

THE PERSONAL ORDINARIATE of the CHAIR OF SAINT PETER

Code of Conduct

(Revised, 12 June 2015)

Our Policy reflects our promise to protect, respond, and heal. Responsibility for adherence to the *Code of Conduct* rests primarily with the individual. Church Personnel (priests, deacons, candidates, employees, educators, and volunteers) who disregard the following *Code of Conduct* may be subject to disciplinary action by the entity that employs, supervises, or authorizes their ministry or employment, whether it be the Ordinary, a pastor, or another person within the Church structure. Corrective action may take various forms – from a verbal reprimand to removal from employment or the ministry, temporarily or permanently – depending on the specific nature and circumstances of the offense and the extent of the harm.

The Ordinatee expects the following:

- Church Personnel agree to do their best to prevent abuse and neglect among children and youth involved in church activities and services, and to receive and follow this Policy in their service in parishes and activities.
- Church Personnel agree not to physically, sexually or emotionally abuse or neglect a child or young person.
- Church Personnel agree to comply with the Policy for general contact with and supervision of children and youth in parishes and activities of the Ordinatee.
- In the event that Church Personnel observe any inappropriate behaviors or possible policy violations with children or youth, he/she agrees to report their observations immediately to appropriate civil and Ordinatee authorities.
- Church Personnel understand that the Church will not tolerate abuse of children and youth and agree to comply in spirit and in action with this Policy.
- Church Personnel agree to submit themselves to evaluations of fitness for work with children and young people according to the Policy of the Ordinatee, including policies on background checks and other evaluative processes.
- Church Personnel agree to educate themselves, and in turn educate others, such as other volunteers, spouses, parents, children and young people, about appropriate boundaries in ministry; the nature, signs and symptoms of abuse; this Policy and its implementation; reporting of abuse; and responses to claims of abuse, according to the Policy as it concerns Safe Environment.

Specific Guidelines for Conduct

Physical Contact

1. Physical contact between Church Personnel and a minor who is not a family member runs the risk of being misconstrued, by the minor or by persons witnessing the contact. However, while care should be taken, the Ordinariate does not wish to exclude any type of demonstration of praise or affection between Church Personnel and the people to whom they minister.
2. Appropriate forms of physical contact include:
 - Brief hugs
 - Pats on the shoulder or back or on the head when culturally appropriate
 - Handshakes
 - “High-fives” and hand slapping
 - Verbal praise
 - Touching hands, faces, shoulders and arms of children or youth
 - Arms around shoulders
 - Holding hands while walking with small children
 - Sitting beside small children
 - Kneeling or bending down for hugs with small children
 - Holding hands during prayer
3. Nonetheless, if the minor on the receiving end of physical contact expresses explicitly or implicitly (i.e., by verbalizing or by withdrawing, physically stiffening, etc.) that he or she does not wish to be touched, this desire should be honored immediately unless it is contact that prevents external physical harm to the child (e.g., moving a protesting small child out of harm’s way).
4. Physical contact which is always inappropriate between Church Personnel and a minor who is not a family member includes, but is not limited to, kissing on the mouth; touching of the breasts/buttocks/genitals, whether over or under clothing; massaging or wrestling; and touching underwear.
5. Discipline used in ministerial settings should be constructive and reflect the values of the Church. Corporal punishment is never permitted, and physical force may only be used to stop a behavior that may cause immediate harm to

the individual or to others.

6. Unless part of the specific task (such as in a day care setting), Church Personnel should avoid activities in a ministerial setting such as dressing, bathing or diapering infants or children, unless the child is a family member. If Church Personnel must engage in such activities, he/she must remain in an area observable by other adults and/or work with another adult.

Sexual Conduct

1. Since all are called by Baptism to the virtue of chastity, Church Personnel who are committed to a chaste lifestyle should be an example of chastity in all relationships at all times.
2. Church Personnel who provide pastoral counseling or spiritual direction services must avoid developing inappropriate intimate relationships with minors, other staff and parishioners, and should behave in a professional manner at all times.
3. No Church Personnel shall exploit another person for sexual purposes.
4. Allegations of sexual misconduct must be taken seriously and reported to the appropriate person in the parish community, activity or Ordinariate and also to civil authorities if the situation involves a minor.
5. Church Personnel should review and know the contents of the child abuse regulations and reporting requirements for their state and should follow those mandates.

Supervision in a Ministry Setting¹

1. For the safety of all involved, it is best to take a team approach in ministry to youth, to limit the occasions on which any adult will be alone with a minor who is not a family member. The ratio of adults to minors should be no less than one adult per twelve (12) high school aged students, or one adult per eight (8) middle school aged students, with each adult having completed the Ordinariate-mandated child abuse prevention training. Again, the focus must be on a team approach to supervising children and youth with a second adult present or within line of sight of youth activities.
2. If males and females under eighteen will be participating in a Church-sponsored activity, then both male and female adult chaperones must be present.
3. In a Church-sponsored setting, Church Personnel are prohibited from sleeping in the same beds, sleeping bags, tents, hotel rooms or other rooms with children or youth unless the adult is an immediate family member of all children or youth

¹ These guidelines apply in settings where ministry is being performed and not in private or personal settings such as family outings, vacation, or in the family home.

in the bed, sleeping bag, tent, hotel room or other room. Young people and adults may all sleep in an open space such as a church basement or camp lodge.

4. Church Personnel are prohibited from using physical punishment in any way for behavior management of children and youth in Ordinariate activities. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force. Physical force may only be used to stop a behavior that may cause immediate harm to the individual or to a child, youth or others.
5. Church Personnel are prohibited from using harsh language, degrading punishment, or mechanical restraint such as rope or tape for behavior management.
6. Church Personnel are prohibited from participating in or allowing others to conduct any hazing activities relating to children's or youth ministry or camp activities.
7. Gender-specific, age-appropriate measures should be taken to ensure the safety of minors using restrooms. While adult intervention may be necessary to assist small children in observing proper toilet habits, under no circumstances may Church Personnel dress, undress, shower or bathe in the presence of a person under eighteen who is not a family member.
8. For any church-related activity or event, Church Personnel normally should not provide transportation to a minor, other than a member of his own family, without another adult in the vehicle or without specific permission of that minor's parent. Parents or guardians must complete written permission forms before Church Personnel transport children and youth for a church-sponsored activity.
9. If Church Personnel offer pastoral counseling or spiritual direction to a minor, it must occur in a place where private conversations are possible, but in view of others. Under no circumstances should this occur at the residence of Church Personnel or any other place that may lead to confusion as to the nature of the interaction.
10. Church Personnel may not accept expensive gifts from a minor, or to give such gifts to a minor, without prior approval of the parent/guardian, unless the minor is a member of the person's family.

Sexually-Explicit Material

1. Church Personnel are prohibited from possessing any sexually-oriented material on Ordinariate property, except as expressly permitted as part of an Ordinariate-approved educational program.

2. Church Personnel are prohibited from using the Internet to download or view sexually-oriented material on Ordinariate property. Ordinariate-owned computers are subject to regular audit especially during changes in Church Personnel or ministerial assignment.
3. Church Personnel are prohibited from discussing their own sexual activities and/or fantasies, including the use of pornography, with any person under the age of eighteen.
4. Church personnel are prohibited from using a Church computer to access, view and/or download pornography of any kind. The acquisition, possession, and distribution of pornographic images of children are also strictly forbidden.



The PERSONAL ORDINARIATE
of the CHAIR OF SAINT PETER