

DIOCESE OF KALAMAZOO
CODE OF ETHICAL STANDARDS
FOR MINISTRY TO MINORS

PREFACE

The diocese is pleased to present this *Code of Ethical Standards for Ministry to Minors in the Diocese of Kalamazoo* to all Church leaders in the diocese. The diocese is providing this Code of Ethical Standards to all those who serve as leaders and ministers in the Church: priests, religious men and women, deacons, and lay employees and volunteers who work with children. As leaders in a Church that sets high moral standards for its members, we have the responsibility to lead by example.

The priests and other Church leaders in our diocese strive to be professional, compassionate, holy, effective ministers. The diocese is continually impressed by their talent and generosity. This Code of Ethical Standards will support all of you in ministry as you continue to strive toward excellence. By following its protocol, you will know that you are doing what is right in your interaction with children. It is the responsibility of appropriate supervisors to see to it that these standards of ministry governing the interaction of adults and children be implemented at the parish and school level.

The purpose for publishing this Code of Ethical Standards for our diocese is important: to protect minors, to witness to the commitment our local Church has to ensure the safety of all children and to protect our Church leaders and ministers from the slightest suggestion of inappropriate behavior. As leaders in the Church, we all want to follow the mandates of the Gospel, the norms of Church and Civil Law, and always strive to do what is ethically right in the eyes of our contemporary society. It is hoped that this Code of Ethical Standards will help us to do just that.

Update March, 2007

**CODE OF ETHICAL STANDARDS
FOR MINISTRY TO MINORS
FOR THE DIOCESE OF KALAMAZOO
OCTOBER, 2003**

PREAMBLE

As leaders in the Church founded by Christ, priests, deacons, and lay ministers within our parishes and institutions must always seek to uphold Christian values and conduct. In addition to following the Gospel and its mandates, they will want to act properly at all times in the light of contemporary society and its needs. This Code of Ethical Standards does not presume to provide the answer to all the ethical questions facing Church leaders. What it does establish is a set of general ethical standards and boundaries when ministering to minors.

The following Code of Ethical Standards is applicable to all persons employed by or volunteering in any of the parishes and institutions of the Diocese of Kalamazoo. So that it is clear who must be aware of the contents of this document, the following persons are being addressed: priests, religious (men and women), deacons, parish coordinators, school/program administrators, teachers, catechists, youth ministers, support staff, coaches, school program volunteers, and seminarians serving internships.

This Code of Ethical Standards has been developed to help create a safe, appropriate, and Christian environment for minors and their relationships with adults involved in Church ministry.

BACKGROUND

This Code of Ethical Standards is to be considered a working document that will be revised as needed under the direction of the Bishop of Kalamazoo.

Responsibility for adherence to this Code of Ethical Standards rests with the Church leaders themselves. It is anticipated however, that disregard of this code by Church leaders will be dealt with by the appropriate employing/appointing organization (e.g. the parish, the religious order, the diocesan bishop). Remedial action may take various forms from counseling to removal from ministry.

The conduct of Church leaders, both public and private, has the potential to inspire and motivate people, or scandalize and tear down their faith. They must be aware of the responsibilities that accompany their ministry. They must also know that God's goodness and graces support them in their ministry.

ETHICAL STANDARDS WITH REGARD TO THE MINISTRY TO MINORS

Church leaders working with youth should use appropriate judgment to insure an open and trustworthy relationship.

- 1.1 Minors should always be viewed - whether in a social or ministerial situation - as the restricted individuals they are, that is, they are not independent. Wherever they are and whatever they do should be with the explicit knowledge of the parents or guardians. Also, they are subject to specific civil laws in their own proper state and city which may prohibit certain activities. They are not adults and are not permitted unfettered decisions. Any and all involvement should be approached from this premise.
- 1.2 Caution and professional attitudes are to be observed in all interactions with minors.
- 1.3 An adult should attempt never to be alone with a minor in the rectory, parish residence, school, or in a closed room.
- 1.4 In meeting and or pastoral counseling situations involving a minor, excluding Sacramental Reconciliation, the presence or proximity of another adult is encouraged. However, in those situations where the presence of another adult is not usual or practical (e.g. piano lessons, disciplinary meeting with an administrator, etc.) another adult should be informed that the meeting will be taking place or the doorway should be left open.
- 1.5 A minor should be allowed only in the professional section of a rectory or parish residence, not in the living quarters.
- 1.6 Minors should be permitted to work in the rectory, parish residence, school or parish facility, only when there are at least two (2) adults present in the building.
- 1.7 An adult should not engage in games or other sport activities with one minor unless a second adult is present.
- 1.8 It is strongly encouraged that a group of minors should only engage in organized games or sports activities when there are at least two (2) adults present.
- 1.9 An adult should try to avoid being the only adult in a bathroom, shower room, locker room or other dressing areas whenever minors are using such facilities.
- 1.10 Youth group trips should have a minimum of two (2) adult chaperones. Larger groups should have at least one (1) adult chaperone for every ten (10) minors.

- 1.11 While on youth trips, the adults should maintain a professional stature and socialize appropriately with minors.
- 1.12 One (1) adult should never engage in an overnight trip with a minor or minors.
- 1.13 While on youth group trips, an adult should never stay alone overnight in the same motel/hotel room with a minor or minors.
- 1.14 Adults should take care to avoid the risk of a minor's developing a dependency on them in the place of the minor's parent or guardian, becoming a father and/or mother figure to a minor.
- 1.15 The sacristy door should always be open whenever minors are present within the sacristy.
- 1.16 Comments of a sexual nature should generally not be made to any minor except in response to specific classroom or otherwise legitimate questions from a minor.
- 1.17 Topics or vocabulary such as profanity, cursing, and vulgar humor which could not comfortably be used in the presence of parents/guardians or another adult, should not be utilized in the presence of a minor/minors.
- 1.18 Adults are absolutely prohibited from serving or supplying alcohol or controlled substances to minors. Nor should alcoholic beverages be served or consumed by adults at parish or school social activities for minors.
- 1.19 Reflection on the words of Jesus Christ regarding children is a healthy meditation before any involvement with a minor/minors, and a salutary reflection and examination after each involvement. (Mt. 18:6, Mk. 9:42, Lk. 17:2, Mk. 10:13-16)

ETHICAL STANDARDS

WITH REGARD TO THE PASTORAL COUNSELING OF MINORS

Church leaders who conduct pastoral counseling for families, individuals, or groups, must respect their rights and advance the welfare of each person.

- 2.1 Pastoral counseling of a minor must take place only in the professional portion of a rectory or parish residence, never in the living quarters.
- 2.2 The Sacrament of Reconciliation should be celebrated in a place so designated for that purpose: a reconciliation chapel or confessional. Only extreme inconvenience or impossibility would be an acceptable excuse to deviate from this standard.

- 2.3 Office or classroom doors should have a window, or be left open during pastoral counseling.
- 2.4 If possible, another adult should be in close proximity during any counseling session.
- 2.5 Unless the subject matter precludes their presence or knowledge, parents or guardians of minors should be made aware of the counseling session.
- 2.6 The relationship between an adult and minor must always remain professional during the counseling session.
- 2.7 An adult should try to recognize any personal/physical attraction to or from a minor. In such a situation, the minor should be immediately referred to another qualified adult or licensed professional.
- 2.8 If counseling is expected to extend beyond two (2) sessions, evaluation of the situation should be made with the parents or guardians, an advisor, or licensed professional.
- 2.9 Careful and appropriate boundaries concerning physical contact with a minor must be observed at all times.

By means of this general decree, I hereby establish the above code as particular law within the ecclesiastical region of the Diocese of Kalamazoo and as binding upon the faithful of the same Diocese of Kalamazoo, according to the norms of the Code of Canon Law (1983).

March, 2007
Date

Most Reverend James A. Murray
Bishop of Kalamazoo

Note: Anyone witnessing a breach of this Code of Ethics is empowered to interrupt the situation, redirect the situation to acceptable behavior, and communicate your concern to the supervisor. If a supervisor does not respond appropriately to the situation, report the incident to the next level of supervision.