



Diocese DIOCESAN CODE OF PASTORAL of Green Bay CONDUCT FOR VOLUNTEERS

The Diocese of Green Bay will not tolerate the sexual abuse or sexual exploitation of a minor* or vulnerable adult by a priest, deacon, other minister, employee or volunteer who is in the service of the Diocese.

The Diocese of Green Bay expects its priests, deacons, employees, other ministers, and those who volunteer service to conduct themselves properly and appropriately in their relationships with the people they serve, especially with minors.

The following Diocesan Code of Pastoral Conduct provides a set of standards for conduct in pastoral situations. This Code of Conduct has been developed in compliance with the USCCB *Charter for the Protection of Children and Young People, the Apostolic Letter of Pope John Paul II* and with the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons*.

Responsibility for adherence to the Diocesan Code of Pastoral Conduct rests with the individual, but the support and observance of the Code is an important concern for all. Those who disregard this Code will be subject to remedial action by the Bishop, his representative or that person's supervisor. Corrective action may take various forms. For clerics this action may range from a verbal warning to removal from the ministry. For lay employees or volunteers this action may range from a verbal warning to discharge from employment or release from volunteer service - depending on the specific nature and circumstances of the offense and the extent of the harm done.

Conduct With Youth

When working with youth, maintain an open and trustworthy relationship. The following rules will apply:

1. Be aware of your own and others' vulnerability when working alone with youth. Use a team approach to managing youth activities.

2. Assume the full burden of responsibility for establishing and maintaining clear, appropriate boundaries in all situations involving counseling and spiritual direction. Sexual intimacies with persons you are counseling or directing, including forced physical contact and inappropriate sexual comments, are absolutely forbidden and may result in the immediate loss of ministry, employment or service.

3. Avoid physical contact of any kind that could be misconstrued. Sessions must be conducted in appropriate settings at appropriate times, not in private living quarters and not at places or times that would tend to cause confusion about the nature of the relationship to the person(s) being counseled or directed.

Witness to Chastity

No priest, deacon, other minister, employee or volunteer shall, for sexual gain or intimacy, exploit the trust placed in them by the faith community.

Priests and deacons who are committed to a celibate lifestyle are called to be an example of celibate chastity in all their relationships at all times. Deacons, employees and volunteers who are married are called to be examples of marital chastity at all times. Employees and volunteers who are single or widowed are called to be examples of chastity in the single life.

No priest, deacon, employee or volunteer may exploit another person for sexual purposes. Priests, deacons, other ministers, employees and volunteers are to review, be familiar with and committed to contents of *Our Promise to Protect...Policies on Appropriate Conduct*.

September 30, 2005

For a complete set of the diocesan Policies on Appropriate Conduct, contact the Safe Environment Department, PO Box 23825, Green Bay, WI 54305-3825

2. Physical contact with youth can be misconstrued and is to be avoided unless completely nonsexual and otherwise appropriate.

**The term "minor" refers to anyone younger than 18 and to a vulnerable adult.*

3. Youth must never be provided with alcohol, illegal drugs, sexually provocative materials or any illegal materials.

4. The illegal possession and/or illegal use of drugs and/or alcohol is strictly prohibited. Never use alcohol when working with youth.

5. Minors or other young people unaccompanied by parents or legal guardians must never be allowed to stay overnight in the rectory or the priest's private residence.

6. In rare, emergency situations, when accommodation is necessary for the health and well-being of the youth, take extraordinary care to protect all parties from the appearance of impropriety and from all risk of harm. Use a team approach to managing emergency situations.

7. Taking photos of young people while they are unclothed or undressing is prohibited by law.

8. If inappropriate personal or physical attraction develops between an adult (a cleric, an employee or a volunteer) and a young person, the adult is responsible for maintaining clear professional boundaries.

9. Avoid being alone with a young person in a residence, sleeping facility, locker room, dressing facility or other closed room or isolated area.

Confidentiality

Trust is one of the cornerstones in all pastoral relations. People are accustomed to speaking in confidence to a priest or deacon because of the trust they have in the clergy. To avoid breaking that trust, priests and deacons shall continue to respect the confidentiality entrusted to them.

Under no circumstances whatsoever may a priest disclose, even indirectly, information received through the confessional cc.983, 984. Information disclosed to a priest or deacon or other minister during the course of counseling or spiritual direction or in a pastoral conversation must be held in the strictest confidence and it is to be considered

privileged information except as required to be reported to the appropriate governmental authorities under Wisconsin Statute §48.981.

Conflicts of Interest

Avoid all situations that might present a conflict of interest. Even the appearance of a conflict of interest can call integrity and professional conduct into question.

For example, conflicts of interest may arise when the independent judgment of a priest, deacon, or other minister, while serving as a pastoral counselor or spiritual director, is impaired by: prior dealings; becoming personally involved; or becoming an advocate for one person against another. When this becomes evident, the pastoral counselor or spiritual director shall advise the parties that he/she can no longer provide services and shall refer them to another pastoral counselor or spiritual director.

Ethical or Professional Misconduct

Priests, deacons, other ministers, employees and volunteers have a responsibility for maintaining the highest ethical and professional standards. They also have a duty to report breaches of this Code of Pastoral Conduct by themselves or by others. When an uncertainty exists about whether a situation or course of conduct violates this Diocesan Code of Pastoral Conduct or other religious, moral, or ethical principles, consult with professionals who are knowledgeable about ethical issues.

When there is an indication of questionable action by a priest, deacon, other minister, employee or volunteer, immediately notify the Diocesan Assistance Coordinator or that person's immediate supervisor.

Pastoral Counseling Standards

Priests, deacons and others who provide pastoral counseling and spiritual direction must maintain appropriate boundaries and adhere to the following rules:

1. Never step beyond your competence in counseling situations; limit the number of counseling sessions to three or less and refer clients to other professionals when appropriate