people in my service to the Church.

Signature

Date

Parish/School/Organization

COPY

June 20, 2007

Memorandum

Subject: Teen Safety Program, "You Matter"

Bishop Loverde has selected "You Matter" a teen safety program developed by the Archdiocese of Atlanta to serve as the teen safety program for the diocese. "You Matter" is a dynamic and short program treating the subjects of sexual manipulation and reporting of sexual abuse. The program aims to make teenagers aware of dangers associated with inappropriate behaviors and pressure from both peers and adults and to encourage reporting of sexual abuse.

The program requires no preparation on the part of the youth minister, teacher or any other presenter. It has been developed to be self-explanatory. Presenters may wish to allow students to discuss the presentation after viewing.

Be aware that the Archdiocese of Atlanta reported a noticeable increase in young people reporting sexual abuse to civil authorities after the implementation of "You Matter" in the Archdiocese. Presenters should have reporting information on hand to share with concerned teens. Contact numbers for Virginia Social Services are available at www.arlingtondiocese.org. Presenters should also clearly understand their own legal responsibilities under the Code of the State of Virginia as mandatory reporters. If teens should report evidence of abuse to a presenter state authorities must be notified.

The program is meant to be accessible to many different groups of young people in the Church. Because the ministries to high school students are so varied the contact with any specific teen may be limited to one or two programs. The parish or the school should make every reasonable effort to make this program available to the widest number of students served by the parish. High schools and religious education programs must assure that all high school students view the program.

Reports of completion of this program should be included in the yearly letter to Bishop Loverde regarding child safety education. It should include the total number of children trained with the "You Matter" video, as well as the number of children who were absent on the day the training.

If you have any question concerning the implementation of "You Matter" within your youth program please don't hesitate to call 703-841-2529.

Rev. Terry W. Specht

Important Directives from the Office of Risk Management

Written by: Gretchen B. Kriebel

Basic facts in dealing with safety and liability of all involved in Youth Ministry

- While we can never eliminate the possibility of injuries, we must take all appropriate steps to reduce their occurrence for the benefit of individuals in our parish communities.
- The law considers us responsible for the safety of those in our programs under two legal theories: "tort liability" and "premise liability".
- The increased risk of litigation in recent years.
- The Diocese has retained coverage which will protect you while acting within the scope of your ministry.
- This protection is based upon limiting the possibilities of injuries and resulting lawsuits through the precautions of program administrators, and appropriate risk management guidelines.
- There is no protection for any criminal or intentional act.

Youth Driving Facts & Figures

- Motor vehicle accidents are the leading cause of death among young people ages fifteen to twenty, accounting for more than 1 in 3 deaths in this age group.
- Teenaged drivers account for just ten percent of all licensed drivers, but they are involved in twelve percent of all fatal crashes.
- On a per-mile-driven basis, teens are four times more likely to be involved in a car wreck than older drivers.
- Sixty-five percent of teen passenger deaths occur when another teen is driving.
- In 2005, 4,544 young people (passengers and drivers age 15–20) died in motor vehicle crashes.
- Twenty-three percent of the young drivers involved in fatal crashes [in 2005] had been drinking.
- In 2005, over 75 percent of young people (16–20) who died in passenger vehicle crashes were not wearing seat belts.
- Two out of three teenagers killed in motor vehicle crashes are males.

Driving Guidelines

- Buses are the preferred method of transportation for all Youth Ministry Activities.
- When buses are not feasible, team drivers may be used but all drivers must be at least 21 years-old with proper insurance, and two years driving experience.
- Young people will not drive other youth to activities.
- Try to get young people to meet at activity site if possible.
- When more than one vehicle is used to transport participants, all drivers should have written directions/maps and be briefed on the area.
- It is encouraged that each group should have compatible emergency communication devices (i.e. walkie talkies, CB radios, cellular phones, etc.) along with appropriate information such as channel and/or cell phone numbers
- No privately owned vehicle may be allowed to leave the parish site unless a seatbelt is available for each passenger. It is the driver's responsibility to ensure that all vehicle safety and traffic laws are observed. All drivers are encouraged to be aware not to place anyone weighing less than 100 pounds near an air bag.
- Do NOT use cell phones while driving or send text messages while driving.

Permission Slips

- All activities outside the parish and all overnight activities require permission slips
- Permission Slips should be accompanied by an information slip about the activity
- Sample Permission slips are attached at the end of this document.

Chaperones/other volunteers

- The parish is responsible for supervision if it is known that unsupervised participants may be present. Supervision is more than physical presence; it is full time involvement with the young people.
- All chaperones must be at least 21 years of age. Any volunteer under 21 must have supervision, and may not be considered a chaperone.
- It is recommended that there be a minimum of one (1) chaperone per seven (7) minors for overnight High School level activities.
- The chaperones should reasonably be available and visible at all times during the events, take part in enforcing the rules, and take control of any situation that the young people are unable to handle.
- It is recommended that NO activity have less than 2 ADULT chaperones, preferably 1 male and 1 female. No adult should be alone with a minor (anyone under age 18). All chaperones must have read and signed the Diocesan Sexual Abuse Policy.
- All chaperones will abide by the same rules and requirements given to minors (example: no alcohol consumption at any time during the trip or event).

Emergency Procedures

Make emergency procedures a priority item in designing a risk management program. Staff and other adults should know the plan for handling specific emergency situations, such as:

- a personal injury
- a severe storm, fire and flood
- lost or runaway young people

The plan should include these and other details:

- who is responsible for coordinating an emergency response
- accessible emergency phone numbers
- health history and permission-to-treat forms
- first aid kits
- first aid training and rehearsal

Rendering First Aid

One of greatest dilemmas one faces when presented with an emergency situation is "do I touch the person or will I get sued"?

According to the Code of Virginia (§ 8.01-225) any person who:

In good faith, renders emergency care or assistance, without compensation, to any ill or injured person at the scene of an accident, fire, or any life-threatening emergency, or en route there from/to any hospital, medical clinic or doctor's office, shall not be liable for any civil damages for acts or omissions resulting from the rendering of such care or assistance is exempt from liability.

First Aid Do's

- Do have a signed and notarized medical release for each young person with you (or other supervising adult) at all times.
- Do know where the nearest telephone is for placing an emergency call.
- Do provide ample water breaks for physical activity.
- Do be aware of any special medical needs, allergies, asthmatic conditions, etc. of your participants.
- Do have with you at all activities a first aid kit, and check the first aid kit prior to each activity.
- Do always err on the side of caution.
- Do inform parents of injury incurred during activities.
- Do ask for a Doctor's letter approving a child's resumption of physical activity after any absence due to significant injury that required a Doctor's care.

Incident Report

- An Incident Report must be completed for every incident that involves bodily injury and/or property damage.
- Keep these on file at the parish and send a copy to the Office of Risk Management
- It is encouraged that an Incident Report be completed and reported within 24 hours minimum, or five business days maximum, from the date of the incident.

A copy of these forms can be found at (www.arlingtondiocese.org/risk/risk_mgmnt_forms.php)

Additional Policies to Note

Approval to Work with Young People

All adults that are working with young people must be approved through the Office of Child Protection. Speak with your secretary if you do not know how to begin this process or contact the Office of Child Protection at 703-841-3847 or contact Crispin Ketelhut at c.ketelhut@arlingtondiocese.org

New Procedure for Background Checks

There is a new procedure for performing background checks on volunteers. They no longer need to be fingerprinted. I have attached a document outlining this new procedure; however your Pastor and the Child protection coordinator in your parish should already be aware of this. If you have any questions, contact the Office of Child Protection at 703-841-3847 or contact Crispin Ketelhut at c.ketelhut@arlingtondiocese.org

Undocumented Immigrants and Background Checks

The forms that are used to process background checks can be processed without a social security number. However, there is no guarantee that the information that is collected by the Virginia State Police, the FBI, or other agencies will not be passed onto ICE or other agencies that will act on the information. It is at the discretion of the individual to decide if they do or do not want to provide their information for a background check, but if they do not pass a background check they cannot work directly with young people.

Driving Records

All drivers of young people should have their driving record checked. Go to:

http://www.arlingtondiocese.org/risk/risk_mgmnt_forms.php

and click on the 'Authorized Driver Application'. If you have any questions about this policy, please call Mary Stewart at 703-841-2758 or email her at mstewart@arlingtondiocese.org

Remember that 15 passenger vans are prohibited for transporting people to/from Church events.

You Matter DVD

The "You Matter" DVD was mailed to parishes in 2007 (see attached letter). This video is to be shown to all teens in the diocese. If you do not have the video, then ask your DRE, your Pastor, etc. If you cannot locate it, then call the Office of Child Protection at 703-841-3847 to request a copy. You are not required to guarantee that every teen in your youth ministry program watches this video. You are simply asked to show this video at one of your normally scheduled events (that would have a typical turnout), record the names of the teens that attended, and then send the list of attendees to the following address: (Office of Child Protection, 200 N. Glebe Rd #914, Arlington, VA 22203). If you have other ministries (a bible study with teens that do not show up to your normal activities), then you should show the video there as well. Just make a good faith effort at showing this video to the teens of your parish.

Music Licensing

You are not allowed to print music lyrics onto songsheets if you do not have the right to do so. I have heard of several parish events in the diocese where this became an issue. I would recommend that you speak with the music minister to see what company your parish uses for hymnals, songbooks, and if you have access to any other music libraries. If you do not have a music minister and nobody on your parish staff can assist you with this, then you may want to contact www.CCLI.com to inquire about your options.

Medical Release Form

You should have a medical release form on every teen that participates regularly at your programs. Keep this in your office in the event that a teen gets injured at one of your regularly scheduled parish events. See your resource manual (or go to <http://www.arlingtoncatholicyouth.org/events/forms.asp>) for a sample medical release form.

Permission Slips

You need a separate permission slip for every teen for every event where you will be leaving the Church property. Sample permission slips can be found at:

<http://www.arlingtoncatholicyouth.org/events/forms.asp>

Keep this permission slip with you (or that teen's chaperone) during the entire trip. Permission slips must be kept until 3 years after the child turns 18. (This is when the statute of limitations runs out for the child to accuse the church of an injury as a result of participation in the event!)

Retention and Scanning of Permission Slips

You are required to keep permission forms for 3 years after a child turns 18. Most parishes keep the hard-copies. It would be permissible to electronically scan the permission slips to retain digital copies and discard the hard copies. This should only be done if the scanning is good quality, there is an efficient and orderly manner of storing the forms electronically, all the forms are complete in their entirety and you have a back up version should your computer fail.

Enterprise Rent-A-Car

The Catholic Diocese of Arlington has an account with Enterprise Rent-A-Car through which parishes, schools and parish/school groups may rent vehicles. Benefits of renting through Enterprise include:

- Discounted rates on vehicles,
- No fees for additional drivers, and
- No surcharge for renters between the ages of 21 and 25.

Enterprise maintains the diocesan automobile insurance information and the code used to rent through Enterprise alerts Enterprise that the diocesan automobile insurance should be in effect for the rental. No additional insurance is necessary. However, there is a \$1,000 deductible per occurrence for damages covered by diocesan insurance. The parish or school renting the vehicle is responsible for damages falling within the deductible amount. If your parish or school would prefer, then you can consider buying the basic rental insurance that covers vehicle and individual damage. Do not purchase the "full coverage" rental insurance that includes liability insurance because you are better protected using the diocesan liability insurance policy.

Some occurrences are not insurance related, such as intentional negligence (For example: putting the diesel fuel in a gasoline powered vehicle). Non-insurance damages are the responsibility of the parish or school renting the vehicle.

All damages should be reported to the Office of Risk Management as soon as damages are known.

How to Make a Reservation with Enterprise

1. Obtain the Corporate Rental code and the Diocese of Arlington's Corporate Pin Number from the OYM.
2. Call any Enterprise location directly or call the toll-free 1-800-Rent-A-Car.
3. Visit Enterprise online at www.enterprise.com (choose Corporate Reservations).

Office of Risk Management Contact

Mary Stewart
Director, Office of Risk Management
Catholic Diocese of Arlington
200 North Glebe Road, Suite 600
Arlington, VA 22203
(703) 841-2758, Fax (703) 841-4786
mstewart@arlingtondiocese.org

Risk Awareness Agreements and Permission Slips

Whether the participants in any event at parish facilities are volunteers, members of parish sponsored groups, or members of non-parish sponsored groups, they are faced with certain risks that are attached to their engagement in those activities. Regardless of the activity or group, it is in the best interest of the parish to advise these groups of the relationship between their organization and the parish and what liabilities the parish and diocese are capable of assuming and which liabilities they are not capable of assuming.

The **Volunteer Risk Awareness Agreement Form** (*Appendix A for both adults and minors*) and the **Participant Agreement, Release, and Acknowledgement of Risk Form** (*Appendix B for both adults and minors*) should be used with members of parish sponsored youth programs.

The **Field Trip Permission Slip** (*Appendix C*) should also be used when a particular activity will require the transportation of minors off of the parish or school premises, regardless of the mode of transportation employed (e.g., bus rented by the sponsoring location or participants driven in private vehicles).

When dealing with minors, a **Medical Release Form** (*Appendix D*) should be on file or incorporated into other documents registering the minor for participation in the activity. Sample copies of these documents are attached in the Appendices.

Please direct at Risk Management questions to:

Mary Stewart
Director, Office of Risk Management
The Catholic Diocese of Arlington
200 North Glebe Road, Suite 600
Arlington, Virginia 22203-3728

PH: (703) 841-2758
FAX: (703) 841-4786
CELL: (703) 209-3785
EMAIL: mstewart@arlingtondiocese.org

Or visit the Diocesan Risk Management Website at: <http://www.arlingtondiocese.org> (click on Office of Risk management)

Note from Kevin Bohli:

- ***I would have all of the adults and young people in your program that are involved on a somewhat regular basis complete Appendix A, B, and D immediately. Keep this on file for easy reference if there is an emergency during a youth gathering at the parish.***
- ***Then if you are taking young people on a trip away from the parish, have them complete Appendix C for each trip.***

Appendix A: VOLUNTEER RISK AWARENESS AGREEMENT

I, _____, will offer my time and services as a volunteer to _____ (Name of Parish/Institution). I hereby acknowledge and state that I am not their employee, nor am I eligible for any compensation or benefits provided to an employee. As a volunteer, I recognize and acknowledge that I am not being compensated in any manner for services rendered. I further recognize and acknowledge that I am not provided with any form of workers’ compensation or disability insurance coverage or other similar insurance program. As a participant in this program, I hereby state that I am aware of and accept the risk inherent in the above program activity.

Liability Coverage

I have been informed that the Diocesan Insurance Program maintains comprehensive general liability insurance, as well as directors and officers insurance, to protect me as a “Covered Person” for my negligent actions covered under these policies, only while acting in the scope of my defined responsibilities, which may result in damage or injury to another person or persons. However, I acknowledge these policies will not protect me for criminal or intentional acts committed by me. I further understand that there may be no insurance coverage for allegation of negligence in claims of sexual abuse activity involving a minor, which would include hiring, retention, and/or supervision of any kind.

Use of Vehicles

I further acknowledge, with regard to any personal vehicle driven by me as a volunteer that in the event of an accident, there is no coverage afforded to me through the Diocesan Master Insurance Program for physical damage sustained to any vehicle involved or liability incurred by me while operating my vehicle.

Reimbursement of Medical Expenses

I recognize and acknowledge there is volunteer accident coverage as well as medical payments coverage available to me in order to compensate me for expenses I incur from deductibles, co-payments, prescription drugs, or medical services not covered through my own health insurance provider(s) for any injury I sustain as a result of performing my services. I agree that any medical coverage(s) I have will be primary and under no circumstance will I seek any contribution from the Parish, or their insurer, for any medical expenses until all underlying coverage that may or may not apply is exhausted. I acknowledge that the circumstance and levels of coverage may vary and that the Diocese is under no obligation to continue to maintain any such coverage for my medical expenses.

Informed Consent to Medical Treatment

In the event of an injury, I hereby give the PARISH full authority to take whatever action they feel is warranted under the circumstances regarding my health and safety if I am not in a condition to give informed consent including but not limited to the application of emergency medical procedures, the admittance to a hospital, or the care of a medical professional at my expense.

Safety

Further, I agree to follow all procedures and safety precautions set forth by the Diocese and the PARISH in addition to ensuring the protection of minors from sexual misconduct and/or child abuse in order to conform with the requirements adopted by the United States Conference of Catholic Bishops and Catholic Diocese of Arlington Policy on the Protection of Children/Young People and Prevention of Sexual Misconduct and/or Child Abuse.

I freely execute this Acknowledgement with full knowledge of its content and complete understanding of my status and rights as a volunteer.

Signature of Participant

Date

Signature of Parent if Participant is less than 18 years old
(Parents must also complete a medical release for all minors)

Date

Signature of Parish/School Volunteer Coordinator

Date

Appendix B: PARTICIPANT AGREEMENT, RELEASE & ACKNOWLEDGEMENT OF RISK

I, _____, am a participant in _____ (*Name of Program/Activity*) and hereby acknowledge that this program may involve a variety of activities which may be both physical and mental in nature. These activities are designed to be within the limits of a person who is in reasonably good health. The level of participation in all programs and activities is at all times completely up to the individual. Safety is a high priority in all programs. In addition, each participant must assume the risk that he or she may suffer an emotional or physical injury and disability.

Liability Coverage: The Parish/School is not furnishing and is not responsible for and assumes no liability in connection with participation in this activity. The Parish/School is not furnishing and is not responsible for and assumes no liability of guarantee or assurance of safety of participants and/or elimination of all risks from the environment. The Parish/School is not furnishing and is not responsible for and assumes no liability for the safety of personal property during participation in the program. The Parish/School is not furnishing and is not responsible for and assumes no liability for monitoring and/or control of all the daily personal decisions, choices, and activities of the individual participants. The Parish/School is not furnishing and is not responsible for and assumes no liability for assumption of responsibility for the actions of persons who are not volunteers or employees of the Parish/School or otherwise engaged by the Parish/School, for events that are not part of the program, or that are beyond the control of the Parish/School and its subcontractors. I voluntarily and without reservation and on behalf of myself, my heirs, and my estate, hereby indemnify, defend and hold harmless the PARISH, to include but not limited to, the Diocese of Arlington, The Most Reverend Paul S. Loverde and his successors in Office, their officers, and employees from any and all liability, loss damages, costs, or expenses which are sustained, incurred, or required arising out of my actions in the course of the above program/activity.

Use of Vehicles: I further acknowledge, with regard to any personal vehicle driven by me or which I am a passenger in, that in the event of an accident, there is no coverage afforded to me through the Diocesan Master Insurance Program for liability or physical damage sustained to any vehicle involved or liability incurred by me while operating my vehicle. I acknowledge that if I choose to park at any Diocesan facility, I do so at my own risk.

Reimbursement of Medical Expenses: I recognize and acknowledge there is no volunteer accident coverage nor is there any medical payments coverage available to me in order to compensate me for expenses I incur from deductibles, co-payments, prescription drugs, or medical services not covered through my own health insurance provider(s) for any injury I sustain as a result of performing my services. I agree that any medical coverage(s) I have will be primary and under no circumstance will I seek any contribution from the Diocese, or their insurer, for any medical expenses.

Informed Consent to Medical Treatment: In the event of an injury, I hereby give the Diocese of Arlington and/or its parish(es) full authority to take whatever action they feel is warranted under the circumstances regarding my health and safety, if I am not in a condition to give informed consent including but not limited to the application of emergency medical procedures, the admittance to a hospital, or the care of a medical professional at my expense.

Safety: Further, I agree to follow all procedures and safety precautions set forth by the Diocese and the parish(es) in addition to ensuring the protection of minors from sexual misconduct and/or child abuse in order to conform with the requirements adopted by the United States Conference of Catholic Bishops and Catholic Diocese of Arlington Policy on the Protection of Children/Young People and Prevention of Sexual Misconduct and/or Child Abuse.

I freely execute this Acknowledgement with full knowledge of its content.

Signature of Participant

Date

Signature of Parent if Participant is less than 18 years old
(Parents must also complete a medical release for all minors)

Date

Signature of Coordinator of Youth Ministry

Date

Appendix C: FIELD TRIP PERMISSION SLIP

As the parent/legal guardian of _____ permission is hereby given for my child to go on a Parish trip to: _____ (Destination) on _____ (Date). The meeting time will be _____ (location) at _____ (time) and the pickup time will be _____ at _____. I understand and acknowledge that participation in the activities involves inherent risks of injury to my child including risks associated with transportation by motor vehicle. I agree to indemnify the Parish, Youth Ministers, Volunteers, and the Diocese of Arlington for any costs or expenses arising out of my child’s participation in the activities including the cost of any medical care given my child or any expenses or fees incurred in any lawsuit arising as a result of any damage or injuries caused by my child in the course of his or her participation in the activity. **I further give my consent to** that in my absence the above-named minor be admitted to any hospital or medical facility for diagnosis and treatment. I request and authorize physicians, dentists, and staff, duly licensed as Doctors of Medicine or Doctors of Dentistry or other such licensed technicians or nurses, to perform any diagnostic procedures, treatment procedures, operative procedures and x-ray treatment of the above minor. I have not been given a guarantee as to the results of examination or treatment. I authorize the hospital or medical facility to dispose of any specimen or tissue taken from the above-named minor. **Also, I authorize the Diocese of Arlington** to use my child’s picture or video recording for educational and/or marketing purposes. Parents/guardians who do not wish their child to be photographed or filmed should notify the Office of Youth Ministry in writing. I understand that in the event my child becomes ill with a communicable illness during the trip, I have to make immediate arrangements to retrieve my child from the trip location.

Date of Birth Date of last Tetanus Booster

Known allergies including any allergies to medicine (Continue on back of form if needed)

Any other medical problems which should be noted (Continue on back of form if needed)

Name of Parent/Guardian

Address City/State/Zip

Phone Home Work Mobile

Person responsible for charges (if different from above)

Address City/State/Zip

Phone Home Work Mobile

Person to notify if parent/guardian is unavailable

Phone Home Work Mobile

Family Physician Phone

Insurance Carrier & Policy Number

Signature of Parent Date

Signature of Witness Date

Appendix D: MEDICAL RELEASE FORM

As the parent/legal guardian of _____, I request that in my absence the above-named minor be admitted to any hospital or medical facility for diagnosis and treatment. I request and authorize physicians, dentists, and staff, duly licensed as Doctors of Medicine or Doctors of Dentistry or other such licensed technicians or nurses, to perform any diagnostic procedures, treatment procedures, operative procedures and x-ray treatment of the above minor. I have not been given a guarantee as to the results of examination or treatment. I authorize the hospital or medical facility to dispose of any specimen or tissue taken from the above-named minor.

Date of Birth _____ Date of last Tetanus Booster _____

Known allergies including any allergies to medicine (Continue on back of form if needed)

Any other medical problems which should be noted (Continue on back of form if needed)

Name of Parent/Guardian _____

Address _____ City/State/Zip _____

Phone Home _____ Work _____ Mobile _____

Person responsible for charges (if different from above) _____

Address _____ City/State/Zip _____

Phone Home _____ Work _____ Mobile _____

Person to notify if parent/guardian is unavailable _____

Phone Home _____ Work _____ Mobile _____

Family Physician Phone _____

Insurance Carrier & Policy Number _____

Signature of Parent _____ Date _____

Signature of Witness _____ Date _____

(please attach a photocopy of BOTH sides of your insurance card here)

APPENDIX E: FOREIGN TRAVEL RELEASE FORM

For and in consideration of the opportunity to participate in a program of _____ involving travel and study outside the United State of America, I, being of lawful age and under no legal disability, on my own behalf, as well as on behalf of my heirs, executors, administrators and assigns, do hereby release

_____ (parish name), the Diocese of Arlington, The Most Reverend Paul S. Loverde and his successors in Office, their officers and agents, from any liability, cause of action, demand for damages, expenses, compensation and claim on account of or in any way growing out of personal injuries, death or property damage which may result from my participation in travel or study abroad. I further expressly waive my right to bring a legal action of any kind for any of the claims released.

I realize that travel and study outside the United States of America involves risk of personal injury, death, or property damage. I understand that certain risks are inherent in foreign travel and that I fully accept those risks which may include, but are not limited to, war, quarantine, civil unrest, disobedience or terrorism, public health risks, exposure to communicable diseases, criminal activity such as assault, kidnapping and theft, adverse weather conditions and natural disasters such as earthquakes, windstorms and floods, animal attack; insect and animal bites, ill effects of unfamiliar food and water, incidents related to ground, air or water transportation to include motor vehicle collisions and plane crashes, injuries or damage to property, and other physical, mental, and emotional injury. I fully assume personal responsibility for the consequences of the enumerated risks, including the risk of catastrophic injury or death, and all other potential hazards which may arise in connection with my travel or study abroad, which may result in injury, death, or damage to property.

I hereby assume full responsibility for learning of, assessing and minimizing all dangers of foreign travel and study. In signing this release, I have not relied on any statement or representation of _____ (parish), its employees, officers or agents, regarding the nature of any risk, chance or hazard to the safety of my person or property which may arise in connection with my participation in foreign travel and study. This release specifically includes but is not limited to a release of _____ (parish), the Diocese of Arlington, The Most Reverend Paul S. Loverde and his successors in Office, their officers and agents for negligent conduct which may result in personal injury, death or property damage.

I understand that I will be personally and solely responsible for providing any insurance which I deem necessary for my protection or the protection of my property.

I further state that I have carefully read and understood the foregoing Foreign Travel Release and Waiver, now the contents thereof, and am signing the same as my own free and voluntary act.

The interpretation and performance of this Agreement shall be construed in accordance with the laws of the Commonwealth of Virginia and any litigation arising out of this Agreement shall have proper venue in Fairfax County, Virginia and shall be governed by the laws of the Commonwealth of Virginia.

Participant are strongly encouraged to consult the State Department Consular Information Sheets and Travel Warnings at http://travel.state.gov/travel_warnings.html and the Centers for Disease Control (CDC) at <http://www.cdc.gov> with regard to their destination country(s) prior to signing this Agreement.

Student's Signature _____ Date _____

Name (printed) _____ Destination (s) _____

This statement must also be signed by a parent IF the participant is a dependent student (is claimed as a dependent on either parent's tax return).

Check one: I am an independent student, or my parent's signature is provided below.

I hereby give my son/daughter named above permission to participate in this foreign study program. I have read the statement above and agree that I and my son/daughter understand and assume the risks associated, and that we will hold _____ (parish), the Diocese of Arlington, The Most Reverend Paul S. Loverde and his successors in Office, their officers and agents harmless, as stated above.

Parent's Signature _____ Date _____

Parent's Name (printed) _____

It is also extremely important for students participating in this program to have adequate insurance before departing. This coverage should also include medical evacuation, repatriation of remains and life insurance. If you are currently included on your family's insurance policy, you must make sure that the coverage is valid overseas for the duration of your travel. Students with an International Student Identity Card (see <http://www.istc.org/>) receive basic medical/accident insurance coverage for their travel outside the continental United States, for the period that the ID card is valid. Such coverage may not be adequate to meet every contingency, so you should check to see what additional protection you might need.

Van Safety (August 2009)

- 15 passenger vans are **never** to be used for transporting young people, no exceptions.
- 15 passenger vans can be used to haul cargo, only if all but the front 2 seats are removed.
- 15 passenger vans have a higher rate of rollover under certain conditions than other vehicles.
- Fatal rollovers of 15 passenger vans are most likely to have involved tire failure, because worn or improperly inflated tires can lead to a loss of vehicle control, resulting in rollover.
- An unrestrained 15 passenger van occupant involved in a single vehicle accident is about three times as likely to be killed as a restrained passenger.
- If a bench is removed from a 15 passenger van so that it seats less than 15 occupants, this is still a rollover concern. If you have any doubts about a van, call Risk Management (703-841-2758) with the VIN number.
- 10-12 passenger vans also have increased risk of rollover. Though these are not currently prohibited, every operator of a 10-12 passenger vehicle; is required to review and sign the 10-12 passenger van safety.

Catholic Diocese of Arlington Office of Risk Management
10-12 PASSENGER VAN SAFETY ACKNOWLEDGMENT

Please read, sign and date the following form and return it to:
Mary Stewart, Director of Risk Management

This form shall be completed by a person who may need to drive a Diocesan owned, leased or rented vehicle for transporting 10-12 passengers at one time.

Possible Risks Associated with Operating 10-12 Passenger Vans

1. 12 passenger vans have a rollover risk similar to light trucks and vans.
2. The risk of rollover increases as the number of occupants increases from fewer than 5 to more than 10. Vans should be loaded by filling the front seats first.
3. The weight of the van, particularly when fully occupied, causes the center of gravity to shift rearward and upward increasing the likelihood of rollover.
4. The shift in the center of gravity will also increase the likelihood for loss of control in panic maneuvers.
5. The weight of the van when fully occupied requires additional stopping distance.
6. The width of the van allows for less lane room.
7. The length of the van increases the distances needed for making turns, changing lanes and backing the vehicle.

I have read the above information and understand the increased risk while operating 10-12 passenger vans. _____ (signature)

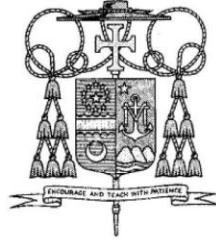
I am aware that the handling characteristics of a 10-12 passenger van may change dramatically while in operation, especially when fully loaded. I understand that extra caution is required while operating 10-12 passenger vans. _____
(signature)

Operator's Name _____ Date: _____

Operator's Signature: _____

Name of Parish: _____

Policy Concerning Guest Speakers in the Diocese of Arlington



October 22, 2007

Dear Brothers and Sisters in the Lord,

The late Holy Father, Pope John Paul II, often expressed the need for a new evangelization, intended to help people throughout the world open the doors of their hearts and lives to Christ. It is the duty and responsibility of each believer to proclaim Jesus Christ to all people. Yet, if we are to fulfill this duty well, each of us needs ongoing formation in our faith so that our proclamation of and witness to the Gospel will be credible. Such formation is “a lifelong process for the individual and a constant and concerted pastoral activity of the Christian community” (United States Conference of Catholic Bishops, *National Catechetical Directory*, no. 32).

At the same time, each of us must recall that we have received the deposit of faith that was first entrusted to the Apostles by Christ Himself as a gift. “It is the heritage of the whole Church. It is our privilege and our responsibility to preserve the memory of Christ’s words and the words themselves and to teach future generations of believers to carry out all that Christ commanded his apostles” (United States Conference of Catholic Bishops, *National Directory for Catechesis*, no. 26).

As the Chief Shepherd of souls within the Diocese of Arlington, I am obliged by the law of the Church “firmly to defend the integrity and unity of the faith to be believed” (*Code of Canon Law*, Can. 386 §2). As part of the fulfillment of this duty, it is important that I assist the pastors and those with pastoral authority in the Diocese to ensure that guest speakers, who come to teach the Catholic faithful, and so to assist in the ongoing formation of the faithful, do so with fidelity to the Magisterium of the Church. When we provide a forum for a speaker within our parishes, schools or other institutions, the faithful have the right to expect that what they hear will be consonant with the teaching of the Church, and with the pastoral direction of the Diocese of Arlington (cf. Can. 229 §1).

In order to assist me in this responsibility of maintaining intact “the integrity and unity of the faith to be believed,” I am pleased to appoint a Theological Commission within the Diocese of Arlington. This Commission, composed of Fathers Paul deLadurantaye, Thomas Ferguson and James Tucker, will be responsible for reviewing the qualifications of all guest speakers who may be invited to offer presentations dealing with matters of Catholic faith or Catholic moral teaching.

Office of the Bishop ✠ Diocese of Arlington

200 North Glebe Road • Suite 914 • Arlington, Virginia 22203 • Tel: (703) 841-2511 • Fax: (703) 524-5028

October 22, 2007
Page 2

I am enclosing, with this letter, a policy concerning guest speakers in the Diocese of Arlington. This policy will be effective on January 4, 2008. I ask that you read this policy carefully and observe its directives completely.

The concern to hand on the authentic teaching of the Church, in all its liberating beauty and integrity, is of vital importance in every age. As we respond to the late Pope John Paul II's call for a new evangelization, may we all continue to be well formed in our faith so that we might, by word and example, lead others to Jesus Christ, "the way, the truth, and the life" (Jn. 14:6).

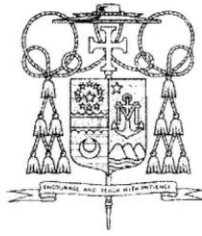
With the assurance of my prayers, I remain,

Faithfully in Christ,

A handwritten signature in black ink that reads "+ Paul S. Loverde". The signature is written in a cursive style with a cross at the beginning.

Most Reverend Paul S. Loverde
Bishop of Arlington

Enclosure (1)



Policy Concerning Guest Speakers in the Diocese of Arlington

Formation in the faith is an important and life-long task. The Catholic faithful have the right to be formed in their faith (cf. can. 217; can. 229), and those responsible for leadership in the Church have the duty to provide for such formation (cf. can. 386; can. 528, §1). Often, this formation can be aided by presentations, workshops and speakers at parish and diocesan events.

Since it pertains to the diocesan bishop to protect the integrity and unity of the faith to be believed (cf. can. 386, §2), the policy set forth below is to be applied to any and all speakers from outside the Diocese of Arlington who may be invited to offer presentations dealing with matters of Catholic faith or Catholic moral teaching. This policy is applicable to offices of the Central Administration of the Diocese of Arlington, to parishes and missions, diocesan schools, and Catholic campus ministries. This policy is to be followed whether the diocesan office or institution invites, sponsors or simply serves as a host for speakers coming from outside the diocese.

POLICY CONCERNING GUEST SPEAKERS

1. Speakers who **do not need approval** (i.e., those who are exempt from this policy) include:
 - a. Cardinals and bishops in communion with the Holy See;
 - b. Priests and deacons of the Diocese of Arlington who are in good standing;
 - c. Members of religious communities (whether priests, deacons, brothers or sisters) officially established in or serving in the diocese;
 - d. Anyone in the diocese who is appointed by the bishop or a pastor/parochial administrator as a staff person (paid or volunteer), catechist, school teacher, youth minister, campus minister or is on the staff of a Catholic institution.

2. Guest speakers from outside the diocese are to be approved through the Diocesan Theological Commission. Approval is necessary before the speaker can be invited. The following procedures are to be followed by the office or institution that wishes to invite, sponsor or host a guest speaker:
 - a. In all cases, the speaker must be in good standing with the Church.

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- i. Priests and Deacons – with their diocese through their bishop
 - ii. Religious – with their religious congregation, as verified by the major superior, provincial or local superior
 - iii. Laity – with either the bishop of their diocese or their pastor.
- b. The inviting/sponsoring office or institution should first contact the Diocesan Theological Commission either by mail or by telephone [703-841-2554] to propose the name of a guest speaker and to determine whether it will be necessary to follow the manner of proceeding given below. In the case of a well-known speaker, for example, approval may be obtained directly without the need to observe what is set out in the following points.
- c. The inviting/hosting office or institution is to obtain the guest speaker's *curriculum vitae* which is to include academic degrees/qualifications and all writings (articles, books and/or book reviews).
- d. The inviting/hosting office or institution is to note the guest speaker's competence in the subject area which will be presented by detailing the speaker's education, ministerial background (if applicable), and references (especially if the speaker has given presentations in other dioceses).
- e. The inviting/hosting office or institution has the following set of responsibilities:
 - i. To verify the speaker's good standing and competency (as noted above, in #2, a-d);
 - ii. To verify insurance and visa information, if necessary (e.g., for speakers coming from outside the country);
 - iii. To clarify financial arrangements;
 - iv. To provide a suitable environment for the presentation;
 - v. To provide for an evaluation of the speaker, to collate and summarize the evaluation, and to submit a report to the Diocesan Theological Commission.
- f. The following documents are to be submitted by the inviting/hosting office or institution to the Diocesan Theological Commission:
 - i. A copy of the letter of recommendation by the proposed speaker's bishop, religious superior or pastor, mentioned in #2, a, i-iii above.

- ii. A copy of the proposed speaker's *curriculum vitae*, mentioned in #2, c above.
 - iii. A cover letter from the sponsor of the proposed speaker. This letter should address the points detailed in #2, d above. If the proposed speaker is not a Catholic, the cover letter should provide written assurance that the speaker's presentation will not conflict with Catholic teaching in any way.
- g. The above-mentioned documents must be sent to the Diocesan Theological Commission before a formal invitation can be issued for a guest speaker. Therefore, offices or institutions planning to invite guest speakers from outside the diocese should allow enough time prior to the planned event to gather the needed documents and forward them to the Diocesan Theological Commission. The Theological Commission will review the documents and communicate approval or non-approval to the inviting/hosting office or institution.
- h. The above-mentioned documents should be sent to the following address:

Diocesan Theological Commission
200 N. Glebe Road, Suite 503
Arlington, Virginia 22203

This policy is effective on January 4, 2008. Speakers already invited prior to this date are exempt from this process; after this date, however, all diocesan offices and institutions must comply with the above policy.

Given from the Office of the Bishop of Arlington
October 22, 2007



Most Reverend Paul S. Loverde
Bishop of Arlington



Mr. Mark Herrmann, Esq.
Chancellor