

POLICY 5.1.1 Responsible Ministry Policy

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Preamble

In the last forty years, the Church in Canada and around the world has been rocked by accusations and convictions of clergy for criminal abuse and exploitation of vulnerable people, especially children. The legal proceedings have also exposed unexpected levels of personal and institutional failings by clergy and laity to act on and address complaints made to them, by victims and witnesses.

This painful period has shown us how important transparency and accountability are to protect people and to safeguard temporal goods. We believe that having good policies, what we call “responsible ministry” and “safe environment”, will effectively contribute to preventing abuse of any kind and, most importantly, protect children, adolescents, and vulnerable adults when they are being ministered to in the Church.

The Responsible Ministry Policy of the Archdiocese of Grouard-McLennan provides for the collection of personal and background information (a screening process) from all who minister in the Archdiocese and its parishes, quasi-parishes and missions. The process is mandatory for the specified ministries (*cf.* Appendix 1), and anyone who refuses to comply will not be able to serve in the Church.

The Safe Environment Policy (*cf.* Policy 5.1.2) provides for the prevention of abuse by establishing an archdiocesan-wide understanding of what constitute unacceptable behaviours and establishing operational and other approaches to best protect vulnerable people from anyone who would exploit them.

The Archdiocese also has a Misconduct Policy (*cf.* Policy 5.2.1 and Policy 5.2.2) which has procedures to respond to complaints of abuse and harm by clergy, employees and volunteers in the Archdiocese and its parishes, quasi-parishes and missions.

The four policies, together, are to be considered the Archdiocese’s Physical and Sexual Abuse Protocol.

Responsible Ministry Policy - the screening process

The screening process is the principal component of the responsible ministry policy. It requires that the Archdiocese of Grouard-McLennan:

- identify the ministries of the Church here;
- determine who is carrying out the ministries;
- assess the level of risk attached to each ministry;
- determine the personal and background information necessary to mitigate the risks; and,
- describe the coordinator roles in the Archdiocese and parishes, for review and safeguarding of the information provided by clergy, employees and volunteers.

❖ The ministries

The Archbishop and Curia have identified three categories of ministry: liturgical, pastoral and administrative.

Liturgical ministries

The liturgical ministries are those ministries performed at Mass, including: presider or celebrant, concelebrant, homilist, sacristan, Extraordinary Minister of Holy Communion, gift bearer, music ministry, commentator, and lector.

Pastoral ministries

Pastoral ministries are those ministries which “build the parish as a living Christian community.” (*The Parish Pastoral Council: Guidelines for the Development of Constitutions*. CCCB. Conacan, Inc., 1984.) The most common in the parishes, quasi-parishes and missions of the Archdiocese are: taking Holy Communion to the sick, altar server trainer, liturgy of the word with children, hospital ministry, sacramental preparation, adult faith formation and RCIA, youth ministry, and prayer groups.

Administrative ministries

Administrative ministries are those ministries concerned with the stewardship of the temporal goods of the Church. The most common are: collection counter, usher, key holder, maintenance and facilities management.

In addition to the above-named ministries, the Archdiocese also included common Catholic organizations when identifying ministries, in particular, the Knights of Columbus and the Catholic Women’s League.

❖ The people

These ministries are all and each fulfilled by one or more of the clergy, consecrated religious and laity in the Archdiocese. Clergy and employees, of the Archdiocese and parishes, including consecrated religious, often perform more than one ministry. They are also the most visible and public face of the Church.

❖ The level of risk

In making assessments of risk level of ministries, the Archbishop and Curia identified three levels: high risk, medium risk and low or no risk. (See Appendix 1 for a complete list.)

High risk ministries

High risk ministries are those where any potential for harm to an individual being ministered to is present. In particular, high risk ministries are those which:

- minister directly to children, adolescents, and/or vulnerable adults*;
- have opportunities for developing relationships of trust that can be carried over to other locations or interactions; and/or,
- have an inherent power imbalance, whether real or perceived, between the minister and the person ministered to.

***vulnerable adult**: a person 18 years of age or older who, because of a disability or other circumstances, whether temporary or permanent, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed by a person or persons in positions of authority or trust relative to him/her.

Medium risk ministries

Medium risk ministries are those with any potential for financial loss or other mishandling of temporal goods. In addition to screening of ministers, parishes must also ensure that they are in compliance with the policies in Section 3 of the *Policy Manual*, especially Policy 3.1.1.

Low or no-risk ministries

Low risk ministries are those with minimal potential for harm to individuals or for mishandling of temporal goods.

❖ **Mitigating the risks**

The Archbishop and Curia have determined that a certain amount of personal information has to be collected from all clergy, all employees, and volunteers in high and medium risk ministries, for review by delegated people in the parish and the chancery. The purpose is **not** to exclude people from ministry. It is to ensure that any risk of harm to people and goods is minimal.

The principal documents that will be required from people seeking to or agreeing to minister in the Church are:

- a personal information form (Form 5.1.a), or a curriculum vitae that provides at least the same data;
- a Covenant of Care form or a Code of Conduct Acknowledgement form (Form 5.1.b or Form 5.1.c), as required by the risk level;
- a Criminal Record Check or a Vulnerable Sector Check, as required by the risk level; and,
- a Child Welfare Intervention Record Check, for high risk ministries involving children and youth.

	Form 5.1.a	Form 5.1.b	Form 5.1.c	Criminal Record Check	Vulnerable Sector Check	Child Welfare IRC	Form 5.1.d (by Parish Priest)
Clergy	•	•			•	•	
Employees	•	•			•	•	•
High risk	•	•			•	•	•
Medium risk	•		•	•			
Low and no-risk	•		•				

Clergy

All members of the clergy ministering in the Archdiocese are required to provide a criminal record check (including a vulnerable sector check) before they begin their ministry. If they are from outside of Canada, they must provide copies of the criminal record certificates submitted in support of their application to Immigration Canada for a visitor visa. If they do not provide such information in the visa

application, they must submit to the Archdiocese, before entry to Canada, criminal record certificates from every country they have resided in since their 18th birthday.

[For more information about the process of selecting clergy to serve in the Archdiocese, contact the Vicar General.]

Employees

At the time of accepting employment at the Archdiocese or a parish, employees are required to provide:

- a completed personal information form (Form 5.1.a)
- a completed Covenant of Care form (Form 5.1.b)

Within three months of commencing employment at the Archdiocese or a parish, employees are required to provide:

- a criminal record check (including a vulnerable sector check) from every country of residence since their 18th birthday; and,
- a Child Welfare Intervention Record Check from Alberta and any other province or country of residence since their 18th birthday where such a check is available.

Should these certificates not be provided within three months of beginning employment, the employment will have to be terminated.

Volunteers

Before commencing their ministry, **all volunteers** in high risk and medium risk ministries must provide:

- a completed personal information form (Form 5.1.a)

All volunteers in **high risk ministries** must also provide:

- a completed Covenant of Care form (Form 5.1.b);
- a criminal record check (including a vulnerable sector check) from every country of residence since their 18th birthday; and,
- for those serving children and adolescents, a Child Welfare Intervention Record Check from Alberta and any other province or country of residence since their 18th birthday where such a check is available.

All volunteers in **medium risk ministries** must also provide:

- a completed Code of Conduct Acknowledgement form (Form 5.1.c); and,
- a criminal record check from every country of residence since their 18th birthday.

All of the above-named documents must be submitted and reviewed by the appropriate delegate (see below) before the person begins to serve in ministry. Provision of all of the above-named documents is mandatory. Nobody in the Archdiocese of Grouard-McLennan has the authority to waive any of these requirements for any clergyman, employee or ministry volunteer.

NOTE: All clergy, employees, and volunteers in high risk ministries are required to provide a vulnerable sector check **every five years**. In addition, all clergy and employees, and all volunteers working directly with children and adolescents are required to provide a child welfare intervention record check **every three years**.

Reference checks

For parish employees and volunteers, the parish priest is responsible for completing checks with the three references provided by the applicant (Form 5.1.d).

For the Archdiocese, the person responsible for the hiring process is also responsible for completing checks with the three references provided by the applicant.

NOTE: The Archdiocese recognizes that the majority of its clergy, employees, and volunteers have been serving the Church already for many years without benefit of these checks and without incident. However, everyone in ministry is requested to provide the appropriate and relevant documents, in accordance with this policy.

❖ Coordinators of Responsible Ministry

The delegated people for administration of this policy in the Archdiocese and its parishes are the Archdiocesan Coordinator of Responsible Ministry and each Parish Coordinator of Responsible Ministry (this includes all parishes, quasi-parishes, and missions). The coordinator ensures that the information requirements are met, that the documents are reviewed, that any issues or concerns that arise are addressed by the person with the appropriate authority, and that the records are complete and meet the requirements of the *Personal Information Protection Act of Alberta*.

Parish Coordinator of Responsible Ministry

The parish coordinator will:

- compile a record of ministries and the volunteers in the parish and update it annually (Form 5.1.e).
- provide the appropriate forms to volunteers to complete.
- provide volunteers with the letter to the local RCMP detachment to do either a criminal record check or a vulnerable sector check.
- provide the address of the appropriate office of Child and Family Services to volunteers who need a Child Welfare Intervention Record Check.
- collect the original police and CWIR checks. Make copies, date and sign them, and return the originals when requested to do so.
- provide the parish priest with Form 5.1.d, which lists the names of the three references provided on Form 5.1.a. [To comply with the PIPA, Form 5.1.a must be seen only by the Parish Coordinator and the Archdiocesan Coordinator.]
- maintain a simple record of the names of volunteers and which forms have been completed for each. (No other information is to be kept at the parish.)
- forward completed documents to the Archdiocesan Coordinator of Responsible Ministry as soon as they are received. Completed documents, whether original or copies, are **not** to be kept in parishes.

Archdiocesan Coordinator of Responsible Ministry

The archdiocesan coordinator will:

- ensure all members of clergy in the Archdiocese are properly screened, pursuant to this policy;
- ensure all archdiocesan and parish employees have provided the required forms and screening information;
- ensure that the reference checks have been completed for parish and archdiocesan employees and volunteers;
- provide information and support for parish training and orientation sessions related to this policy;
- ensure the safekeeping of the forms and documents forwarded by the Parish Coordinator in every parish;
- review all screening documents for parish and archdiocesan employees;
- ensure parish compliance with these policies and related requirements;
- keep informed on developments and changes to policies and practices related to Responsible Ministry-type programs in dioceses across Canada and make recommendations to the Archbishop and the College of Consultors on the basis of these;
- ensure adoption of and compliance with any changes required for complete coverage by liability insurers;
- ensure those named on parish lists of volunteers have been properly screened for the ministry they are doing.

Approved and promulgated by the College of Consultors on 25 October 2016

Appendix 1

List of Ministries and Risk Level

High risk ministries	
Ministry	Risk level - reason
Member of the clergy	Minister to children, vulnerable adults; opportunity to build relationships of trust; inherent power imbalance in relationships
Employee of the Archdiocese or a parish	Opportunity to build relationships of trust
Taking Holy Communion to the sick	Minister to vulnerable adults
Altar server trainer or coordinator	Minister to children
Liturgy of the Word with Children leader	Minister to children
Hospital ministry/pastoral visitor	Minister to vulnerable adults
Sacramental preparation leader or presenter	Minister to children
Youth ministry	Minister to children
Children’s choir leader	Minister to children
Bereavement team member	Opportunity to build relationships of trust
Spiritual director, retreat leader/facilitator	Opportunity to build relationships of trust; inherent power imbalance in relationships
Medium risk ministries	
Collection counter	Opportunity to mishandle temporal goods
Usher	Opportunity to mishandle temporal goods
Key holder	Opportunity to mishandle temporal goods
Maintenance and facilities management	Opportunity to mishandle temporal goods
Bookkeeper	Opportunity to mishandle temporal goods
CWL Officer (President, Treasurer)	Opportunity to mishandle temporal goods
Knights of Columbus Officer (equivalent of President, Treasurer)	Opportunity to mishandle temporal goods
Low or no-risk ministries	
Sacristan	No apparent risk related to this ministry
Extraordinary minister of Holy Communion (at Mass)	No apparent risk related to this ministry
Lector, commentator	No apparent risk related to this ministry
Music ministry	No apparent risk related to this ministry
Adult faith formation and RCIA	No apparent risk related to this ministry
Prayer groups	No apparent risk related to this ministry

Personal Information Form for Employees and Volunteers for Ministry

Name	
Address	
Phone	
Email	
Date & Place of Birth	
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
Marital Status	

Position	
Risk level	<input type="checkbox"/> High risk <input type="checkbox"/> Medium risk <input type="checkbox"/> Low or no- risk

For high risk and medium risk positions: Please provide the names of three unrelated persons whom we can contact as personal references:

- 1) Name _____ Phone _____
- 2) Name _____ Phone _____
- 3) Name _____ Phone _____

I affirm that the above information is true and correct. I permit the collection of this personal information, including that provided by the reference checks solely for use in managing ministry in the parish and the Archdiocese.

(Signature)

(Date)

Ministry Suitability Form and Covenant of Care

This form is to be filled out by anyone employed by the Archdiocese or a parish, or as a volunteer in a high risk ministry (as defined in Policy 5.1.1 of the Archdiocese of Grouard-McLennan's Policy Manual).

Name: _____

Address: _____

Town/City: _____ Postal Code: _____

Home Phone: _____ Cell Phone: _____

e-mail: _____

Have you ever been **accused** of abuse or inappropriate behaviour with children, adolescents or vulnerable adults?

No

Yes

Have you ever been **charged** with abuse or inappropriate behaviour with children, adolescents or vulnerable adults or with any other crime?

No

Yes

I agree to abide by the Code of Conduct of the Archdiocese of Grouard-McLennan (see attached or Policy 5.1.2) as my commitment to serve and to be seen to serve all persons with purity and unselfish love in a Covenant of Care that honors the intrinsic worth of each person, and I acknowledge that any breach of the Code of Conduct on my part will result in appropriate disciplinary action.

Signature

Date

Code of Conduct Acknowledgement

*This form is to be filled out by volunteers of the Archdiocese or a parish, to a ministry that is **not** considered to be a high risk ministry (as defined in Policy 5.1.1 of the Archdiocese of Grouard-McLennan's Policy Manual).*

Name: _____

Address: _____

Town/City: _____ Postal Code: _____

Home Phone: _____ Cell Phone: _____

e-mail: _____

I have read and agree to abide by the Code of Conduct of the Archdiocese of Grouard-McLennan (see attached) as my commitment to serve and to be seen to serve all persons with purity and unselfish love in a Covenant of Care that honors the intrinsic worth of each person, and I acknowledge that any breach of the Code of Conduct on my part will result in appropriate disciplinary action.

Signature

Date

Standard Form for Confidential Character &/or Performance References

(Interview to be carried out by phone or in person and this form completed by the interviewer)

Volunteer or Applicant	
Name:	Position:

Reference	
Name:	Relationship:
Phone:	Other contact information:

Where possible, the reference should be interviewed by telephone. Begin the interview by introducing yourself and explaining the purpose of the call. You should say something like:

[Name of Volunteer/Applicant] has supplied your name as a reference. This position involves interaction with children, adolescents and/or vulnerable persons. Your frank confidential assessment of his/her suitability in the following categories is appreciated.

How well do you know the candidate?: well () somewhat () very little ()
How would you describe his/her moral character?
Would you describe her/him as reliable?
How would you describe his/her ability to work with others?
Would you recommend this person for this position?

(Please use other side if you need more space)

Name of interviewer: _____

Date of interview: _____

[PARISH LETTERHEAD HERE]

Royal Canadian Mounted Police

[address of local detachment]

Date:

Re: Request for a Criminal Record Check and Vulnerable Sector Check

As **pastor/volunteer screening coordinator** of the above-named Catholic parish, I am requesting a

Police Information Check Vulnerable Sector check

for _____, who is applying:

for a job with the parish as _____.

OR

to volunteer with the parish as _____.

This position will require working, either directly or indirectly, with:

- children
- adolescents
- vulnerable adults.

Thank you for your assistance.

Sincerely,

[Name of Priest/Screening coordinator]

Pastor of [Name of Parish]

RCMP Detachments in the Archdiocese of Grouard-McLennan

Beaverlodge 402 - 10 Street Beaverlodge	Fox Lake	McLennan 404 – 3 Avenue NE McLennan
Chateh (Assumption) ATCO Rd & Commercial Dr Chateh	Grande Prairie 10202 99 Street Grande Prairie	Peace River 9200 99 Street Peace River
Desmarais 861 Mistassiny Road Desmarais	Grimshaw 5002 50 Avenue Wilcox Road Grimshaw	Red Earth Creek 153 – Highway 88 Red Earth Creek
Fairview 10104 113 Street Fairview	High Level 10203 100 Avenue High Level	Slave Lake 1005 – 6 Avenue SE Slave Lake
Faust 13A 4th Street West Faust	High Prairie 5400 53 Avenue High Prairie	Spirit River 4501 50 Street Spirit River
Fort Vermilion 4302 45 th Street Fort Vermilion	Manning 304 – 6 Avenue NE Manning	Valleyview 4945 - 49 Avenue Valleyview

Alberta Child and Family Services Offices in the Archdiocese of Grouard-McLennan

Fairview 10209-109 Street Fairview	Peace River 9715-100 Street Peace River
Grande Prairie Services for Children and Youth 214 Place South, Suite 200, 10130-99 Avenue Grande Prairie	Slave Lake 108, 101-3rd Street SW Slave Lake
High Level 9814-101 Street High Level	Valleyview Community Resource Centre 5112-50 Avenue Valleyview
High Prairie 5226-53 Avenue High Prairie	

POLICY 5.1.2 Safe Environment Policy

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General Overview

In the Archdiocese of Grouard-McLennan, we are committed to ensuring that our parishes, ministries and programs are places filled with the peace and joy that come with loving our Lord God and serving one another in charity and humility. Events of the recent past have shown us that a combination of prudent measures to prevent and properly respond to claims of harm will best ensure that no one, and most especially no child, youth or vulnerable adult, is subjected to exploitation, abuse, bullying, or any other form of physical, emotional, sexual or spiritual violence. These prudent measures are what make up our “Safe Environment Policy”.

The principal elements of the Safe Environment Policy are the Code of Conduct and the parish training sessions. We believe that education on and enforcement of these elements will make our faith communities attractive and nurturing places to be for everyone.

Code of Conduct

The Code of Conduct of the Archdiocese of Grouard-McLennan sets out the responsibilities and expectations for clergy, staff and volunteers who serve in the parishes and offices of the Archdiocese.

Everyone to whom it applies must understand it and abide by it, for the good of the Archdiocese, the faithful, and him or herself. The Code of Conduct describes attitudes and behaviours that are considered essential elements of any ministry in the Archdiocese. Before beginning to serve as clergy, staff or a volunteer in a high risk ministry, every candidate must read and sign Form 5.1.b, *Ministry Suitability Form and Covenant of Care*, indicating acceptance of this Code. All other volunteers must read and sign Form 5.1.c, *Code of Conduct Acknowledgement*.

Violations of the Code will be handled pursuant to Policy 5.2.1 *Misconduct Policy of the Archdiocese of Grouard-McLennan*.

Creating a Safe Environment

In the Archdiocese of Grouard-McLennan, the principal features of a safe environment include:

- Procedures are in place to ensure that risks of harm to children, adolescents and vulnerable adults, in particular, are minimal and/or inadvertent.
- The physical environment for ministry and activities, especially as it relates to children, adolescents, and vulnerable adults, is designed to eliminate “private spaces” and to enhance visibility of all activities and interactions between individuals.
- Clergy, staff and volunteers are trained to respond immediately and effectively to incidents of harassment, bullying, and other threatening or harmful conduct.
- Confidential processes for reporting misconduct are in place.
- A published Misconduct Policy provides a transparent and accountable procedure for handling allegations of misconduct, exploitation, and abuse.
- Nobody and nothing is excluded from complying with the Code of Conduct and the Misconduct Policy.

Training

All clergy, employees, and high risk ministry volunteers of the Archdiocese and its parishes are required to attend an orientation session on the policies of the Archdiocese, covering the *Code of Conduct*, creating a safe environment, and the *Misconduct Policy* of the Archdiocese. This session will normally be conducted in each deanery, once a year, by the Archdiocesan Coordinator of Responsible Ministry. All clergy, employees and high risk ministry volunteers in parishes of a deanery will be required to attend the session made available in their first year of service, and then at least every three years.

Definitions

- **Abuse:** Regular and/or repeated cruel and violent treatment of a person. It may be physical, verbal, emotional or sexual. It may or may not be criminal in nature.
- **Bullying:** Unwanted, aggressive behavior that involves a real or perceived power imbalance.
- **Exploitation of a ministerial relationship:** Using another person for selfish purposes and/or using a position of authority or trust to gain a personal advantage or benefit.
- **Harassment:** Aggressive pressure or intimidation that may create a hostile or offensive environment for the victim.
- **Ministerial relationship:** A relationship involving trust and confidence that is based primarily upon the ministry offered by a priest or deacon or other minister to another person. Examples of ministry include counselling, spiritual guidance and the celebration of the sacraments.

Responding to Misconduct

- **Responsibilities to report under the laws of Canada and Alberta**

There is no positive duty under the Criminal Code of Canada to report criminal acts, e.g. assaults (harassment, bullying, physical and sexual assault) or theft, to police or other authority.

Under the *Child, Youth and Family Enhancement Act* of Alberta anyone who witnesses or suspects that a child has been or may be abused or neglected by a parent or guardian is obliged to report that information to a caseworker at the local Child and Family Services offices.

- **Duty to report misconduct under the policies of the Archdiocese of Groaurd-McLennan**

The organizational nature of the Archdiocese means that the parish priest will most often be the person who receives the initial report of a violation of the Code of Conduct.

It is widely understood that the physical or sexual abuse of a child, youth or vulnerable adult requires immediate involvement of, and investigation by, the police, other government services, and the Misconduct Policy Administrator of the Archdiocese.

However, other violations of the Code of Conduct may be more difficult to identify and respond to. People, especially volunteers, may find themselves questioning whether what they have witnessed or been told about warrants the intrusion of an investigation. We ask all our clergy, employees and volunteers to resist making this decision on their own. Please tell your parish priest, the Misconduct Policy Administrator, an officer of the Chancery, or the Archbishop about any behavior by a clergyman, employee or volunteer which appears to be a violation of the Code of Conduct. By discussing it, those involved should be able to clarify the need for any further steps to be taken. It will

also allow for a record of the incident or incidents to be made. Do **not** ignore any situation that gives you pause.

All members of clergy and all employees of the Archdiocese and its parishes have a positive duty to report **immediately** any claims of incidents of misconduct by clergy, employees and/or volunteers. These may be incidents they personally witnessed, incidents they have been told about, and incidents of which they become aware and have a well-founded reason to believe occurred. The report may be made to a supervisor or to the Misconduct Policy Administrator (see Policy 5.2.1 Misconduct Policy).

Approved and promulgated by the College of Consultors on 25 October 2016

Code of Conduct of the Archdiocese of Grouard-McLennan

Scope

The *Code of Conduct of the Archdiocese of Grouard-McLennan* applies to all members of the clergy, all paid employees of the Archdiocese and its parishes, and all volunteers in ministries of the Archdiocese and its parishes.

Our Values

As a local faith community of the Catholic Church, the Archdiocese of Grouard-McLennan upholds and promotes the values expressed in the Gospel of Jesus Christ and the teachings and laws of the Catholic Church. These include, but are not limited to:

- Serving others in love, humility and sacrifice
- Respecting the dignity and well-being of every person
- Acting in justice and charity in every situation and relationship

Our Code

The principal elements of the *Code of Conduct of the Archdiocese of Grouard-McLennan* are: Accountability, Confidentiality, Respectful Attitudes, and Protection of Vulnerable People.

- **Accountability**
 - Adhere to the published policies of the Archdiocese of Grouard-McLennan and, if applicable, the parish where you serve.
 - Comply with the elements of orientation and training provided to you for carrying out your ministry.
 - Act always with integrity and take responsibility for your actions and words.
 - Respect the hierarchy of the Archdiocese of Grouard-McLennan.
 - Follow the chain of reporting for your position.
 - Do not exceed the authority of your position.
- **Confidentiality**
 - Respect and maintain the confidentiality of any personal information you gain through your position.
 - Respect and maintain the confidentiality of information related to the business and operation decisions of the parish and/or the Archdiocese gained through your position.
- **Respectful Attitudes and Behaviours**
 - Abuse of any kind is strictly prohibited.
 - Harassment of any kind, including personal (physical and verbal), sexual, and cyber, is strictly prohibited.
 - Personal harassment means any kind of discriminatory conduct, whether physical or verbal, directed at an individual and causes that individual substantial distress.

- Sexual harassment means any conduct, comment, gesture or contact of a sexual nature directed at an individual and is unwanted and/or unwelcome.
 - Cyber harassment is using technological means of communication to direct sexual or discriminatory words, gestures, or images at an individual that causes that individual substantial distress.
- Bullying of any kind, including verbal, physical and cyber, is strictly prohibited. Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance.
 - Verbal bullying is the use of words and language to intimidate an individual in order to force him or her to do what you want.
 - Physical bullying is the use of physical force or coercion against an individual in order to force him or her to do what you want.
 - Cyber bullying is the use of technological means of communication in a threatening or an exploitative way against an individual in order to force him or her to do what you want.
- Mishandling and/or misappropriation of temporal goods (i.e. money and property) of the Church is strictly prohibited.

- **Protection of Vulnerable People**

- **One-on-one meetings (e.g. counselling, reconciliation, education activities, home visits)**

- **Children and adolescents**

It is prohibited for one, unrelated, adult to be alone with a child or an adolescent when serving in or at an activity of a parish or the Archdiocese. There must always be two, unrelated adults present for any ministry to a single child or adolescent.

- **Vulnerable adults**

It is recommended that there always be two adults, preferably unrelated, present for any ministry that involves a single, vulnerable adult.

- **If ministry requires one-on-one for effectiveness or confidentiality reasons**

If it is essential to serve a child, adolescent, or vulnerable adult one-on-one, then it must be done in a location that is entirely visible to other people. For example, in an open space but off to one corner; in a room with glass doors and/or window; if for the purposes of confession, a traditional confessional may be used, as long as the priest and penitent are entirely separated by a physical barrier.

- **Group activities and events**

- **Children and adolescents**

In activities that involve groups of children and/or adolescents, there should always be two adults present, preferably unrelated, to offer instruction or supervision. These two adults must always be visible to one another during the activity or event. See **Section 8**

of the *Policy Manual* for Codes of Conduct that are specific to youth activities and events.

- **Vulnerable adults**

In ministry activities involving groups of vulnerable adults, there should be two adults present, preferably unrelated.

- **Sacramental Preparation**

The preparation of children for the celebration of the Sacraments of first Reconciliation, first Communion, and Confirmation is to be done in a group format, with at least two unrelated adults present. One-on-one instruction for children and adolescents is never permitted. The two adults must always be visible to one another.

- **Liturgy of the Word with Children (“Sunday School”)**

The Liturgy of the Word with Children during Sunday Mass is always to be conducted by at least two adults. It is preferred that the adults be unrelated to each other, but that may not always be possible in smaller communities. The two adults must always be visible to one another.

- **Other catechetical and recreational programs for children and adolescents**

Two unrelated adults are to be present for all recreational and catechetical programs.

***Specifically for Clergy**

The indefensible conduct of clergy across Canada and around the world that has been made public in recent decades makes it imperative that the Archdiocese of Grouard-McLennan spells out the prohibited behaviours for its priests and deacons.

- **Sacrament of Reconciliation**

The celebration of the Sacrament of Reconciliation is always to be done in (a) a room which is open to the view of others, through a window or glass-paneled door; or, (b) in a traditional confessional where the priest and penitent are completely separated by a physical barrier.

The location of Reconciliation rooms and confessionals is to be in a high traffic area of the church building. Any new construction or renovation of Reconciliation rooms is to provide for clear glass openings, either as windows or in doors.

- **Prohibition on guests in living quarters**

Under no circumstances is a priest or deacon to use his living space, whether attached to or separate from the parish office or church, to host a child, adolescent or vulnerable adult, whether individually or in groups.

- **Prohibition on travelling**

Under no circumstances is a priest or deacon to travel with a child, children, an adolescent or adolescents or a vulnerable adult or adults, without the parent or legal guardian present.

- **Prohibition on gifts**

Under no circumstances is a priest or deacon to give expensive gifts to or accept expensive gifts from children, adolescents or vulnerable adults.

- **Displays of affection**

Priests and deacons are strongly discouraged from engaging in physical displays of affection with children, adolescents and vulnerable adults.

POLICY 5.2 Archdiocesan Misconduct Policy

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1.0 INTRODUCTION

1.1 Guiding Principles

As a local faith community of the Catholic Church, the Archdiocese of Grouard-McLennan upholds and promotes the values expressed in the Gospel of Jesus Christ and in the teachings and laws of the Catholic Church. This means, among other things, that the Archdiocese takes a stance of deep respect for all persons and commits itself to the well-being of all persons.

The Archdiocese upholds the fundamental goodness of all that God has created. The Archdiocese holds, further, that through the death and resurrection of Jesus all humanity is saved, lifted up, and transformed. We are also deeply aware of the continuing weakness of human beings and the sinfulness of humanity. Knowing that we must take seriously the possibility of misconduct – even among our own clergy, staff and volunteers – the Archdiocese has put in place the policies and procedures outlined in this document, to assist us in responding with charity, justice and fairness to situations that might involve such misconduct.

1.2 Ethical Responsibilities

In every situation or allegation of misconduct by a clergyman, a staff member or a volunteer of the Archdiocese of Grouard-McLennan, the Archdiocese will respond in accordance with the principles and values of Christian and Catholic morality. The primary concern will be the well-being of all persons involved, both the one(s) who suffer the effects of misconduct and the one(s) who might be guilty of misconduct. The Archdiocese has a particular concern about the health and well-being of children, adolescents and vulnerable adults who might be affected.

The Archdiocese will also always act in accordance with the laws of Canada and of the Province of Alberta, except where these laws require a priest to violate the seal of the confessional.

1.3 Policy Objectives

This Policy sets out the position of the Archdiocese of Grouard-McLennan as to

- 1) what constitutes misconduct by a clergyman or by an employee or volunteer of the Archdiocese,
- 2) the procedures to be followed if a complaint of misconduct is made, and
- 3) the discipline that may be imposed.

The Policy is intended to provide a fair, thorough, objective, accountable, transparent and compassionate response to all who may be involved in a misconduct allegation. Complaints shall, so far as is reasonably possible and in accordance with applicable laws, be received, investigated and determined in confidence in order to respect the privacy of those involved. This Policy shall be administered in accordance with Canadian and Canon Law and shall reflect the beliefs of the Archdiocese as outlined above.

1.4 Policy Not Exhaustive

Abuse of children, adolescents and vulnerable adults is of special concern and will not be tolerated. Any person found guilty of such abuse shall be permanently removed from any ministry with children, adolescents and vulnerable adults. Persons suspecting that a child may be in need of protection as defined under the laws of Alberta are required to report this to civil authorities. Clergymen, employees and volunteers of the Archdiocese are expected to be familiar with and to comply with all applicable child protection reporting requirements.¹

In addition, the procedures outlined in this Policy do not preclude a complainant from pursuing civil or criminal remedies, or from seeking legal counsel. If notice is received that the complainant intends to seek a civil or criminal remedy, the response of the Archdiocese of Grouard-McLennan under this Policy may be suspended in whole or in part. However, where a complaint is made to the Canadian Human Rights Commission or to any other human rights commission, the procedures outlined in this Policy will normally proceed.

1.5 Confidentiality

The Archdiocese of Grouard-McLennan will maintain the confidentiality of the complainant and the accused person at all times during the processes covered by this Policy to the extent possible. However, should the complaint or the circumstances surrounding it become public, the Misconduct Policy Administrator may, after consultation with the Archbishop (and/or the Misconduct Advisory Team) act as, or appoint, a media spokesperson to represent and speak on behalf of the Archdiocese in order to protect its interests and to act, so far as is reasonably possible, in accordance with the Guiding Principles, Ethical Responsibilities and Objectives of this Policy.

The Misconduct Policy Administrator will then ensure that the media spokesperson:

- 1) has a copy of this Policy;
- 2) understands the sensitivity of the issues involved and the desire of the Archdiocese to maintain confidentiality at all times; and,
- 3) is kept apprised of any new developments in the case.

¹ The terms of the *Child, Youth and Family Enhancement Act* state that every person is obligated to report forthwith any reasonable and probable suspicion of abuse of a youngster under the age of 18. The only exception is legal privilege. Failure to do so may result in a fine of up to \$2,000, a risk which priests must run to protect the seal of the confessional (See **1.2**). Any such suspicion may be directed to the Child Abuse Hotline, open 24/7 at **1 800 387-5437**.

2.0 DEFINITIONS

2.1 **Misconduct:** an over-arching term that encompasses:

- **abuse (physical, sexual or verbal),**
- **harassment, and**
- **exploitation of a ministerial relationship.**

2.1.1 **Abuse:** Any physical, verbal, emotional or sexual conduct towards any person that causes that person to have concern or fear for his or her physical or emotional safety or well-being. Such activity may or may not be criminal in nature. Child abuse, as defined under the child protection legislation of the Province of Alberta, also constitutes abuse under this Policy.

2.1.2 **Harassment:** Any unwelcome conduct that interferes with an individual's performance of his or her duties or creates an intimidating, hostile, or offensive environment for him/her.

2.1.3 **Exploitation of a ministerial relationship:** Any abuse of power, betrayal of trust or exploitation of the power imbalance that is inherent in a relationship between a member, employee or volunteer of the Archdiocese of Grouard-McLennan and a person with whom she or he has a ministerial relationship. Because of the imbalance of power between the person offering ministry and the person to whom ministry is offered, the apparent consent of a possible victim does not in itself determine whether there has been an abuse of power, a breach of trust or an act of exploitation. For ordained ministers it never does.

2.1.4 **Ministerial relationship:** A relationship involving trust and confidence that is based primarily upon the ministry offered by a priest or deacon or other minister to another person. Examples of ministry include counselling, spiritual guidance and the celebration of the sacraments.

2.2 **Administrators of the Policy:**

2.2.1 **Archbishop**

The Archbishop shall appoint a Misconduct Policy Administrator to administer this Policy. The Archbishop shall not participate in the investigation or the review of any complaint under this Policy prior to receiving the Misconduct Policy Administrator's final report. The Archbishop shall be the final adjudicator of any complaint that is brought before him and shall be responsible for determining what action, if any, will be taken under this Policy.

If the Archbishop is himself accused of misconduct, the Vicar General shall assume the Archbishop's functions under this Policy.

2.2.2 **Misconduct Policy Administrator**

The Misconduct Policy Administrator shall administer this Policy. All complaints of alleged misconduct under this Policy shall be made or forwarded to the Misconduct Policy Administrator. If the Misconduct Policy Administrator is himself or herself the subject of a complaint, the Misconduct Policy Administrator shall request that the Archbishop appoint an Alternate as provided in Section 2.2.3. infra.

The Misconduct Policy Administrator shall conduct an independent assessment of a complaint pursuant to the Policy (3.2 infra). If he determines it necessary, he shall also conduct, or

appoint an Investigator to conduct, an independent investigation into the complaint pursuant to the guidelines of this Policy (2.2.4. and 3.6 infra).

The Misconduct Policy Administrator is not the adjudicator of any complaint under the Policy. He shall make recommendations to the Archbishop as to what action, if any, should be taken at the completion of his investigation.

2.2.3 Alternate Policy Administrator

In cases where there is a conflict of interest (actual or perceived) or for other compelling reasons, the Archbishop may, on his own initiative or upon the request of the Misconduct Policy Administrator, the complainant or the accused, appoint an Alternate to the Misconduct Policy Administrator. The Alternate shall, as directed by the Archbishop, either:

- (a) act as a consultant to the Misconduct Policy Administrator; or,
- (b) act in place of or on behalf of the Misconduct Policy Administrator.

2.2.4 Investigator

If the Misconduct Policy Administrator determines that it is necessary or desirable, he may appoint an Investigator to conduct the investigation. Such Investigator shall have the same duties and responsibilities as the Misconduct Policy Administrator in the course of the investigation and shall submit a written report of the findings to the Misconduct Policy Administrator.

2.2.5 Support Persons

The Misconduct Policy Administrator shall offer to provide separate Support Persons to complainants and accused persons during the investigation and adjudication of a complaint. The complainant and the accused person shall have separate Support Persons unless they each request and agree to have the same Support Person(s). Support may include emotional support (not counselling), spiritual support, assistance with communications, and assistance with understanding this Policy, including procedures with respect to responding to or making an allegation of misconduct. The Support Person shall not take part in the investigation except as a resource for the person to whom he or she is providing support.

2.2.6 Misconduct Advisory Team

The Archbishop shall appoint a team of three or more persons who are qualified by training and experience to act as advisors to the Misconduct Policy Administrator and the Archbishop in the administration of the Policy. The Misconduct Policy Administrator may consult with the Misconduct Advisory Team as provided under this Policy.

2.2.7 Other Assistance

Because the well-being of its members and the persons to whom it offers ministry is of utmost concern, the Archdiocese of Grouard-McLennan shall offer to provide specific care for complainants and accused persons during the investigation of a complaint under this Policy. Provision of such care is within the discretion of the Misconduct Policy Administrator and may include:

- Assistance with therapy fees for the complainant. Such assistance shall be provided for pastoral reasons and does not constitute an admission of responsibility or an admission that the facts as alleged occurred. The complainant shall acknowledge this in writing prior to receiving such assistance.
- Assistance with therapy or legal fees for the accused person. Such assistance is provided for pastoral reasons and does not constitute an admission of responsibility or that the facts as alleged occurred.

2.2.8 Care for Communities at Risk

The Archdiocese of Grouard-McLennan is also concerned about the well-being of the communities where the alleged abuse took place. Accordingly, the Archdiocese will provide such care and information to any place of ministry where misconduct is alleged to have occurred as it deems necessary. In doing so, the Archdiocese will maintain the confidentiality of the complainant, the accused person and their families to the fullest extent possible.

3.0 PROCEDURE

3.1 Complaints/Initiating the Process

Where a person wishes to make a complaint of misconduct on the part of a clergyman or employee or volunteer of the Archdiocese of Grouard-McLennan under this Policy, he or she may do so by contacting the Misconduct Policy Administrator directly through the Chancery Office (780-324-3002). Complaints of misconduct received by anyone else under this Policy shall be referred forthwith to the Misconduct Policy Administrator. A complaint may also be initiated by the Archdiocese or by its employees or volunteers where misconduct is suspected or has been reported but no complainant has come forward. Any such complaint shall also be referred forthwith to the Misconduct Policy Administrator.

3.2 Preliminary Assessment

Upon receiving a complaint of alleged misconduct, the Misconduct Policy Administrator shall make a preliminary assessment of the complaint in order to determine whether or not to initiate an investigation. In doing so, the Misconduct Policy Administrator shall:

- 1) explain to the complainant the procedures that shall be followed under this Policy;
- 2) obtain information about the complaint from the complainant, using the form provided; and,
- 3) ensure that the complainant receives an opportunity to consult with a Support Person and/or legal counsel if he or she so chooses.

In determining whether an investigation should proceed, the Misconduct Policy Administrator shall consider:

- the credibility of the complainant;
- the seriousness of the allegations;
- the wishes of the complainant;
- the safety of the Archdiocese's ministries;

- the interests of the Archdiocese and its members;
- applicable laws, including Canon Law;
- the Guiding Principles, Ethical Responsibilities and Objectives of the Policy; and,
- any other factor the Misconduct Policy Administrator deems relevant and appropriate.

3.3 Abuse of Children

If the complaint involves allegations of abuse of children, the Misconduct Policy Administrator shall:

- 1) if the complaint involves a child currently in need of protection as defined under applicable child protection legislation, report the allegations to the appropriate authorities immediately in accordance with the applicable law;
- 2) ensure that the Archdiocese of Grouard-McLennan co-operates fully with any investigation by appropriate authorities;
- 3) not conduct an internal investigation until any criminal or child protection investigation is completed;
- 4) if it appears that other children or vulnerable persons may be currently at risk, take such action as is appropriate in the circumstances and in accordance with this Policy and applicable law, or recommend such action to the Archbishop;
- 5) if warranted, notify the Misconduct Advisory Team and keep them informed of the investigation, recommendations and any resolution of the complaint; and,
- 6) inform the Archbishop of the complaint and the steps taken by the Misconduct Policy Administrator.

3.3.1 Any clergyman or employee or volunteer of the Archdiocese who suspects that a child may be in need of protection as defined under applicable territorial or provincial laws must report this suspicion to the appropriate authorities. If the alleged abuser is a member of the Archdiocese or an employee or volunteer of the Archdiocese, then the Misconduct Policy Administrator must also be advised of the allegations.

3.3.2 Any clergyman, employee or volunteer of the Archdiocese who is accused of abuse of a child must notify the Misconduct Policy Administrator immediately and should consult with independent legal counsel.

3.3.3 The Archbishop shall immediately remove anyone accused of child abuse from contact with children or other vulnerable persons and, if the accused is a clergyman or an employee of the Archdiocese, place him or her on paid administrative leave pending the outcome of any investigation by police or child protection workers.

3.4 Harassment or Exploitation of a Ministerial Relationship

Where a complaint involves harassment or exploitation of a ministerial relationship by a clergyman, pending the outcome of the Misconduct Policy Administrator's investigation, where he considers it to be in the interests of the good order of the Archdiocese of Grouard-McLennan, or in the best interests of the accused and the complainant, the Misconduct Policy Administrator may recommend to the Archbishop that he:

- 1) place the accused on paid administrative leave; or,
- 2) place the accused in an alternate ministry either with or without restrictions depending on the circumstances.

3.5 Where No Investigation Proceeds

If the Misconduct Policy Administrator determines that an investigation should not proceed, he shall so advise the complainant and make a report to the Archbishop, setting out the nature of the complaint and the reasons why an investigation did not proceed. The complainant shall be informed that if dissatisfied with the Misconduct Policy Administrator's decision, he or she may request the Archbishop to review the decision. If the Archbishop then decides an investigation should proceed, he shall refer the matter to an Alternate to conduct the investigation.

3.6 Investigation

Where an investigation proceeds, the Misconduct Policy Administrator shall:

- 1) advise the complainant that an investigation shall be conducted and ensure that the complainant has an opportunity to meet with a Support Person;
- 2) advise the accused person of the nature of the complaint and that an investigation under this Policy is proceeding, and offer to provide a Support Person to the accused;
- 3) obtain any available insurance policies in effect at the time during which the alleged misconduct was to have occurred and notify the insurer of the potential claim;
- 4) interview or arrange for the interview of the complainant and any other individuals who may assist in the investigation and collect other relevant evidence;
- 5) after giving the accused person a reasonable opportunity to consider the complaint and, if so desired, to consult with a Support Person and/or legal counsel, interview or arrange for the interview of the accused person;
- 6) as deemed advisable, engage a court recorder to take down the proceedings of the investigation;
- 7) if the Misconduct Policy Administrator considers it desirable, consult with the Misconduct Advisory Team or other professional advisors; and,
- 8) upon completion of the investigation, prepare a written report to the Archbishop that contains details of the complaint, a description of the evidence gathered, and recommendations as to what action, if any, should be taken by the Archbishop. A copy of the written report shall be provided both to the complainant and to the accused.

3.7 Informal Resolution of Harassment Claims

In cases of alleged harassment, the Misconduct Policy Administrator shall consider whether an informal resolution is possible and, if both the complainant and the accused person agree to participate, the Misconduct Policy Administrator shall arrange an informal resolution process. Such a process may take the form of a "without prejudice" facilitated discussion between the complainant and the accused person or other type of mediation, as agreed to by the parties and approved by the Misconduct Policy Administrator. If such a process does not result in a resolution of the complaint, a formal investigation may then proceed, although at any time during the course of the investigation, if the Misconduct Policy Administrator deems it

appropriate and the parties agree, further informal resolution meetings may take place. All informal resolution discussions arranged by, or which occur with the approval of, the Misconduct Policy Administrator, shall be “without prejudice” and not be used or referred to in any investigation or report. If a resolution is achieved, a resolution agreement shall be drawn up, signed by both parties and ratified by the Misconduct Policy Administrator. A copy of the agreement shall be maintained in the file of the Misconduct Policy Administrator.

3.8 Archbishop’s Adjudication

Upon receipt of the Misconduct Policy Administrator’s written report, the Archbishop shall:

- 1) give the complainant and the accused person a reasonable opportunity to consult with legal counsel and to respond to the report in writing to the Archbishop. Where the Archbishop considers it desirable, he may also choose to meet with the parties;
- 2) if he considers it desirable, consult with legal counsel for the Archdiocese of Grouard-McLennan, the Misconduct Advisory Team, or any other appropriate professionals; and,
- 3) make a final determination regarding the complaint and any action to be taken. This determination shall be made on the balance of probabilities, with the safety of children and vulnerable persons as a primary guiding principle. The determination shall be documented in writing and provided to the complainant and the accused person. Where practical, the accused and complainant shall be informed in person of the decision by the Archbishop.

3.9 Records where No Misconduct is Proven

If the Archbishop determines that no misconduct has been proven, no notation about the investigation or complaint shall be kept in the clergyman, employee or volunteer’s personnel file. The Misconduct Policy Administrator shall, however, maintain a copy of the report and the Archbishop’s decision in a confidential file in the Misconduct Policy Administrator’s care.

3.10 Discipline

If misconduct is found to have occurred, the Archbishop shall determine the appropriate discipline, which may include the following, depending on the circumstances:

- **Caution:** The Archbishop gives an oral caution to the person and notes it on the person’s file.
- **Warning:** The Archbishop gives a warning in writing with a copy of the warning going into the person’s file.
- **Reprimand:** The person appears before the Archbishop and is given a reprimand in writing with a copy of the reprimand going into the person’s file.
- **Censure:** The person appears before the Archbishop, is given a reprimand in writing, with a copy of the reprimand going into the person’s file; opportunities for rehabilitation are provided as needed; and ongoing reports are given to the Archbishop for at least one year.
- **Administrative leave:** the person found guilty of misconduct is suspended from the exercise of ministry, employment or volunteer work until there is clear evidence to the

Archbishop of rehabilitation and restoration. The person will be provided opportunities for rehabilitation as needed, and ongoing reports will be given to the Archbishop for at least one year.

- **Termination:** the person's appointment, employment, or volunteer work is terminated.

3.11 Juridical Norms of the Archdiocese of Grouard-McLennan and Canon Law

In addition to the disciplinary procedures listed above, the Archdiocese of Grouard-McLennan is also bound by the applicable juridical norms (e.g. Articles of Incorporation, By-laws, etc.) and any other provisions under Canon Law. The Archbishop shall ensure adherence to the requirements of these juridical norms and of Canon Law.

3.12 Permanent Removal Where Child Abuse Is Determined

The Archbishop shall permanently remove from any ministry or work with children or adolescents any person found guilty of child abuse.

3.13 Appeal

Members of the Archdiocese of Grouard-McLennan have the right to appeal the disciplines of "Administrative Leave" or "Termination" according to the juridical norms of the Archdiocese and the provisions of Canon Law. The same right applies to employees of the Archdiocese according to the laws of Province of Alberta.

4.0 OTHER MATTERS

4.1 Investigation of Alleged Child Abuse or Criminal Activity

Following the completion of any criminal or child protection proceedings, the Archdiocese of Grouard-McLennan may conduct an internal investigation in order to determine whether an accused clergyman, employee or volunteer poses a hazard to children or other vulnerable persons. Such investigation shall be conducted pursuant to the guidelines set forth in this Policy and shall have as the primary guiding principle the safety of children and vulnerable adults. The results of this investigation shall be considered in determining any future assignments of the accused person.

4.2 Records of Complaints

Any complaint received by the Misconduct Policy Administrator, whether or not an investigation is conducted, shall be maintained in the Misconduct Policy Administrator's confidential records. Copies of all files, records or reports pertaining to any complaint and investigation shall also be maintained in the Misconduct Policy Administrator's records.

4.3 Payment of Accused's Counsel Fees

Because of his incardination, where the accused under this Policy is a clergyman of the Archdiocese of Grouard-McLennan, the Archdiocese shall pay the reasonable fees of his independent legal counsel to defend a complaint. Depending upon the circumstances, the Archdiocese may also choose to pay some or all of the reasonable counsel fees of their employees, religious, non-incardinated priests or volunteers in defending a complaint under this Policy.

4.4 Misconduct Policy Administrator's Annual Report

On an annual basis, the Misconduct Policy Administrator shall make a year-end report to the Archbishop on the activities conducted under this Policy. This report may also include any of the Misconduct Policy Administrator's recommendations about the workings of the Policy or suggestions for improvements to the Policy.

5. List of Team Members

Contact the Chancery of the Archdiocese of Grouard-McLennan for details about the Misconduct Policy Administrator and Team Members.

Promulgated as revised on 15 January 2013

POLICY 5.3 Compassionate Leave

[\(top\)](#)

Death of a Parent

In the event of the death of a parent of a priest, a two week leave of absence shall be awarded to the priest for his attendance at the funeral and for compassionate leave.

In this instance, the Diocese will reimburse the priest for his flight expenses.

Death of a Sibling

In the event of the death of a sibling of a priest, a two week leave of absence shall be awarded to the priest for his attendance at the funeral and for compassionate leave. In this instance, the Diocese, at the written request of the priest, may provide interim funding to cover his travel expenses. This funding shall be repaid to the Diocese on a pre-determined term.

Illness of a Parent or Sibling

During a period of the severe illness of a parent or sibling, a priest, upon written request, may be awarded a compassionate leave for a maximum of two weeks. In this instance, the Diocese, at the written request of the priest, may provide interim funding to cover his travel expenses. This funding shall be repaid to the Diocese on a pre-determined term.

Accepted by the College of Consultors on 16 February 2011

POLICY 5.4

(see Policy 3.6.6)

POLICY 5.5 Hiring and Dismissal of Lay Staff

[\(top\)](#)

Being the legal entity that incorporates the chancery offices as well as all of the parishes in the archdiocese, the Archdiocese of Grouard-McLennan in the person of the Archbishop alone is legally responsible for the lawful hiring and dismissal of all administrative and pastoral staff. Any lawsuit resulting from the wrongful dismissal of any employee will be delivered to the Archbishop.

With this awareness, it is evident that the Archbishop, through the Financial Administrator of the Archdiocese, must be fully aware of and in agreement with the hiring, continued engagement and dismissal of all employees.

Therefore, all actions relating to employees must be undertaken with the knowledge and written approval of the Archbishop, through the Archdiocesan Financial Administrator.

Accepted by the College of Consultors 28 September 2011