

ROMAN CATHOLIC DIOCESE OF BURLINGTON
Office of Safe Environment Programs

CODE OF CONDUCT FOR CHURCH PERSONNEL WHO WORK WITH MINORS

Church personnel who work with minors (anyone under the age of 18) through the Diocese of Burlington or any of its parishes or schools have the legal, moral, and religious responsibility to perform their duties in a way that educates and assists - and does not harm - the minors with whom they work. In keeping with that obligation, the Diocese of Burlington establishes the following *Code of Conduct* for all who minister to minors in the parishes of the Diocese, teach minors in the schools of the Diocese, coach minors on sports teams connected with the Diocese or any of its parishes or schools, or in any other way work with minors throughout the Diocese of Burlington.

As one of the teachers, coaches, ministers, employees and/or volunteers who work with minors in or through the Diocese of Burlington, I solemnly pledge that:

- I will, to the best of my ability, perform my work in a manner consistent with the mission of the Catholic Church and the Diocese of Burlington and the laws of the state of Vermont.
- I will always remember that I am not a peer of the minors with whom I work, and I will perform my duties accordingly.
- I will partake in the required Safe Environment training as outlined in Section VI (E)(2) of the *Policies on Ethics and Integrity in Ministry*.
- I will maintain appropriate physical and emotional boundaries with the minors with whom I work.
- I will partake in appropriate Internet and social media activity and maintain appropriate boundaries with regard to interactions with others, including any minors with whom I work.
- I will avoid situations where I am alone with a minor at Church activities or in other contexts.
- I will refrain from any and all physical conduct, non-curricular conversations and other communications with minors that have a sexual purpose or result.
- I will report suspected abuse or neglect of a minor to the appropriate authority (e.g., DCF, law enforcement), as well as to the pastor, administrator, or appropriate supervisor (see Section VII (B)(2)).
- I will not touch a minor in a sexual or other inappropriate manner.
- I will not acquire, possess or distribute child pornography.
- I will cooperate fully in any investigation of abuse of minors.
- I will treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- I will use positive reinforcement rather than criticism, competition or comparison when working with minors.
- I will neither accept expensive gifts from minors nor give expensive gifts to them without prior written approval from the parents or guardians and from the pastor and/or administrator.
- I will not smoke or use tobacco products in the presence of minors.
- I will not use, possess or be under the influence of alcohol while working with minors.
- I will not use, possess or be under the influence of illegal drugs at any time
- I will not knowingly pose any health risk to minors (i.e., no fevers or other contagious matters).
- I will not strike, spank, shake, or slap minors.
- I will not humiliate, ridicule, threaten, or degrade minors.

- I will not use any discipline that frightens or humiliates minors.
- I will not use profanity in the presence of minors.

I understand that, in working with minors, I am subject to a thorough background check, including criminal history. I understand that any action inconsistent with this *Code of Conduct* or failure to take action mandated by this *Code of Conduct* may result in removal from my position.

I also understand that this *Code of Conduct* does not abrogate or replace any other obligations that I have under any applicable law, guideline, policy or regulation.

Printed Name: _____

Signature: _____

Role: _____

Date: _____

Last Revised: Jan. 10, 2019

ROMAN CATHOLIC DIOCESE OF BURLINGTON
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CODE OF CONDUCT FOR CHURCH PERSONNEL WHO DO NOT WORK WITH MINORS

The Diocese of Burlington is grateful to the many faithful Catholics who are Church personnel in the Diocesan parishes and Catholic Schools, and who take on important responsibilities though they do not work with minors (anyone under the age of 18). In keeping with the principles set forth in the *Diocese of Burlington Policies on Ethics and Integrity in Ministry*, to ensure healthy and safe relationships in ministries, and in order to cultivate a safe environment which encourages and enables Church personnel to engage fully in the traditions of teaching, celebrating, participating in and being formed by the Catholic faith, the following guidelines in the form of a *Code of Conduct* are established.

- I will recognize the dignity of each person and refrain from behaviors or words that are disrespectful.
- I will perform my ministry in a manner consistent with the mission of the Catholic Church, the Diocese of Burlington and the laws of the State of Vermont.
- I will work collaboratively with the pastor, supervisors and associates in my ministry.
- I will maintain appropriate physical, emotional, and online boundaries with the persons whom I serve in my ministry.
- I am aware of appropriate Internet and social media use and of maintaining appropriate boundaries with regard to interactions with others, especially children and adolescents.
- I will model healthy and positive behaviors with children, adolescents and other adults.
- I have a responsibility in all relationships to witness the chastity appropriate to my vocation in life whether celibate, married or single.
- I agree to adhere to civil and ecclesial law, policy and procedure for reporting abuse, suspected abuse, or neglect.
- I am aware of and will comply with all applicable parish, organizational and/or Diocesan *Policies*, including sexual misconduct, harassment, safety, transportation and medical emergency *Policies*.

This *Code of Conduct* is grounded in our Christian values. It lists behaviors that we expect from every Diocesan Church personnel. While it may seem expansive, it is not exhaustive (by way of example, providing false statements or information to attain positions). Church personnel are expected to use sound judgment and seek advice through their leadership personnel regarding situations not covered in this *Code of Conduct*.

By signing this *Code of Conduct*, I am demonstrating my agreement to follow all the guidelines listed in this document. I understand that any violations of this *Code of Conduct* may result in reprimand or termination from my volunteerism and/or employment position with the Diocese.

Printed Name: _____

Signature: _____

Role: _____

Date: _____

Last Revised: May 1, 2018