

Safe Environment Bulletin



June, 2017

New Application

All facilitators should be aware that we have made two slight revisions to the application that we use for employees and volunteers. On page 1 we have added a place for the email address of references. This request was made by some of our facilitators. On page 4 there is an addition to the "Declaration:" that people must initial and sign. It says, "I understand that background checks may be rerun on active volunteers/employees periodically but no less than every three (3) years." The old application has been removed from our website and the new one has replaced it. As the various ministry people are doing new hires and recruiting new volunteers, **please make sure that they are using this new applicatio** . At the bottom of page 4 it say "Revised May 11, 2017".

Social Media Guidelines

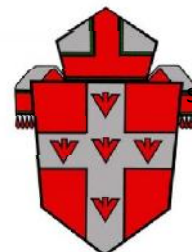
Another change is with our former "Technology Guidelines" . These guidelines have been changed and are now called "**Social Media Guidelines**". It is a whole new document. Our Superintendent of Schools, Director of Religious Education, Director of Youth Ministry and Director of Hispanic Ministry have shared these with their constituents. They are now posted on the Archdiocesan Safe Environment website under "Documents". The last sheet of the document is a sign-off which requires the signature of **all employees**. These "Social Media Guidelines" should be shared with all employees and the last signature page should be placed in the personnel file of the employee.

Transferring SE Records

At our last Safe Environment Committee meeting on May 15th, we discussed the process for transferring Safe Environment records of employees and volunteers from one parish to another. As a result of that meeting, we would like to clarify the procedure. The employee/volunteer may carry a copy of their own application, certificate, and signed code of conduct. However, **references** should only be sent from one facilitator to the other facilitator. **References should not be shared with nor delivered by the applicant.**

Data Base

The summer provides a good time to make sure that you give attention to your data base. Remember that reruns are done in October so you will want to make sure that your data base is current and up to date. If you do not archive inactive employees or volunteers, you are charged for their reruns! Also, if an inactive employee or volunteer returns to active ministry a new background check must be run. **If you need assistance with any aspects of your data base, please call Rose Mary Story, our data base administrator, at 405-721-5651 (ext. 154).**



*Go Make
Disciples*

Parish Compliance Surveys

Parish Compliance Surveys are due in our office by **June 15th**. Once again, **ALL** blank spaces must be filled in. You must provide an explanation for any lack of compliance with our Archdiocesan protocol. Remember, you are accounting for the audit year of July 1, 2016 to June 30, 2017. The survey may be sent prior to June 15th if you have completed all requirements for this year.

Office Closed

Please remember that the Safe Environment Office is closed in June and July. However, I will be able to monitor email. If you need to speak with someone or have questions about Safe Environment, please call Tish Eason (ext. 149) or Rose Mary Story (ext. 154) through the main Pastoral Center number 405-721-5651. They can also be contacted via email at leason@archokc.org and rstory@archokc.org. The Office of Ministries will be monitoring the reception of the Parish Compliance Surveys.

New Facilitators

If, for any reason, you will not be continuing as the facilitator for your parish/school, please inform my office. A new facilitator has to be appointed **by the pastor**. He can do that by completing "Form A" in your Manual. This should then be sent to my office via fax, email or regular mail. It is extremely important that we know if there is a new facilitator so I would appreciate your help with this. Once I receive notice of a new facilitator I will contact the person upon my return to arrange training for that person.

Thank you for all of your hard work during this academic year. Your ministry is SO important in keeping our children and vulnerable adults safe. We are blessed to have you as a part of the Safe Environment of our Archdiocese.

May the Lord bless you with a peaceful, restful and safe summer. Be assured of my prayers for all of you as I travel across country to visit community, family and friends.

Sister Catherine Powers, C.N.D.

