

ADMINISTRATION

- 100** Each parish shall provide educational ministry programs of catechesis, youth ministry, and evangelization, which respect language and cultural diversity, as well as the unique abilities and disabilities of every parishioner.

Guidelines for Implementation:

- *Each parish should establish a single board, commission or committee for educational ministry advisory to the pastor and having responsibility for the total educational mission of the parish. All educational programs—including the parochial school where applicable—should fall within its scope.*

[See Attachment 101a for a sample constitution.]

- *This commission or committee should have a representative on the parish pastoral council.*

SAFETY AND LIABILITY COVERAGE

- 110** All children and youth participating in parish educational ministry activities must be covered under the blanket accident/medical insurance program currently in effect through Meyers-Stevens-2610 Marquerite Parkway, Mission Viejo, CA 92692-3203, 1-800-827-4695.

Note: This coverage is for accidents which occur during parish sponsored and supervised educational activities of up to 72 hours duration. Beyond 72 hours, an additional fee is required for extended coverage.

Guidelines for Implementation:

- *Proof of liability insurance or a Certificate of Insurance should be provided upon request to any retreat facility, camp or other conference center used for children or youth activities or meetings.*

Note: Contact Catholic Mutual (858-490-8285) for an appropriate insurance certificate.

- 111** When taking a group of children or youth off parish premises and beyond or out of the county of the parish, the diocesan insurance agent must be notified by the person responsible for the group outing.

Note: Our diocesan agent is Robert Blodgett, Catholic Mutual Group, P.O. Box 85728, San Diego, CA 92186-5728, (858) 490-8285

When taking children or youth off the parish premises, parishes shall require that each child or youth present a completed Parental/Guardian Consent Form and Liability Waiver for the activity. Children or youth without this form shall not be allowed to participate in the activity. *These forms should be kept on file for one year after the event then shredded. In the event an Accident Report was filed the Consent Form should be kept on file for 3 years after the event then shredded.

[\[See Attachment 111a for this form.\]](#)

- 112** All drivers transporting minors for parish educational ministry activities must be 21 years of age or older, have a valid, non-probationary driver's license and no physical disability that could in any way impair their ability to drive the vehicle safely.

The vehicle of any driver who transports minors to and/or from any event must be insured to the minimum limits of \$100,000 per person/\$300,000 per occurrence. The vehicle must have a valid and current registration and valid and current license plates.

When using a passenger van that seats more than ten persons, the driver must have a Class B driver's license.

A signed Driver Information Sheet For Events Off Parish Premises on each vehicle must be submitted, prior to the trip, to the parish staff person responsible for the activity.

[\[See Attachment 112a for this form.\]](#)

- 113** When a child or youth is injured, either on or off the parish premises an Accident Reporting Form shall be filled out immediately, in triplicate. One copy shall be retained for parish files, one copy given to the parent(s) or guardian(s) of the injured youth and one copy shall be sent to the diocesan insurance agent.

[\[See Attachment 113a for this form.\]](#)

CHILD ABUSE REPORTING

- 120** All diocesan and parish personnel, identified as "child care custodians" by law (cf. PC11166) must be made aware of the California Child Abuse Reporting Law PC 11166 and shall sign a Certification of Awareness verifying that he or she has knowledge of the provisions of the law and will comply with its provisions.

[\[See Attachment 120a Staff for this form.\]](#) [\[See Attachment 120a Volunteers for this form.\]](#)

Certification of Awareness forms shall be provided to employees and volunteers by immediate supervisors (e.g., Pastor, DCM, Coordinator, etc.). Current personnel identified as "child care custodians" must complete this form immediately. New personnel shall complete this form at initiation of service. A copy of the Certification of Awareness form should be given to the personnel member who has signed it.

Signed forms are to be kept on file by the immediate supervisor for all personnel during the term of service and for one year thereafter.

121 Child abuse reporting shall be handled in the following manner:

1. All educational ministry volunteers who suspect that the physical or mental health or welfare of a child or youth may be adversely affected by abuse or neglect shall report it to the DCM, who shall then call the Child Protective Services.
2. A DCM or Coordinator of Youth Ministry who suspects that the physical or mental health or welfare of a child or youth may be adversely affected by abuse or neglect shall report it directly to Child Protective Services.

Note: Forms for reporting are available through Child Protective Services
(San Diego County 619-560-2191; Imperial County 1-800-344-6000)

3. The Pastor should be promptly informed that a report is being filed; to the extent possible, before it is filed.

GRIEVANCE/APPEALS PROCESS

140 In case of a dispute regarding administrative decisions between parties responsible for educational ministry at the parish level (pastors, parents, catechists, directors/ coordinators of catechetical ministry or youth ministry, etc.) the diocesan process for the hearing of grievances or appeals should be followed.

[See Attachment 140a.]