



Saint Clare of Assisi Roman Catholic Parish



(623) 546-3444



church@stcpaz.org



stcpaz.org

Dear Ministry Leaders,

Welcome to the first annual Ministry Leaders Policy and Procedure Meeting! I'm excited for this next year of ministerial engagement, Eucharistic revival, and spiritual transformation in our parish. With the help of you, the Leaders, and your ministries, we will continue to bring the Light of Christ to the faithful of our Diocese; we will continue to be a beacon of Truth, Hope, and Love. Through your ministerial outreach to our neighbors, we will work together to bring the Gospel to those living in darkness.

To accomplish the mission that God, and His Son through the Blessed Sacrament, have set before us, we must work hand-in-hand. The parish staff and I are looking forward to a more streamlined approach to facility scheduling and use, and bulletin article submission and publication. With your help, we will do awesome things!

In the following 2023-2024 Ministry Leaders Policy and Procedure Manual, you will find the Facility and Fundraiser Request policies and form, Bulletin Request policies and form, campus technology guides, a campus safety guide, a 2023-2024 Ministry Contact Card, a Ministry Information Update form, and important Safe Environment information. Following this meeting, copies of all these forms will be made available on our website under the "Forms" tab or available as hard copies in the office.

I thank you for your time, talent, and devotion to our parish, her success, and the dissemination of the Gospel to all of God's people. Volunteers are the backbone of parish life and our community impact is dependent on your work. Thank you!

Yours in Christ,

Father T. McGuire
Pastor, St. Clare of Assisi Parish

Facility Use Policies

The use of church property and facilities is a privilege, not a right. Please remember to treat our facilities with care and respect so all of our campus ministries may continue to use them for years to come. Adhering to these Facility Use Policies benefits all ministries, as well as our wonderful Maintenance Team.

- Each ministry will do their own set up and tear down. Following your event:
 - wipe down tables
 - vacuum
 - take food out of the fridge
 - take out trash to the large cans or dumpster
 - check that bathrooms are clean and have toilet paper
 - toilet paper dispensers have 2 rolls; slide the door on the bottom of the dispenser to open the second roll
- It is the responsibility of the ministry leaders to make sure the facilities are clean after an event. The Maintenance Team will not be responsible for cleaning up afterward
- Do not plug anything in on the South Wall of the Hall - it trips the circuit breakers
- Put things back and reset the room to how you found it
- Please respect the supplies of other ministries and do not use them if they do not belong to your ministry
- Please remind young people to be respectful of campus facilities, especially:
 - in the restrooms where there is less supervision
 - around the campus outside - not playing in gravel, dirt, etc.
- Do not prop the handicap doors open in the church
 - breaks the motor and is extremely expensive to replace
 - use the switch and set to "Hold" to keep the door open
- Turn off the lights
 - Do NOT use the lightswitch in the Church, only use the switch in the Narthex. Please see the Technology Use Guide for a picture of the correct switch
- Check the bathrooms and make sure they are empty before exiting
- Lock the doors
- Set the alarm
 - See the Campus Safety and Security document for instructions on setting the alarms

If your ministry is found to be leaving messes for other ministries or the Maintenance Team on a regular basis, this will jeopardize your ministry's ability to use campus facilities.

Questions? Contact Jack Kavalchick at jkavalchick@stcpaz.org or (623) 975-5619.

Facility and Fundraiser Request Policies

To request a facility or get a fundraiser approved, whether on campus or offsite, complete the Facility and Fundraiser Request Form. Copies are available in the parish office and on the website. Submit only one request per event. Please note that the following instructions are also available on the form.

To Submit:

- Submit hard copies or email form to Kaitlynn Eaton at keaton@stcpaz.org
- If the start/end time of your event varies day-to-day, please submit a request for each variation
- Each activity/event/fundraiser must be on its own form
- Review and approval by Pastor is required for all fundraisers

Keep in mind:

- New request forms are required annually, at the new fiscal year
- TWO ministries may sell/solicit on any given weekend
- A calendar of dates the facilities are unavailable is printed on the back of the request form
- Ministry is responsible for obtaining keys & alarm code during office hours
- Keys must be returned the following weekday (**not** Saturday or Sunday)
- All parish sponsored programs take precedence over all other events. If an event should need to be rescheduled or a location changed, we will make every effort to help you with those changes
- We reserve the right to cancel/reschedule activities as needed
- We reserve the right to deny a request for any reason

Questions? Contact Kaitlynn Eaton at keaton@stcpaz.org or (623) 975-5602.



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2023 - 2024

FACILITY AND FUNDRAISER REQUEST FORM

PLEASE PRINT

SEE CALENDAR ON BACK FOR CLOSURES

Ministry Name: _____

Date of Submission: _____

Contact Name: _____

Contact Phone & Email: _____

Facility Being Requested:

☐ Church

☐ Vestry

☐ Narthex

☐ Palo Verde

☐ Ramada

☐ Hall N

☐ Hall S

☐ Hall Ctr

☐ Kitchen

☐ Parking Lot

☐ Offsite

Select Mass Times:

☐ 4pm (Saturday)

☐ 7am

☐ 9am

☐ 11am

☐ 5pm

Start Time: _____

End Time: _____

Setup (*in minutes*): _____

Cleanup (*in minutes*): _____

Fundraiser? Y/N

Describe the Event: _____

Event Date(s): _____

Expected Number of Attendees: _____

Recurring Event? Y/N

Frequency: Weekly/Monthly/Quarterly

Holidays/Holy Days/Reserved/Facilities Closures

See calendar on back

2023

7/3-4 Independence Day

9/4 Labor Day

11/23-24 Thanksgiving Holiday

12/16-17 Angel Tree

12/24-31 Christmas, Facilities

Closed

2024

1/1 New Year's Day

1/15 Martin Luther King Jr.

2/16-18 Men's Welcome Retreat

2/19 President's Day

2/23-25 Women's Welcome Retreat

2/28-3/2 Rummage Sale

3/25-4/2 Holy Monday thru Easter

Tuesday

5/27 Memorial Day

6/9-23 Vacation Bible School & Setup

- Submit hard copies or email form to keaton@stcpaz.org
- Review and approval by Pastor is required for all fundraisers
- We reserve the right to deny a request for any reason

Disclaimer: With construction underway, we do not have a clear picture of how everything will be set up or how much room will be available throughout the year. We reserve the right to cancel activities/events as needed.

FOR OFFICE USE ONLY

Approved? _____ Y/N: _____

Date Received: _____//_____/____/

Date Entered in PDS: _____//_____/____/

Entered by: _____

JULY 2023 - JUNE 2024

JULY 2023

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2023

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SEPTEMBER 2023

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OCTOBER 2023

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NOVEMBER 2023

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26	27	28	29	30		

DECEMBER 2023

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24	25	26	27	28	29	30
31						

JANUARY 2024

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28	29	30	31			

FEBRUARY 2024

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18	19	20	21	22	23	24
25	26	27	28	29		

MARCH 2024

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17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

APRIL 2024

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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2024

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			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

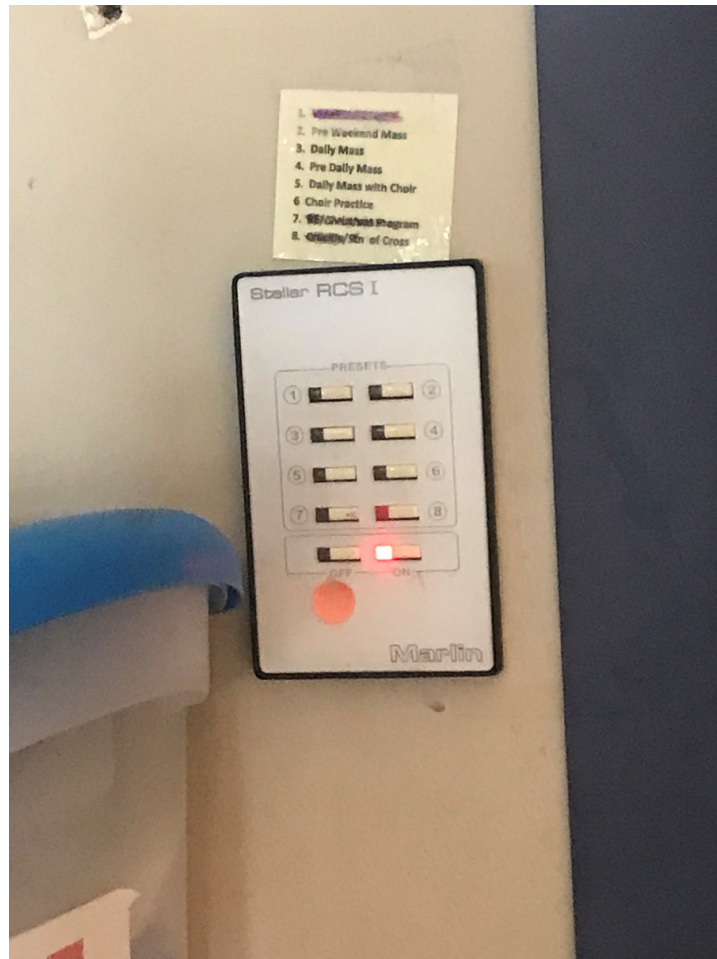
JUNE 2024

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

Technology Guide

Below is a photo guide on using the light switch in the Narthex. This switch can be found in the Narthex, next to the wheelchair alcove and First Aid equipment. Please **only** use the On/Off part of the switch! Do **NOT** use the switch in the Church for any reason.

Questions? Contact Jack Kavalchick at (623) 975-5619 or jkavalchick@stcpaz.org.



SAINT CLARE OF ASSISI
ROMAN CATHOLIC CHURCH

Hall Technology Guide

Following this page is a photo guide on using the technology that is available for ministry use in the Hall. This guide will teach you how to turn on the sound system, hook a laptop up to the projector via HDMI cables, and how to turn the system off.

Questions? Contact Joe Lukaszewski at jlukaszewski@stcpaz.org or (623) 975-5612.



SAINT CLARE OF ASSISI
ROMAN CATHOLIC CHURCH

Campus Safety and Security

The safety of our parishioners and volunteers is of the utmost importance. Included in this Campus Safety and Security guide is information regarding the Safety Officer/Leaders and a brief overview of common medical and safety events. Take care to familiarize yourself with this information.

Please follow these norms when locking and unlocking the facilities. When entering a facility, enter the code to disarm the alarm. You have 45 seconds to locate the panel and put in the code. When locking up the church, please do so in pairs. This is for your safety, especially at night. Check all bathrooms and auxiliary rooms to be sure everyone is out of the building. Be sure all the lights are off. Check all external doors to ensure they are locked. When setting the alarm, enter the code to set the alarm. You have 45 seconds to walk out the door once the alarm is set. The alarm panel will beep as you exit the facility. Once the door is closed behind you, **gently** pull the door handle just to ensure it has been locked. There is a motion sensor on the door and if the sensor is broken, the alarm will go off. If you accidentally set the alarm off, input the code to **disarm** the alarm 2 times and it will disarm.

Questions or concerns? Our Safety Committee is here to help. Please contact David Oliver at (630) 962-7395 or Director of Maintenance Jack Kavalchick at (623) 975-5619 or jkavalchick@stcpaz.org.



SAINT CLARE OF ASSISI
ROMAN CATHOLIC CHURCH

Bulletin Article Policies

To request a bulletin article, complete the Bulletin Article Request Form. Copies are available in the parish office and on the website. Submit only one request per event. Please note that the following instructions are also available on the Request Form.

To Submit:

- Submit form via email only to Kaitlynn Eaton at keaton@stcpaz.org
- Submit at least 3 WEEKENDS PRIOR to your article appearing in the bulletin
- Only one contact from each ministry may submit article requests - please submit a new Ministry Contact Form if the representative has changed. Bulletin Article Requests from unlisted representatives will not be accepted and will require resubmission

Keep in mind:

- “5 Ws” ~ Who, What, Where, When, Why
- Maximum of two consecutive weeks for bulletin articles.
- We reserve the right to extend or shorten publishing dates to meet bulletin-formatting needs.
- We reserve the right to edit articles for message clarity and space limitations

Questions? Contact Kaitlynn Eaton at keaton@stcpaz.org or (623) 975-5602.



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2023 - 2024 BULLETIN ARTICLE REQUEST FORM

PLEASE PRINT

Ministry Name: _____

Date of Submission: _____

Contact Name: _____

Contact Phone & Email: _____

Describe the Event:

please include the Who, What, Where, When, and Why

Dates to be Published: _____

maximum of 2 consecutive weekends

When emailing an article request, please use the following format in the subject line:

BULLETIN - DATES OF PUBLICATION - MINISTRY NAME

IMPORTANT INFORMATION:

- Submit request form via email only to Kaitlynn Eaton at keaton@stcpaz.org
- Submit **at least 3 WEEKENDS PRIOR** to your article appearing in the bulletin
- Only one contact from each ministry may submit article requests - please submit a new Ministry Contact Card if the representative has changed
- We reserve the right to edit articles for message clarity and space limitations
- Questions? Call Kaitlynn at (623) 975-5602 or email at keaton@stcpaz.org

FOR OFFICE USE ONLY

Approved? _____ Y/N: _____

Date Received: _____//_____/____/_____

Date Entered in PDS: _____//_____/____/_____

Entered by: _____

Ministry Contact Card 2023-2024

Name of Ministry: _____

List names of ALL officers and/or primary/alternate contacts

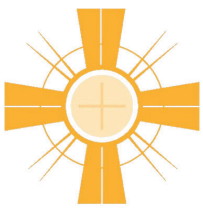
Name	Position	Cell Phone #	Email Address	Bulletin Contact



Ministry Information Update

It's time to update your ministry's information on the parish website. Please provide 3-4 sentences about your ministry. Include the 5 W's (who, what, where, when, why), contact information, and important "need-to-know" information.

Please return this page with your Ministry Contact Card not later than June 5. Hard copies or email accepted. Questions? Contact Kaitlynn Eaton at keaton@stcpaz.org or (623) 975-5602.



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Safe Environment Training for 2023-2024

All Employees, Clergy, Volunteers and anyone who uses the facilities of a church property in the Diocese of Phoenix must annually complete Safe Environment Training. The 2023-2024 training will be available beginning July 1, 2023. In order for you to continue your service to the Church and your organizations, this training must be completed by September 30th, 2023.

RENEWAL

IF your Safe Environment Training is up-to-date you will need to complete the Online Renewal Training:



- To complete the training, please log onto:
<https://phoenix.cmgconnect.org/>
- Sign in with your User Name and Password.
- Scroll down and select the training choice illustrated here.
- Click on the green button below this box that says "Start" to commence training.

NEW USER OR TRAINING EXPIRED

IF your Safe Environment Training is expired, or you have never completed Safe Environment Training, you will need to complete the ONLINE Foundation Training and Background Check.

- To complete the training, please log onto:
<https://phoenix.cmgconnect.org/>
- Sign in with your User Name and Password,
OR create one if this is your first time logging on.
- Scroll down and select the training choice illustrated here.
- Click on the green button below this box that says "Start" to commence training.



IF YOU ARE A NEW USER, please contact the Safe Environment Coordinator in the Church Office to complete your In-Person Interview. This typically takes approximately 20 minutes.

If you have any difficulties in completing this training, please contact the Safe Environment Coordinator in the Church Office. She will be happy to assist you in the completion of this important and required training.

Kaitlynn Eaton
Safe Environment Coordinator
(623) 975-5602
keaton@stcpaz.org

Thank you for your commitment to keep our children and vulnerable adults safe!



THE ROMAN CATHOLIC DIOCESE OF PHOENIX

Code of Ethics

It is the policy of the Roman Catholic Diocese of Phoenix that any abuse of minors is not acceptable and will not be tolerated.

Diocesan personnel, volunteers, vendors and outside organizations while working in their scope of ministry SHALL:

- Abide by the Diocese of Phoenix *Policy and Procedures for the Protection of Minors*
- Maintain healthy boundaries by adhering to the chart of interactions and behaviors found in Appendix III of the *Policy and Procedures for the Protection of Minors*
- Exhibit the highest Christian ethical and moral standards, and personal integrity
- Conduct themselves in a manner that is consistent with the discipline, norms, and teachings of the Catholic Church
- Provide a professional environment that is free from all forms of abuse including intimidation and harassment
- Accept personal responsibility to protect all those that are most vulnerable from all forms of abuse
- Report concerns about boundary violations or other questionable behaviors and circumstances to the program supervisor, pastor or principal
- Immediately report any reasonable belief of abuse or neglect of a minor in accordance with the Arizona state law and policies of the Diocese of Phoenix
- Must protect the confidentiality and privacy rights of others at all times

Because it is impossible to compile a comprehensive list of specific acts constituting misconduct, diocesan personnel, volunteers, vendors and outside organizations must use common sense, guided by the principles set forth above, to direct their behavior and to abide by the current Diocese of Phoenix *Policy and Procedures for the Protection of Minors*.

It is the responsibility of the individual to adhere to the Code of Ethics. Anyone who violates the Code will be subjected to immediate remedial action by the appropriate authority in each case. Corrective action may take various forms depending on the specific nature and circumstance of the offense, including but not limited to, an oral or written citation or even removal from Ministerial Work, termination of employment or of one's volunteer efforts.

Check one that applies to you:

- ☐ Lay Employee
- ☐ Volunteer
- ☐ Priest
- ☐ Consecrated Life
- ☐ Consecrated Life in Formation
- ☐ Deacon
- ☐ Deacon Candidate
- ☐ Candidate for Ordination/ Seminarian
- ☐ Outside Organization / Vendor
- ☐ Educator (for all Diocesan Catholic school personnel only)

By signing below, I am stating that I have received a copy of this *Code of Ethics*, I have read it, understand it, and I agree to abide by it. I also understand that by signing below I agree to abide by the Diocese of Phoenix *Policy and Procedures for the Protection of Minors*.

Date

Printed First Name

Printed Last Name

Signature



THE ROMAN CATHOLIC DIOCESE OF PHOENIX

Interactions & Behaviors Chart

The lists provided below are not intended to be exhaustive.
If you identify inappropriate behaviors/interactions, you must report them to the program supervisor. If you have a reasonable belief that abuse or neglect occurred call law enforcement and the Department of Child Safety.

<i>Appropriate Interactions & Behaviors</i>	<i>Inappropriate Interactions & Behaviors</i>
<p>Appropriate affection between diocesan personnel/volunteers and minors constitutes a positive part of Church life, ministry, and healthy child development</p> <p>Depending on the circumstances, the following forms of interactions and behaviors are customarily (but not always) regarded as appropriate ways to maintain healthy boundaries:</p>	<p>Some forms of behavior and physical interactions have been used by adults to initiate inappropriate contact with minors. To maintain the safest possible environment for minors and to respect everyone's dignity, the following are examples of interactions and behaviors that are not appropriate and not to be used:</p>

Interactions – Physical & Verbal

<i>Appropriate Physical Interactions</i>	<i>Inappropriate Physical Interactions</i>
<ul style="list-style-type: none">• Side hugs• Shoulder-to-shoulder hugs• “Temple” hugs• “A-Frame” hugs• Handshakes• “High-fives”• Pats on the head or back when culturally appropriate• Touching hands, shoulders, or arm around shoulders• Holding hands (with smaller children in escorting situations)• Holding hands during prayer	<ul style="list-style-type: none">• Any form of affection that is unwanted by the minor• Showing affection in isolated areas• Physical contact insisted on or requested by the adult• Inappropriate or lengthy embraces• Full frontal hugs• Kisses on the mouth• Touching covered areas of the body, such as the genitals• Unwanted touching of uncovered areas of the body• Wrestling, “rough housing”, tackle football or tickling• Piggyback rides• Touch, pull, push or strike a minor in anger• Allowing a minor to cling to an adult's leg• Any type of massage between adults and minors

<i>Appropriate Verbal Interactions</i>	<i>Inappropriate Verbal Interactions</i>
<ul style="list-style-type: none"> • Positive affirmation • Appropriate jokes • Encouragement • Verbal praise 	<ul style="list-style-type: none"> • Name calling • Cursing • Telling off-color or sexual jokes • Racial insults or ethnic slurs • Shaming or belittling • Compliments that relate to physique or body development • Telling secrets, asking minors to keep secrets • Using harsh language that may frighten, threaten, intimidate or humiliate a minor • Making derogatory remarks about the minor or his/her family • Discussing sexual encounters with minor • Involving minors in the personal problems or issues of adults

Behaviors

<i>Appropriate Behavior</i>	<i>Inappropriate Behavior</i>
<ul style="list-style-type: none"> • Communicating with minors through PARISH, SCHOOL and/or DIOCESAN communications such as: websites, blogs, group social networking profiles (e.g., Facebook, Twitter, etc.), office phones, or email for parish, school and/or diocesan programs • Consistently abiding by the <i>Code of Ethics</i> and the <i>Policy and Procedures for the Protection of Minors</i> • Providing a safe environment where the dignity of every individual is ensured • Knowing how and where to report inappropriate behavior • Knowing how and where to report alleged/suspected abuse • Maintaining a professional relationship when interacting with minors, avoiding emotional attachment and/or vulnerable situations • Maintaining an awareness of the powerful attraction of minors to adults in positions of authority and trust. If a personal or physical dependency begins to develop, the minor is to be referred to another qualified adult • Notifying parents when on-going pastoral care of a minor is necessary • Giving a modest gift to a group of minors 	<ul style="list-style-type: none"> • Communicating with minors through PERSONAL/PRIVATE means including but not limited to: websites, blogs, social networking profiles, text messaging, home/cell phones, instant messaging, or e- mail • Participating in online gaming with a minor • Being alone with a minor(s), without another responsible adult present, in any closed area that is inappropriate while working in the scope of ministry program. Including but not limited to: a vehicle, restaurant, residence, sleeping facility, locker room, rest room, hot- tub or pool • Allowing minors to have, or assist minors in gaining, access to alcohol, drugs, pornographic material, or any illegal substance • Allowing minors to have, or assist minors in gaining, access to inappropriate media such as: websites, movies, videos, music, and online gaming • Photographing and videotaping minors while at school or in catechetical programs without the proper parental/guardian consent • Singling out a minor with a personal gift

Watch for These Warning Signs of Abuse in Minors

No longer wants to see a **particular person** they had been close to

Declining **academic** performance

Tries to hide use of **technology**

No longer interested in **activities** they used to enjoy

Changes in **personality**

Demonstrates **aggressive behavior** or constantly angry

Tries to get minors **alone**



Commits physical and emotional **boundary violations**

Withdraws from family or friends

Keeps **secrets** with minors

Gives lavish **gifts** to minors

Allows or encourages minors to **break laws** or rules

Is overly interested in **spending time** with minors

Has **inappropriate** or suggestive conversations with minors

Does not believe the **rules** apply to them (or, does not follow rules or protocols)

Takes **photos** without approval, or asks minors to send them photos

... and These Warning Signs of Perpetrators



THE ROMAN CATHOLIC DIOCESE OF PHOENIX

Procedures to Report Abuse or Neglect

If **Abuse or Neglect** of a child has been revealed to you or you have reasonable belief that abuse or neglect occurred do the following:

1. Listen attentively to the minor
2. Assure and validate the child: the abuse was not his/her fault, and they did the right thing by reporting
3. Do not attempt to investigate.
4. Stay calm and keep the minor in a safe environment
5. **Immediately report** the allegations by phone or in person to law enforcement and the Department of Child Safety (DCS) (1-888-SOS-CHILD). Non-emergency reports can be made to DCS online by going to <https://guardian.dynamics365portals.us/>
6. According to the Arizona Department of Child Safety the following information can be helpful when making a report:
 - a. Name, age, and sex of child and other family members
 - b. Address, phone numbers
 - c. Parents or guardians contact information
 - d. Description of suspected abuse or neglect
 - e. Current condition of the child
7. Keep documentation of making a report (at diocesan location) either by completing the Minor Abuse Reporting Form (found in Appendix V) or by printing out a copy of the report made online to DCS. Make sure to get the following information:
 - a. Name of person you spoke to
 - b. Report number
 - c. Date and time
8. School personnel shall contact the Catholic Schools Office (602) 354-2345 and report the call made to law enforcement/DCS (1-888-SOS-CHILD). Information provided should only include date, time of call, and who placed the call. Catholic School's office shall maintain this information.
9. If the accused is a member of the clergy, a consecrated man or woman, a seminarian, a deacon candidate, diocesan employee or a volunteer of the Church, after reporting to law enforcement and DCS, immediately contact the Office of Child and Youth Protection (602) 354-2396 or contact the reporting hotline: 877-850-0003 (English)/ 800-216-1288 (Spanish) or online through www.lighthouse-services.com/dphx.
10. If the accused is a Bishop, after reporting to law enforcement and DCS, immediately contact the Catholic Bishop Abuse Reporting Service at 1-800-276-1562 or online through <https://reportbishopabuse.org/>.
11. The Diocese is committed to working in good faith with law enforcement and the Department of Child Safety and cooperating with their efforts to investigate suspected abuse or neglect of minors.

If you have any questions on reporting or need assistance contact OCYP (602) 354-2396

Non-Emergent Local Law Enforcement Numbers

ANTHEM	602-876-1011 / 602-262-6151
APACHE JUNCTION	480-982-8260
AVONDALE	623-333-7000
BAGDAD	928-771-3260
BAPCHULE /SACATON	520-562-4511 / 520-562-3361
BUCKEYE	623-386-4421
BULLHEAD CITY	928-763-1999
CAMP VERDE	928-567-6621
CAREFREE	602-876-1011
CASHION	623-333-7000
CAVE CREEK	602-876-1011
CHANDLER	480-782-4130
COCONINO COUNTY	928-774-4523
COTTONWOOD	928-649-1397
EL MIRAGE	623-933-1341
FLAGSTAFF	928-774-1414
FOUNTAIN HILLS	602-252-7840
GILA BEND	602-876-1011
GILBERT	480-503-6500
GLENDALE	623-930-3000
GOODYEAR	623-932-1220
GRAND CANYON	Inside the Park: 928-638-7805 Outside the Park: 928-774-4523
GUADALUPE	602-876-1011
KINGMAN	928-753-1911
LAKE HAVASU CITY	928-855-4111
LAVEEN	602-876-1011
LITCHFIELD	602-876-1011
MARICOPA COUNTY	602-876-1011
MESA	480-644-2211
MOHAVE COUNTY	928-753-0753
PARADISE VALLEY	480-948-7410
PEORIA	623-773-8311
PHOENIX	602-262-6151
PRESCOTT	928-445-3131
PRESCOTT VALLEY	928-772-9267
QUEEN CREEK	602-876-1011
SCOTTSDALE	480-312-5000
SEDONA	928-282-3100
SELIGMAN	928-771-3266
SUN CITY	602-876-1011
SUN CITY WEST	602-876-1011
SUN LAKES	602-876-1011
SURPRISE	623-222-4000
TEMPE	480-350-8311
TOLLESON	623-936-7186
YAVAPAI COUNTY	928-771-3260
YOUNGTOWN	602-876-1011
WICKENBURG	928-684-5411
WILLIAMS	928-635-4461

The Department of Child Safety (DCS) Statewide 1-888-767-2445 Toll Free/TTD 1-800-530-1831

Adult Protective Services - 1-877-767-2385 or <https://www.azdes.gov/daas/aps/>

Gila River Indian Community Social Services: 520-562-3396

Ak-Chin Indian Community: 520-568-1200

Fort McDowell Yavapai Nation: 480-789-7982

Salt River Pima-Maricopa Indian Community: 480-850-9230

Tohono O'odaham Nation: 520-383-6099



THE ROMAN CATHOLIC DIOCESE OF PHOENIX

Minor Abuse Reporting Form

After a report is made to law enforcement and the Department of Child Safety (DCS), this form should be completed to serve as documentation that a report was made. If a report is made online to DCS (<https://guardian.dynamics365portals.us/>) the online report may be printed out to serve as documentation instead of this form. A copy of all documentation should be kept at the diocesan location. You can also call 1-888-SOS-CHILD (1-888-767-2445)

If the accused is a member of the clergy, a consecrated man or woman, seminarian, deacon candidate, diocesan employee or a volunteer of the Catholic Church, please make a report to the Office of Child & Youth Protection at 602-354-2396 and provide a copy of this report via confidential fax 602-354-2469 OR to Lighthouse Media at 877-850-0003 or via online at www.lighthouse-services.com/dphx

GENERAL INFORMATION		
Date Reported to Law Enforcement:	Name of Person Report was given to:	
Time Reported to Law Enforcement:	Law Enforcement Phone Number used to make report:	
Police Report #:	Badge number if available:	
Date Reported to DCS:	Name of Person Report was given to:	DCS Report done: <input type="checkbox"/> By phone <input type="checkbox"/> Online
Time Reported to DCS:	DCS Phone Number used to make report:	
DCS Report #:		
PERSON MAKING REPORT		
First Name of Person Making Report:	Last Name of Person Making Report:	Contact Number(s): Home: Cell:
INFORMATION ABOUT THE ACCUSED		
Name:	Contact information:	
Address:	Relationship with the child:	

PARENT / PERSON(S) HAVING CUSTODY OF MINOR

(1) Parent, Guardian or Custodian First Name:		Parent, Guardian or Custodian Last Name:		<input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Custodian
Home Street Address:		City:	State:	Zip Code:
Home Phone Number:	Work Phone Number:		Cell Phone Number:	
(2) Parent, Guardian or Custodian First Name:		Parent, Guardian or Custodian Last Name:		<input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Custodian
Home Street Address:		City:	State:	Zip Code:
Home Phone Number	Work Phone Number		Cell Phone Number:	

MINOR(S) INFORMATION

(1) Minor's First Name:		Minor's Last Name:		Minor's Date of Birth:	
Home Street Address:		City:	State:	Zip Code:	
(2) Minor's First Name:		Minor's Last Name:		Minor's Date of Birth:	
Home Street Address:		City:	State:	Zip Code:	

[illegible]

Date

Keep a copy of this documentation at your diocesan location.



THE ROMAN CATHOLIC
DIOCESE OF PHOENIX

Vulnerable Adult Abuse Reporting Form

After a report is made to law enforcement and Adult Protective Services (APS), this form should be completed to serve as documentation that a report was made. If a report is made online to APS (<https://www.azdes.gov/daas/aps/>), the online report may be printed out to serve as documentation instead of this form. A copy of all documentation should be kept at the Diocesan Location.

GENERAL INFORMATION			
Date reported to Law Enforcement:		Name of person report was given to:	
Time reported to Law Enforcement:		Law Enforcement phone number used to make report:	
Police report #:		Badge number if available:	
Date reported to APS:		Name of Person Report was given to:	APS Report done: <input type="checkbox"/> By phone <input type="checkbox"/> Online
Time reported to APS:		APS Phone number used to make report:	
APS report #:			
PERSON MAKING REPORT			
First Name of Person Making Report:	Last Name of Person Making Report:	Contact Number(s): Home: Cell:	
INFORMATION ABOUT THE ACCUSED			
Name:		Contact information:	
Address:		Relationship with the Vulnerable Adult:	
LEGAL GUARDIAN OR PRIMARY CAREGIVER OF VULNERABLE ADULT (IF APPLICABLE)			
(1) Legal Guardian or Primary Caregiver's First Name:		Legal Guardian or Primary Caregiver's Last Name:	<input type="checkbox"/> Guardian <input type="checkbox"/> Caregiver
Home Street Address:		City:	State: Zip Code:
Home Phone Number:		Work Phone Number:	Cell Phone Number:
(2) Legal Guardian or Primary Caregiver's First Name:		Legal Guardian or Primary Caregiver's Last Name:	<input type="checkbox"/> Guardian <input type="checkbox"/> Caregiver
Home Street Address:		City:	State: Zip Code:
Home Phone Number:		Work Phone Number:	Cell Phone Number:

VULNERABLE ADULTS INFORMATION

(1) Vulnerable Adult's First Name:	Vulnerable Adult's Last Name:		Vulnerable Adult's Date of Birth:
Home Street Address:	City:	State:	Zip Code:
(2) Vulnerable Adult's First Name:	Vulnerable Adult's Last Name:		Vulnerable Adult's Date of Birth:
Home Street Address:	City:	State:	Zip Code:

Summary of incident/observation:

[illegible]

Print Name

Signature

Date _____

Keep documentation at the diocesan location. If the accused is a member of the clergy, a consecrated man or woman, an employee, or a volunteer of the Catholic Church, contact the Office of Child & Youth Protection at 602-354-2396 and provide a copy of this report via confidential fax 602-354-2469.



LA DIÓCESIS CATÓLICA ROMANA DE PHOENIX

Formulario de declaración para un voluntario juvenil

La información a continuación enumera los requisitos para todos los voluntarios juveniles que sirvan dentro de la Diócesis de Phoenix. Este formulario se puede encontrar dentro de la *Política y Procedimientos para la Protección de Menores* de la Diócesis de Phoenix

Los menores sirviendo en programas diocesanos, parroquiales o escolares;

Los menores sirviendo en programas (p. ej., monaguillos, ayudantes en los salones de clase o educación religiosa, cuidado de niños, ujier, proclamadores de la Palabra, coro, etc.) son una parte importante del servicio dentro de la diócesis.

A continuación, están los estándares para su servicio:

1. Los menores que sirvan en programas deberán asistir anualmente a una sesión de Capacitación de Ambiente Seguro apropiado para su edad o nivel escolar. Si un menor que sirve no está matriculado en una escuela católica o programa de educación religiosa, su capacitación puede consistir en una revisión del Esquema de Interacciones y Comportamientos (Apéndice III), y de la importancia de decirle a un adulto si tiene motivo para creer que otro menor pueda haber sufrido abuso.
2. Los menores que sirvan en programas deberán adherirse a la *Política y Procedimientos para la Protección de Menores* y presentar un Formulario de declaración para un voluntario juvenil.
3. Los menores siempre deberán servir con al menos dos adultos capacitados en Ambiente Seguro.
4. Los menores de 12 años no deberán ser puestos en una posición de liderazgo.

¿Está actualmente asistiendo a una escuela católica o a un programa parroquial de educación religiosa?

☐ Sí ☐ No

Nombre de la parroquia o escuela:

Nombre del programa:

Grado:

Edad:

Como voluntario juvenil para el programa, parroquia o escuela mencionado arriba, yo acepto cumplir con los estándares enumerados arriba de la *Política y Procedimientos para la Protección de Menores* de la Diócesis de Phoenix.

Nombre del voluntario juvenil (en letras de imprenta):

Grado:

Fecha de nacimiento:

Firma del voluntario juvenil:

Fecha:

Como padre o tutor legal del voluntario juvenil, al firmar este documento, estoy dando permiso para que mi hijo(a) sea un voluntario en el programa de la parroquia o escuela escrito arriba; también ayudaré a mi hijo para asegurar que se mantenga un ambiente seguro para todo niño y joven en la Diócesis de Phoenix

Nombre del padre o tutor legal (en letras de imprenta):

Firma del padre o tutor legal:

Número de teléfono del padre o tutor legal:

Correo electrónico del padre o tutor legal:

Fecha:



THE ROMAN CATHOLIC
DIOCESE OF PHOENIX

Technology Platform – MINOR PERMISSION FORM

Program:	Leader:
Minor Name:	Cell Phone Number:
Parent/Guardian Name:	Cell Phone Number (include phone company):

I _____ (print leader name), request that you allow your child to participate in
_____ (name the technology platform used e.g. zoom, group text, flocknote...).

The technology platform will allow us to minister to your child. The technology platform will be used only to provide information related to the group/ministry, such as group meetings, reminders, event information and other updates. As a parent/guardian of a member of the program, you will receive the same communication provided to your child. If a virtual meeting will happen, you will be notified in advance when the meeting will occur.

I _____ (print parent/guardian name) give permission for my child to participate in the technology platform set forth by the Parish/School Administration.

By signing below, I am agreeing that I, as the parent/guardian, and my child will use the technology platform appropriately. I understand any inappropriate use of the technology platform will cause a user to be removed from the group or lose its ability to access the platform.

Parent/Guardian Signature: _____ Date: _____

Minor Signature: _____ Date: _____

This form is valid for either one sports season or one program year (whichever is applicable) and will
expire on: _____ (date).

****Copies of this form will be kept with the group/ministry leader and their supervisor***



THE ROMAN CATHOLIC
DIOCESE OF PHOENIX

TECHNOLOGY SENDER AGREEMENT

Sender Name:	Diocesan Location:
Position/Job Title:	Cell Phone Number:
What technology platform will you be using?	

I acknowledge and agree to the following:

- I will use the technology platform for the sole purpose of communicating information related to the program.
- I will not send any private messages to any minor.
- All communication to minors will be shared simultaneously to my supervisor.
- Parents/guardians will be included in all communication sent to minors.
- I understand and acknowledge that my supervisor can log into the technology platform any time to monitor my correspondence with the minors in my program.
- I will not delete any historical information used in the technology platform without supervisor approval.
- I acknowledge that using the technology platform for any purpose other than for program purposes will result in disciplinary action up to and including termination.

Sender Signature: _____

Date: _____

Platform used: _____

Username: _____

Password: _____

Supervisor Name: _____

Cell Number: _____

Supervisor Signature: _____

Date: _____

****Submit completed form to Supervisor****



THE ROMAN CATHOLIC
DIOCESE OF PHOENIX

Group Texting Service – MINOR PERMISSON FORM

Program:	Leader:
Minor Name:	Cell Phone Number:
Parent/Guardian Name:	Cell Phone Number (include phone company):

I _____ (print leader name), request that you allow your teen to participate in a group texting service to receive information related to the program. The group texting service allows for multiple participants to receive the exact same information through a text message that is sent to all members within a group at the same time. These group text messages will be used only to provide information related to the group/ministry, such as reminders, event information and other updates. This group texting service does not share or reveal any cell phone numbers. All text messages come from a central number that is given to each group. As a parent/guardian of a member of the program, you will receive the exact same text message that is sent to your teen.

I _____ (print parent/guardian name) give permission for my child to receive group text message updates related to their program.

By signing below, I am agreeing that I, as the parent/guardian, and my teen will use the group texting service appropriately. I understand any inappropriate use of the group text messaging service will cause a user to be removed from the group texting list.

Parent/Guardian Signature: _____ Date: _____

Minor Signature: _____ Date: _____

This form is valid for either one sports season or one program year (whichever is applicable) and will expire on: _____ (date).

****Copies of this form will be kept with the group/ministry leader and their supervisor***



THE ROMAN CATHOLIC
DIOCESE OF PHOENIX

Group Texting Service – SENDER AGREEMENT

Sender Name:	Diocesan Location:
Position/Job Title:	Cell Phone Number:
Reason for Sending Group Text Messages to Minors:	

I acknowledge and agree to the following:

- I will use the texting service for the sole purpose of sending text messages related to the program.
- I will not send any private text message to any minor, either using the group texting service or otherwise.
- All text messages that I send through the texting service will be sent simultaneously to my supervisor.
- Parents/guardians will be included in all text messages that I send through the text messaging service.
- I understand and acknowledge that my supervisor can log into my group texting service profile any time to monitor my correspondence with the minors in my program.
- I will not delete the message history in my group texting services profile without supervisor approval.
- I acknowledge that using group texting services for any other purpose than for program purposes will result in disciplinary action up to and including termination.

Sender Signature: _____ Date: _____

Group Texting Service Name: _____

Sender's Group Text Messaging Login Information (if applicable):

Username: _____

Password: _____

Supervisor Name: _____ Cell Number: _____

Supervisor Signature: _____ Date: _____

****Submit completed form to Supervisor****