

# Standards for Interactions with Minors

*The following is from Section IV.E. of the 2015 EIM Policies. This section on supervision should be read by all members of the parish staff responsible for any aspect of the EIM program.*

The following are standards regarding interactions with minors in church-sponsored programs. They are not necessarily designed or intended to address interactions within families.

- A.** Appropriate contact between adults and minors constitutes a positive part of church life and ministry. Examples of appropriate contact with minors include, but are not limited to:
  - a. verbal praise;
  - b. brief side hugs or arm around the shoulder;
  - c. brief pat on the shoulder or upper back;
  - d. hand-shakes, “high-fives”, knuckle bumps or hand slaps;
  - e. brief touching of hand, face, head, shoulder or arm of minor;
  - f. holding hands while walking with small children;
  - g. sitting beside small children;
  - h. kneeling or bending down for a brief hug with small children;
  - i. holding hands during prayer;
  - j. using a minor’s home or family phone number for calls or messages to minors;
  - k. copying parents or other adult leaders of the program or ministry on all e-mails, texts or postings to minors (although the technology method can be different);
  - l. using parish or school phones and e-mail addresses to contact minors;
  - m. instructing minors to contact adult leaders via a parish or school phone number, and e-mail address, etc.;
  - n. ensuring at least two adults from the parish or school moderate any social network site; passwords and site names should be available to parish or school leadership; and
  - o. securing permission of parents or legal guardians before posting photos of minors or details of ministry or program activities on any electronic media (identifying information such as names or tags, home address, etc.) should never be used.
- B.** In order to maintain the safest possible environment, examples of contact with minors that are not to be used in Church programs include, but are not limited to:
  - a. long or inappropriate embraces;
  - b. kisses on the mouth;
  - c. holding minors over three years old on the lap or in one’s arms, and holding younger minors should only be “as needed” (e.g. for comfort) or at the invitation of the parent;
  - d. touching knees, legs, buttocks, chests or genital areas;
  - e. being alone in isolated areas such as closets, staff-only areas or other private rooms;
  - f. touching or playing with hair of a minor;
  - g. being on a bed with a minor (unless designated as “seating space” during daytime hours);
  - h. wrestling with minors, tickling minors or piggyback rides;
  - i. any type of massage, whether given by minor to adult or adult to minor;
  - j. any form of unwanted affection;

- k. comments that relate to physique, body development, express affection or involve other boundary violations (this includes comments that are positive or negative, oral or written via any form of media);
  - l. inviting minors to be “friends, fans, etc.” on personal social networking sites; and
  - m. texting or calling, or using social media or networking sites, for personal or parish, school or diocesan communications with minors without other adults (parents or other adult moderators), included in messages. (Note: Even on personal sites not intended for ministry work, Church personnel should be aware and careful of the types of things posted on their personal site).
  - n. Please review the current EIM policies, Section IV.G., for additional guidelines for communications with minors.
- C. Abuse and neglect of minors is contrary to the teachings of the Church and is prohibited. Church personnel have a responsibility to protect minors from all forms of abuse and neglect. Please review the current EIM policies regarding prohibited interactions.
- a. Church personnel who commit a prohibited behavior as outlined in these policies are subject to disciplinary action and may be suspended or excluded from ministry in the Diocese.

## **Responsibilities of a Catechist**

Thank you so much for answering God’s call to share your time and talents with our parish. You are such a blessing to the children, their families, and the Faith Formation program. In answering the call, you are becoming a witness to the faith by sharing your faith commitment through word, worship, service experience and prayer.

Below are the weekly responsibilities of a Catechist:

- Continuing your spiritual development through taking time to nourish your own personal relationship with the Lord by:
  - Spend time in prayer every day.
  - Frequent Mass and the Sacraments.
  - Spend time in Adoration every week.
- Becoming aware of and faithfully attempting to witness and teach only authentic Church teachings;
- Continuing your own personal and educational development through attendance at courses and workshops. Please consider attending Basic

Teachings and Adult Formation Classes that our Diocese of Austin offers. For more information, go to [www.austindiocese.org/aff2017](http://www.austindiocese.org/aff2017);

- Attending all class sessions and regular FF meetings within our parish, preparing lessons and organizing age-appropriate materials needed for class activities;
- Providing a positive classroom atmosphere;
- Evaluating regularly your own teaching techniques, being sensitive to cultural differences and special needs of students;
- Collaborating with and affirming parents as the primary educators of their children's faith formation.

If you are teaching in the CDC classrooms, please don't use teacher's supplies; use your own that will be placed inside of your Faith Formation cabinet.

### **After each class:**

- Clean up the **tables** (chairs if necessary) with a disinfecting solution/wipes
- Pick up big **trash** from the floor
- Make sure that room is being **set up** as it was in the beginning of your class

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## **Responsibilities of a Hall Monitor**

Thank you so much for answering God's call to share your time and talents with our parish. You are such a blessing to the children, their families, and the Faith Formation program. Below are the weekly responsibilities of a Hall Monitor:

- Hall Monitors should arrive at least **10 minutes prior** to class beginning and report to your assigned hallway (*Hallway A or Hallway B, see on the map*).

- Hall Monitors will welcome children and their families and assist children in **locating their classrooms** when necessary.
- Hall Monitors **won't let** parents or their children or anyone else **enter the classrooms** before catechist's arrival.
- Hall Monitors will **monitor the classrooms** throughout the class period and notify a member of the Faith Formation staff with any problems or concerns.
- Hall Monitors will assist children in walking to and from the **restroom** for those classrooms without restrooms. He /She checks restrooms periodically.
- Hall Monitors may occasionally be asked to **step in and assist a Catechist** if they are alone and need assistance, or if no Catechists show up for a particular class.
- Hall Monitors will (at times) **sit with students** who have been sent out of class due to their behavior.
- Hall Monitors will **ring a bell 5 minutes prior to the end of the class.**
- Hall Monitors will take out trash bags that Catechists put outside of the classroom
- At the end of class, Hall Monitors will report to the Lobby (*see map on back*) to wait with those children whose parents are picking them up to go to Mass. **Children should not be allowed to leave the building without their parents.** Hall Monitors should wait with children in the Lobby up to 10

minutes after classes are scheduled to end. (*Pre-K and Kindergarten children must be picked up in their classrooms.*)

- Any children still waiting in the Lobby 10 minutes after classes end should be **brought to a member of the Faith Formation staff.**
- Hall Monitors should **sign himself/herself out** before leaving the facility.
- Any questions or concerns should be brought to the attention of a member of the Faith Formation staff.

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## **Responsibilities of a Babysitters**

Thank you so much for answering God's call to share your time and talents with our parish. You are such a blessing to the children, their families, and the Faith Formation program. Below are responsibilities of Babysitters:

### **Aquinas Room (located at church)**

1. Babysitting is being offered to children 1 – 3 years old.
2. Babysitters should arrive at least 10-15 minutes prior to the beginning of classes.
3. Have parents sign child in/out.
4. Have parents put nametag (masking tape/label) on child (and his/her stuff).
5. If changing diapers: please wipe the changing pad with disinfecting solution/wipes after each diapering
6. EIM training requires that two adults be in the childcare room, so please stay in this room with the children unless there is an emergency.

7. Please refrain from using your cell phone while babysitting so that you can be alert and attentive to the children at all times.
8. Try to give equal attention to all the children, making sure that everyone is safe and cared for.
9. Any children that have not been picked up 10 minutes **after** classes end should be brought to a member of the Faith Formation staff.

**At the end of nursery:**

- Spray toys used with Lysol.
- All toys should be returned to the closet at the end of the nursery (after spraying).
- Please keep the closet organized.**
- Return tables and chairs to original places.
- Empty trash can and put in new liner. Trash should be taken to an outside can.
- Turn off the lights.

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