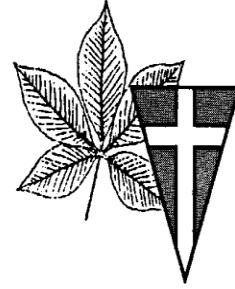


The Byzantine Catholic Eparchy of Parma

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Acknowledgment of Receipt and Review

Form for Lay or Religious Personnel

This is to acknowledge that I have received and reviewed copies of The Eparchy of Parma

Policy on Sexual Abuse of Minors by Priests, Deacons or other Church Personnel and the Code of Conduct

I understand that I am responsible for complying with both the Policy and Code as stated. I understand their meaning and agree to conduct myself in accordance with their terms.

I hereby represent that I have never been convicted or accused of an incident involving physical sexual abuse of a minor. I further represent that I have never been terminated from employment for reasons related to allegations of physical or sexual abuse by me or received any medical, physical or psychological treatment for reasons involving sexual misconduct.

I understand that as an employee or volunteer working with children and/or youth, I am subject to a thorough background check including criminal history. I understand that any action inconsistent with this Policy and Code of Conduct or failure to take action mandated by this Policy and Code of Conduct may result in my removal as an employee or volunteer with children and/or youth.

I further understand that the Eparchy of Parma reserves the right to change, modify and/or revise any part of this Policy and Code at any time and that questions regarding this Policy and Code should be referred to the Protosyncellus.

Signature _____

Name (Please print clearly) _____

Parish / Assignment _____

Date _____

One copy of this Acknowledgment of Receipt and Review is to be kept in the parish files and one copy is to be returned to the Chancellor.

BACKGROUND QUESTIONNAIRE

1. Has any civil or criminal complaint or any other written complaint ever been made against you relating to child abuse or exploitation?

Yes _____

No _____

2. Have you ever terminated your employment or had your employment terminated for reasons relating to allegations or civil or criminal complaints of child abuse or exploitation against you?

Yes _____

No _____

3. Have you ever been arrested for or convicted of a crime of child abuse or exploitation, or any other felony?

Yes _____

No _____

4. Have you ever abused or sexually exploited a child?

Yes _____

No _____

5. Have you ever received any medical or psychological treatment, including counseling, involving your abuse of children or sexual exploitation of other persons including children?

Yes _____

No _____

If you answer "yes" to any of the above five questions please provide additional information.

NOTICE TO CLERICS, EMPLOYEES AND VOLUNTEERS

For clerics, employees and volunteers who work with children on a regular basis, notification is hereby made that you are required to complete a background investigation and receive Safe Environment training. In addition, this Background Questionnaire will be requested at least every 5 years.

Code of Conduct for Church Personnel

Our children are the most important gifts God has entrusted to us. As a priest, deacon, staff member or volunteer, I promise to strictly follow the rules and guidelines in this Code of Conduct as a condition of my providing services to the children and youths of the Eparchy of Parma.

As a priest, deacon, staff member or volunteer, I will:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Avoid situations where I am alone with children and/or youths at Church activities, except in an environment that is both observable and interruptible.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and youths.
- Cooperate fully in any investigation of abuse of children and/or youths.
- Immediately report any suspicion of abuse of a child to my immediate supervisor, as well as the local office of a child Protective Service agency.
- Maintain clear boundaries between a minor and myself if I discover an inappropriate attraction or attention being shown to me by a minor. I will report such circumstance to another adult or the parent of the minor.
- If providing counsel or advice to a minor, avoid meeting in isolated environments. Schedule meetings at times and use locations that can create accountability. Limit the length and number of meetings. Make appropriate outside referrals if necessary. Advise parents and supervisors of such meetings.
- Be sure that all youth trips, especially overnight events, have a sufficient number of certified adult (over the age of 21) chaperones present.

As a priest, deacon, staff member or volunteer, I will not:

- Accept expensive gifts from children and/or youths without prior written approval from the parents or guardian and pastor or administrator.
- Smoke or use tobacco products in the presence of children and/or youths.
- Use, possess, or be under the influence of alcohol at any time while working or volunteering with children and/or youths.
- Use, possess, or be under the influence of illegal drugs or misuse prescribed drugs at any time.
- Allow the use, by minors, of any alcohol, tobacco, drugs, or any illegal substance.
- Pose any health risk to children and/or youths (i.e. no fevers or other contagious situations).
- Strike, spank, shake, or slap children and/or youths. Discipline problems should be addressed in consultation with the parents of the minor.
- Humiliate, ridicule, threaten, or degrade children and/or youths.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youths.
- Use profanity in the presence of children and/or youths.

As a priest, deacon, staff member or volunteer, I will not:

- Sleep in the same bed with a minor who is not a member of my immediate family.
- Sleep in the same room with a minor who is not a member of my immediate family, unless in a dormitory style group setting.
- Drive a church or school vehicle transporting a minor unless I have received a prior written authorization and have the appropriate license or certification.
- Participate in the distribution or receipt of sexually explicit or pornographic materials through any medium or share these materials in any way with children and/or youths.

In addition, as a cleric, I will:

- Immediately report any suspicion of abuse of a child to the bishop, protosyncellus or assistance coordinator, as well as the local office of a Child Protective Services agency.
- Not allow any minors to reside in or to be an overnight guest in a rectory unless they are members of my immediate family.
- Not be alone with a minor in a residence, sleeping facility, locker room, rest room, dressing facility, or any other isolated area that is inappropriate to a ministry relationship.
- Not take overnight trips alone with a minor who is not a member of my immediate family. Adult chaperones should accompany any trip involving minors who are not members of my immediate family.
- Not obtain or possess sexually explicit or pornographic materials, nor participate in the distribution or receipt of pornographic materials through any medium or share these materials in any way with children and/or youths.

With regard to minors within a cleric's extended family or in cases where the cleric may have children, clerics should follow these codes of conduct with due discretion, diligence and prudence, adapting those standards which should be adapted because of family relationships.

I understand that as a priest, deacon, staff member or volunteer working with children and/or youths, 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 my removal as a priest, deacon, staff member or volunteer with children and/or youth.