

FOR THE SAKE OF THE LITTLE ONES

...protect minors and vulnerable adults



ARCHIDIOCÈSE DE
Gatineau



For the sake of the little ones (PR 31,9)...protect minors et vulnerable adults

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INTRODUCTION



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INTRODUCTION

A-CONTEXT

In 1965, the Bishops of the world who were gathered in the Second Vatican Council launched a challenge to Christian communities that still resonates today: "the Church has always had the duty of scrutinizing the signs of the times and of interpreting them in the light of the Gospel. Thus, in language intelligible to each generation, she can respond to the perennial questions which men ask about this present life and the life to come, and about the relationship of the one to the other." (Vatican II, *The Church in the Modern World*, 4) Indeed, the Spirit of God breathes where it wants: it is up to us to discern and engage in the paths it opens in the history of the world.

At the beginning of the third millennium, we recognize one of these "signs of the times" in the attention paid to the dignity of people who, too often, have been left behind. What once went unnoticed - in silence or hidden - today is recognized as unacceptable, an insult to humanity, a situation to be denounced and corrected. These situations include violations of the sexual integrity of minors and vulnerable persons.

With our entire society, the Church in Quebec is learning to recognize the depth of the harm that has been done to children, youth or vulnerable people who have been sexually abused by an adult in authority. Like others in our society, the Church wants to implement policies and mechanisms to protect them and minimize the risk involved when children and vulnerable persons are entrusted to the care of an adult.

Thus, like many organizations in the Outaouais, the Archdiocese of Gatineau now has a policy to prevent sexual abuse. While allegations of such abuses have been rare in the past, we owe it to ourselves to put in place best practices that ensure the safety of the most vulnerable members of our communities.

"For the sake of the little ones." The title we have chosen for this collective effort is taken from the book of Proverbs, a book of the Jewish Scriptures that form our Old Testament. It presents itself as a training manual for a young person who seeks to take his place in the adult world in a responsible, fair and honest way. Towards the end of the book, the author invites this young person to exercise sober leadership and concern for the needs of the most vulnerable in society. He encourages him to take "the case of the little ones" when they find themselves in perilous situations. Jesus made this cause his own: we see it in his attention to the poor, children, widows and the excluded. A Church that

follows Jesus must also commit itself to "case of the little ones." Minimizing the risks they may run when we walk with them is a concrete way to make this cause our own.

Already, on behalf of all children, youth and vulnerable adults, these "little ones" among us, I say thank you for your commitment to this project, for your dedication to them and for your generous compassion.

+ Paul-André Durocher
Archbishop of Gatineau

B-THANKS

The Advisory Committee for The Safety of Environments would like to thank all those who worked on the production of this document, and who will continue to work on its implementation.

We would like to give special thanks:

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C-PRESENTATION OF THE GUIDE

On May 1, 2021, Bishop Paul-André Durocher issued a decree entitled "Protection of minors or vulnerable persons in the Archdiocese of Gatineau." This decree provides for the creation of a committee for the protection of children, whose mandate includes the following tasks:

Prepare a diocesan policy for the protection of children in the parish and ecclesial environments of the archdiocese;

Organize training programs for paid and volunteer staff of the diocese and parishes on the risks of exploitation, sexual abuse and ill-treatment of minors or vulnerable persons, as well as on the means of identifying and preventing such offences and on the obligation to report;

Develop procedures that will make it possible, when selecting and hiring employed and volunteer staff of the diocese and parishes, to verify the candidate's ability to interact with minors or vulnerable persons;

Establish good practices and guidelines for the protection of minors or vulnerable persons and ensure the training of paid or volunteer staff members of the diocese and parishes in this regard.

The process leading to the production of this guide was made possible thanks to the volunteer involvement of a team of people who came together to analyze and find the best tools to equip our parish teams in the management of this important issue. I would like to take this opportunity to thank them for their dedication to the cause of protecting the "little ones" in our Archdiocese.

This document responds to several of these tasks by presenting the policy for the protection of children in the parish and ecclesial environments of the archdiocese, while extending it to other so-called vulnerable persons: minors, the elderly, people with intellectual disabilities, people in psychological distress, etc.

This guide also outlines the procedures and best practices that will ensure the implementation of the policy. Together we seek to minimize or even eliminate the possibility of abuse in its broad sense, which includes any physical, verbal, emotional or sexual behavior that causes a person to fear for their physical, psychological or emotional safety and well-being, which the alleged abuser knew or ought reasonably to have known would cause that person to fear for their physical safety and well-being, psychological or

emotional¹.

This guide consists of five sections. In addition to the presentation you are currently reading, you will find in the first section an overview of the policy, the Bishop's decree, and a general commentary on the paid and volunteer staff to whom this policy applies.

The second section is intended for all stakeholders. It presents the fundamental values that we want to promote in our activities and the behaviours that correspond to them. It engages the responsibility of each and every one "for the cause of the humble." The mandated staff (priests, deacons and pastoral workers) and the paid staff will be committed to knowing and applying the content of this section in order to set an example for all those involved in our parishes.

The third section is intended especially for parish leaders. It presents the important elements for analyzing the risk inherent in various positions in our parishes. It includes job descriptions for the various activities that take place there, as well as concrete proposals to mitigate or eliminate the risk of sexual abuse that they can cause.

The fourth section will be of interest to those who have to manage the paid or volunteer staff of our parishes. Inspired by recent human resources studies, it explains the seven "ingredients" that must be included in any responsible personnel management, as well as the practical elements that can minimize the risk of sexual abuse that can be linked to an organization's activities. These principles apply generally in any organization and are implemented in many community organizations.

Finally, the fifth section presents various forms that can be used to implement the policy. These forms are available in electronic format and can be downloaded from the archdiocese's website.

We hope that this guide will enable our Archdiocesan Church to carry out the mission entrusted to it in a healthy and safe environment. May the training meetings around this document be an opportunity for beautiful encounters, rich exchanges and generous commitments! Together, let us commit ourselves "to the cause of the humble!"

Daniel Dezainde, Chairman of the Advisory Committee for the Safety of Environments

¹ CCCB, *Protecting minors from sexual abuse* (2018), p. 144.

D-DECREE OF THE BISHOP



Paul-André Durocher
Archbishop of Gatineau
Decree

Implementation of the policy for the protection of children and vulnerable persons in the Archdiocese of Gatineau (2022 edition).

Fraternal greetings to all.

In accordance with the provisions of the universal Church to protect human persons in their dignity and integrity:

- Having regard to the publication of the Canadian Conference of Catholic Bishops on the protection of minors and vulnerable persons and its call for the establishment of diocesan protocols to avoid any kind of abuse of persons;
- Considering the importance of the required protection and prevention of abuse of persons involved in the Church on the territory of the Archdiocese through its parishes, missions and works;
- Considering that the application of this policy is the responsibility of parish leaders (pastors, presidencies of factory assemblies) and concerns pastoral and administrative staff, volunteers and employees, diocesans and parishes;
- Considering that other ecclesial bodies working in the territory of the diocese must share the concern to avoid any kind of abuse in the context of their activities;

I decree:

The obligation for officials at the level of the archdiocese, parishes and missions in the archdiocese:

- To read, study and apply the policy for the protection of children and vulnerable persons in the Archdiocese of Gatineau (2022 edition) and to ensure that it is respected;
- To inform all paid and volunteer staff under their responsibility of the implementation of this policy;
- To make available to paid staff and volunteers a description of their task with preventive measures for each of its tasks;
- To carry out, under the supervision of the diocesan authorities, a check of the references and/or police file of all paid and volunteer staff, when deemed necessary by the policy.

In addition, I invite all the heads of other ecclesial bodies active in the territory of the archdiocese to familiarize themselves with this policy and to draw inspiration from it to ensure the safety and well-being of children and vulnerable persons with whom they are in contact.

This decree will be made public by its publication in the archdiocese's newsletter and will enter into force on the day of its publication. I ask that it be read out at the pulpit, and at the meetings of the steering committees of the various organizations. I also ask that it be published in parish bulletins, on parish websites and in the media of the various bodies.

Given in Gatineau on the first of March two thousand twenty-two.

+Paul-André Durocher, Archbishop

Henri Abena, Chancellor



E- NOTES ON PAID AND VOLUNTEER STAFF

The principles and guidelines presented in this guide apply to both paid and volunteer staff in our diocese and parishes. We strongly encourage other Catholic movements or organizations active in our archdiocese to draw inspiration from it to ensure the safety of their own community of engagement.

Paid staff

Paid human resources found in diocesan centers, parishes, and organizations affiliated with the diocesan Church are employees within the meaning of the law. They are therefore subject, like their employers, to the federal and provincial laws in force. Considering the variety of responsibilities assigned to these individuals, all of these positions were deemed to be high risk. (The following sections of this guide will explain the concept of risk level, their application to the various positions and the specific indications that concern them.)

Among these remunerated positions are those that fall under an ordained or recognized ministry and, by the same token, mandated by the bishop of the diocese. In this category, there are priests, permanent deacons and pastoral workers. These positions are subject to diocesan ordinances and a management process that governs the actions to be followed such as interviewing and evaluation. These measures are the responsibility of the Archbishop's office.

Although submitted directly to the Fabrique assembly, the other remunerated positions, such as secretaries, administrative assistants and receptionists or janitors, sacristans and gravediggers, are also governed by a diocesan ordinance, in addition to the Quebec Labour Act.

Volunteer staff

There are many people who hold volunteer positions in the parish and in the various organizations recognized by the bishop. The Church has long recognized the importance of volunteerism and embraced the values of volunteerism recognized by the Canadian Code of Volunteerism:

- Volunteering is essential to any just and democratic society.
- Volunteering builds the capacity of organizations.
- Volunteering promotes a sense of belonging and well-being in general.
- Volunteering helps build interpersonal relationships.

The role of volunteers includes improving and expanding services to the public. In order to allow volunteers to enjoy their commitment and flourish, the parish community will seek to ensure the following elements:

The recognition by the parish that volunteers are essential human resources;

- The support of those in charge;
- The assignment of valid tasks and functions that allow them to use their skills or acquire new ones;
- Consideration due to full members of the organization;
- Appropriate forms of recognition for their contributions.

All staff members

Paid staff and volunteers work together to serve the community. They understand each other's special roles and help each other achieve each other's goals. Explaining mutual expectations is the foundation of everyone's rights and responsibilities.

Whether paid or volunteering, each staff member has the right to certain working conditions, among which we can recognize:

- A healthy climate in a safe workplace, free from all forms of harassment;
- A welcoming and inclusive environment;
- Valid recommendations and encouragement from one's supervisors;
- Fair and respectful treatment;
- Adequate training, guidance and supervision for the tasks entrusted to them;
- Clear, relevant and timely information about tasks, duties, responsibilities, work schedules and the identity of their supervisor;
- The sharing of necessary information for the performance of their duties, including of a confidential nature;
- The optimal use of their time;
- Ad hoc feedback on the quality of their work through regular performance evaluations;
- The opportunity to make suggestions and be heard;

On the other hand, the parish has the right to expect its paid or volunteer staff to meet the following expectations:

- Respect the policies of the archdiocese;
- Know and follow its code of ethics and conduct;
- Participate in training, orientation and meetings, at the request of the employer;
- Understand the requirements of their position and perform tasks efficiently and honestly;
- Accept the direction and supervision of their immediate supervisor.
- Promptly notify in case of absence or inability to fulfill their role;
- Ensure the confidentiality and protection of customer information;
- Be an ambassador and advocate for the parish community;
- Demonstrate professionalism, respect and integrity in working with individuals or other organizations;
- Show consideration, respect differences among staff members and clients, and work as a team with others;
- Provide feedback, make suggestions and make recommendations or changes.



CODE OF ETHICS AND CONDUCT



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CODE OF ETHICS AND CONDUCT

A-PRESENTATION

Dear collaborators in the Church,

In serving our brothers and sisters, it is important that we adopt behavior that corresponds to the gospel values that are so dear to our hearts and that we want to share with others. A bishop I knew liked to remind his listeners, "What you do speaks so loudly that I don't hear what you say." Yes, our attitudes and actions towards others must confirm the message we want to convey.

It is with this in mind that the Archdiocese of Gatineau adopts a Code of Ethics and Conduct. Inspired by the Gospel, it integrates the ecclesial and civil, juridical and cultural wisdom of our society by indicating to us the positive values to adopt and the consequent actions to be favored.

This code is available to all collaborators in the mission of the Church, whether you are employed or volunteer, ordained or lay. I would like to see it inspire our behavior in any activity, provision of service or interaction at the diocesan and parish level, in ecclesial movements and other forms of Christian groups.

This code is part of our diocesan policy for safe environments, "In favor of the humble". Its application will facilitate the prevention of any conduct that could hurt the people we serve in the Church, especially the most vulnerable. Let us have at heart to be like Jesus, attentive to others and concerned about their well-being.

Thank you for your commitment. It contributes to the glory of God and the salvation of the world!

+ Paul-André Durocher

Archbishop of Gatineau

B- VALUES TO BE PROMOTED

1. HUMAN DIGNITY

The intrinsic nature of a person commands respect, carries the obligation of being treated with great esteem, protected from any form of enslavement, alienation or discrimination, based on human nature.

In terms of their conduct and behaviour, each one undertakes to:

- Act with consideration towards anyone who requires his services, demonstrating courtesy, benevolence, listening and openness.
- Establish healthy relationships with people regardless of age, gender, ethnicity, sexual orientation, social and economic status, or any physical or cognitive impairment.
- Provide fair treatment to all in accordance with the rules set out in this Code.
- Respect people and the workplace by fostering collaboration, mutual support, confidentiality and mutual respect.
- Maintain a professional distance in relationships with minors and vulnerable persons and when interacting with any other person.
- Prohibit abuse in all its forms, whether abuse of power, sexual abuse, spiritual abuse or other types of abuse.

Disrespecting the dignity of every person includes:

- Engaging in behaviour that is likely to embarrass, ridicule, shame, humiliate or harm a person.
- Causing harm to a person through words or actions aimed at denigrating them in the eyes of others.
- An abuse of power by using one's position of authority or status to curry favour or intimidate.
- Abusing a person by inappropriate and offensive words or acts of a sexual or discriminatory nature that violates his or her dignity.
- Making obscene comments and taking actions that amount to abuse and sexual assault towards any person, regardless of its severity.

2. AUTONOMY AND SELF-DETERMINATION

Ability to make choices, act and think for yourself. This implies that the autonomy and self-determination of individuals should be encouraged and respected.

In terms of conduct and behaviour, each staff member or volunteer will:

- Be vigilant and not impose their views on the person being accompanied.
- Value and strengthen the ability of others to think and act for themselves.
- Allow freedom of expression and respect others' opinions, as long as they do not infringe on the rights and freedoms of others.
- Accept that your ideas are challenged by people with a different opinion or life experience.
- Recognize the primacy of parents in their child's education and respect their parenting skills.
- Take seriously any revelation of abuse of a minor or vulnerable person, committed by a colleague, volunteer or any other person.

Violating the right to autonomy and self-determination includes:

- Maintaining prejudices.
- Violating the right to speak.
- Seeking to control one's environment by rarely admitting the point of view of others.
- Insidiously establishing control over another person.
- Using the argument of theological or spiritual authority to put pressure on the conscience of another person to force them to bend to one's will.
- Using any pretext to pressure a person to drop an allegation.

3. PERSONAL SAFETY

The situation of someone who feels safe from physical, sexual, emotional, moral and spiritual danger, in an environment free from harassment or abuse.

In all circumstances, at the level of his or her conduct and behaviour, each staff member or volunteer will:

- Be responsible for personal and professional conduct, actions and words.
- Exercise caution in taking the necessary measures to ensure the physical, emotional, social, moral and spiritual health of any person with whom they interact.
- Ensure that the activities they organize are deemed appropriate by the family of the minor or vulnerable person.
- Adopt with any person physical contacts that respect the level of comfort of the latter and that remain within reasonable limits.
- Report any situation that may pose risks to the personal health and safety of others in the context of organized activities.

Examples of failing to ensure safety:

- Neglecting to report any situation that poses a risk to the safety of those in their care.
- Having communications of a personal nature with minors or vulnerable people on social networks, by phone or on the Internet.
- Accompanying a minor or vulnerable person alone without the explicit permission of the parents or the person legally responsible for them.
- Looking for ways to spend time alone with a minor or vulnerable person outside of work or planned activities (unless the parents or legal guardian has given permission and the organization is made aware of and approved the activity).
- Engaging in activities that threaten a person's safety or make them uncomfortable.
- Showing pornographic or sexist material to a child or placing it within view.
- Requiring a person to keep a secret that violates his or her safety or dignity.
- Tolerating sexual misconduct.
- Engaging in behaviour that amounts to sexual misconduct or any other activity that may be considered inappropriate.

4. CONFIDENTIALITY

What concerns privacy, intimacy and commands respect.

In terms of their conduct and behaviour, each staff member or volunteer will:

- Protect the confidentiality of information collected in the performance of his or her duties, including personally identifiable information related to the privacy of an individual, including information about colleagues or committee members.
- Exercise discretion in public and on social media with respect to information obtained in the course of his or her duties, particularly information that is considered confidential or intimate and that may be related to spiritual accompaniment or confession.
- Obtain authorization when it is required to disclose confidential information to a third party.
- Refer to a competent authority any person whose confidences exceed one's professional competence.

Examples of breaching confidentiality:

- Intentionally becoming aware of confidential information that is not necessary to perform one's job.
- Entrusting individuals with personal and intimate information about someone without their consent.
- Unduly and indiscreetly interfering in the private lives of others.
- Disclosing, without authorization, for purposes other than those of work, information obtained in the performance of one's duties.
- Using, for purposes other than mandated, information belonging to individuals or groups of persons, families, minors or vulnerable persons and others.

5. LOYALTY AND INTEGRITY

Character of morality and honesty related to one's commitments and obligations as well as to the orientations and decisions taken by the bodies for which one works.

In terms of conduct and behaviour, each staff member or volunteer will:

- Exercise their role in accordance with the values set out in this Code of Ethics and Conduct and comply with any other policies or protocols in force in the organization.
- Act with righteousness, moderation and objectivity.
- Rigorously observe, in all their actions, the principles of justice and morality.
- Subordinate their personal interest to that of the person or persons entrusted to them, directly or indirectly.
- Consider that donations received in cash as a staff member or volunteer in the ecclesial environment are presumed to have been made to the legal person they represent (unless there is an explicit indication to the contrary made verbally by the donor and preferably in writing, especially if it is a large sum).
- Agree that gifts made by the faithful for a particular purpose should be used only for that purpose.
- Keep records in order and record the information processed accurately, without bending to the will of anyone.

Examples showing a lack of loyalty and integrity:

- Using one's role to promote personal activities or those of a third party.
- Seeking to benefit personally, from confidential information obtained in the course of one's duties.
- To use for personal purposes the gifts intended for the legal person one represents and received in the course of one's pastoral activities.
- Remaining silent and failing to report inappropriate behaviour on the part of another employee or volunteer.
- Neglecting to report, to proper authorities, revelations of abuse reported by a minor or vulnerable person who suffered the abuse.
- Making allusions or criticisms on social media regarding a situation that concerns the Corporation.

C- IMPLEMENTATION MECHANISMS

1. Each paid or volunteer staff member must perform his or her duties in accordance with the standards of ethics and conduct set out in this document.
2. The Prevention Committee is responsible for:
 - a. Periodically evaluating the standards of ethics and conduct and suggesting updates to the Bishop;
 - b. Ensuring the application and compliance with the established rules;
 - c. Organizing and monitoring the information process and the ongoing training of personnel;
3. All staff who contravene the standards of ethics and conduct set out in this document are liable to disciplinary or administrative action up to and including dismissal depending on the nature, gravity or repetition of a fault. In such a case, the staff member could also be subject to legal recourse.
4. Any volunteer who contravenes the required standards of conduct and ethics may be subject to a sanction deemed reasonable based on the conduct complained of.
5. The fact that a standard of conduct and ethics is not set out in this Code does not excuse a staff member or volunteer guilty of inappropriate behaviour.
6. A staff member whose employment within the Diocese of Gatineau has ended must behave in such a way so that they do not:
 - a. Derive undue advantage from their previous functions in the diocese;
 - b. Communicate or use data, including confidential data to which they had access in the course of their functions, for the benefit of third parties;
 - c. Provide advice based on data belonging to the diocese, its employees or partners;
 - d. Keep any document or property belonging to the diocese that they have in their possession and/or that they authored;
 - e. The employee's duty of loyalty and integrity remains in effect for a reasonable period of time after the termination of the employee's employment.

D-DENUNCIATION OF A DEPARTURE FROM THE CODE OF CONDUCT

If it is **sexual misconduct**, the report must be made directly to the Archbishop's delegate for the management of sexual abuse. Such a situation can be reported at any time by contacting the Archbishop's delegate, Ms. Lise Duguay, telephone 819-776-5112, email duguayli@videotron.ca.

"Any person who knows, or suspects that a minor is sexually or physically abused, must report this fact without delay to the Director of Youth Protection, especially if the abuser is a cleric or a layperson, employee or volunteer in the service of the Church. It should be noted that the neglect of this obligation leads to criminal sanctions in Quebec². An ordained or lay employee of the diocese or one of its parishes who knows or suspects that a minor is or has been abused by a cleric or a lay person, employee or volunteer in the service of the Church, must also report this fact without delay to the bishop's delegate." (Archdiocese of Gatineau, Management of an allegation of sexual abuse. (16-17)

Anyone who has knowledge of facts or situations where a person acting within the Archdiocese, whether a staff member or volunteer, has acted contrary to this Code of Ethics and Conduct must notify the Vicar General, telephone 819 771-8391, ext. 303, email kasubar@diocesegatineau.org. Any denunciation in good faith will be promptly considered in an impartial, fair and confidential manner. No retaliatory action will be taken for such disclosure.

The Vicar General will form an ad hoc committee to study the report and, after consultation, recommend to the Archbishop the measures to be applied, including disciplinary measures if necessary.

Anyone who has knowledge that a Catholic bishop living in Canada has committed acts of sexual misconduct, or that a bishop has intentionally avoided or obstructed an investigation into sexual misconduct, may report it to the authorities of the Catholic Church through the Canadian Reporting System for Sexual Abuse Committed or Concealed by a Catholic Bishop, by telephone at the following number: 1-866-892-3737, or through the website: www.bishopreportingsystem.ca

2. It must be pointed out that a report of a *delictum gravius* received in confession is under placed the strictest bond of the sacramental seal (cf. canon 983 § 1 CIC; canon 733 § 1 CCEO; art. 4 § 1, 5^o SST). A confessor who learns of a *delictum gravius* during the celebration of the sacrament should seek to convince the penitent to make that information known by other means, in order to enable the appropriate authorities to take action. Vademecum 14



RESPONSIBLE PERSONNEL MANAGEMENT



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III- RESPONSIBLE PERSONNEL MANAGEMENT

The management of Human Resources, whether paid or voluntary, includes a set of actions that an organization must implement in order to allow people to give the best of themselves for the achievement of the mission, and for the development of their charisms and talents. Implementing and taking seriously the seven steps of the Responsible Management Process promotes better coordination of paid or volunteer staff while ensuring their full support and greater satisfaction.

We can identify:

Pre-employment elements

- Describe the position
- Identify risks
- Recruit

Elements related to hiring

- Hiring
- Orientation

Elements which must be put in place throughout the exercise of a mandate.

- Accompaniment
- Recognition

A. DESCRIBE THE POSITION

The first element, describe the position, allows one to:

- Define the needs, expectations and limits of the organization
- Describe the position
- Clearly identify the duties and responsibilities of each position
- Identify who the incumbent reports to

Each position, whether paid or volunteer, benefits from being well defined by a meaningful, complete and accurate description. Such a description makes it possible to specify responsibilities, facilitate recruitment, specify the skills and qualities sought, better target the most suitable person to fill the position, establish the appropriate training and lay the foundations for supervision and follow-up.

The job description doesn't have to be long, but it does need to establish guidelines and benchmarks. It serves not only to protect service providers by formalizing roles, but also conveys a clear and unambiguous message to ensure the protection of participants.

Here is the type of information that should be part of a job description:

- Title of the position
- Group of participants
- Term of office
- Purpose of the service
- Activities or tasks inherent in the service
- Description of responsibilities
- Boundaries and limits of services
- Required skills, experience or qualifications
- Personal traits, required or desired qualities Initiation (orientation and training)
- Accompaniment available (support, supervision and evaluation)
- Working conditions

- Benefits offered
- Adjoining screening measures (personal information, references, criminal record check)

B. IDENTIFY RISKS

In describing the position, the level of risk inherent in the position must be assessed. Positions can then be identified as low, medium or high risk. The grids in the second part of this guide/manual will help you do this work.

Please note: all positions that involve ongoing contact with minors or vulnerable persons or with money are considered high risk; in addition, all paid positions are considered high risk.

C. RECRUIT

To minimize the risk of abuse, care must be taken to develop fair and consistent selection methods. When publicizing a position (in writing, online or in person), all important information about the organization and the position, itself, must be included.

In our parishes, we are used to recruiting informally (for example, we invite parents to lend a hand with their children's catechesis). One way to move smoothly from an informal setting to a more regulated process is to print or post recruitment notices in the parish bulletin or community newsletter.

Be sure to strike the right balance between formalizing the recruitment process and expressing the need to recruit volunteers at all costs. Creating a sense of urgency around a volunteer search doesn't always attract the kind of volunteer you need.

Pay attention to your recruitment methods especially when it applies to positions of trust with vulnerable participants. Ensure that the selection documents make it clear that your group takes its responsibilities to its participants seriously and screens its candidates with the utmost care. Do not give the public the impression that any candidate will be accepted.

Make sure your ads and descriptions are clear, accurate and up-to-date. When someone expresses interest in a service, send them information before scheduling an interview and offer them the opportunity of a face-to-face meeting with the person in charge for more information.

Make sure that the documentation sent contains all the information available about the service in question and your screening methods.

There is nothing more damaging to an organization than recruiting "the right person and giving them the wrong job." Make sure that the proposed position will allow the person to develop their talents and potential.

D. HIRE

It's essential to keep in mind that the need to screen a person is dictated by the nature of a service and its inherent degree of risk, not the person's personality. While screening concerns individuals, it must relate to the functions they perform and not be about their membership in a given group or a single personality trait.

Application Form/Personal Information Sheet: Anyone who wishes to be considered for a position must submit basic information about themselves, as well as specific information related to the position. This form is the first screening tool that the candidate will fill out. Its requirement demonstrates your group's seriousness about screening. It also provides written evidence that will serve to protect both applicants and leaders in your organization. Make sure you don't ask for information that is incompatible with the rules of the Commission des droits de la personne et des droits de la jeunesse du Québec. In section V of this guide, you will find a form that may be used.

The interview: A meeting with the candidate should be scheduled, based on specific questions and following a consistent interview format with written and objective files. The interview ensures that the position meets the candidate's expectations and that the candidate meets the organization's expectations. It is recommended that the interview be conducted by at least two people, in a safe environment for the candidate. The candidate's answers must be noted in writing and kept in his/her file. Be vigilant about their attitudes toward children and vulnerable adults. Note any deviations from the faith of the Church. Consider the use of case studies in the interview process. Ask all candidates the same questions. Ask questions about relevant work experiences, formal or informal training, motivation to take on the position, ability to work with others, integrity, openness to accompaniment, and their judgment capacity.

References: Reference checks can be the most effective screening tool in the selection process. References will confirm the candidate's training, gifts, talents and skills and provide an outside opinion on the candidate's suitability as the incumbent of the service in question. References should be checked in accordance with the requirements of the position and relevant human rights, privacy and access to information legislation. When the desired position has been identified as medium or high risk, the candidate's proposed references for the predetermined requirements for that position must be checked.

Some tips on how to get the most out of a reference check:

- Name yourself and name your organization.
- Describe the functions as clearly as possible to the person providing the reference.
- Ask if the candidate has the required skills and is a good choice for the specified tasks.
- Identify the level of trust to be developed with children or other vulnerable people in the course of the candidate's duties.
- Avoid leading questions (that imply the answer you are seeking)
- Ask open-ended questions.
- Allow time for open comments.
- Always check more than one reference.

Criminal Record Check: Depending on the policies, legal requirements and risk level of the position, a police check may be requested to assess the volunteer's application.

When the desired position has been identified as high risk, a criminal record check is required. The content of the report will be reviewed taking into account the specific requirements of the function being applied for.

The written consent of the person is mandatory. The type and name of the criminal record check, the process, the cost and the format of the information provided vary from jurisdiction to jurisdiction. A police background check on a volunteer or employee is done as part of a memorandum of understanding negotiated between the parish or church organization and the police service of its municipality. Only 3 categories of clientele are considered vulnerable: young people, the elderly, and people with disabilities. Your police service will identify behaviours that may pose a risk to those under your care and inform you of the outcome.

The limitations of the criminal record check are as follows:

- The criminal record check will not reveal offences:
- That have not yet been registered in the database
- Committed before the age of 18
- Committed in another country or under another name

- Not reported to the authorities.
- The information is only valid at the time of the search and is not transferable.
- The person can provide a false name
- The person may have been pardoned, so their name does not appear on the list.

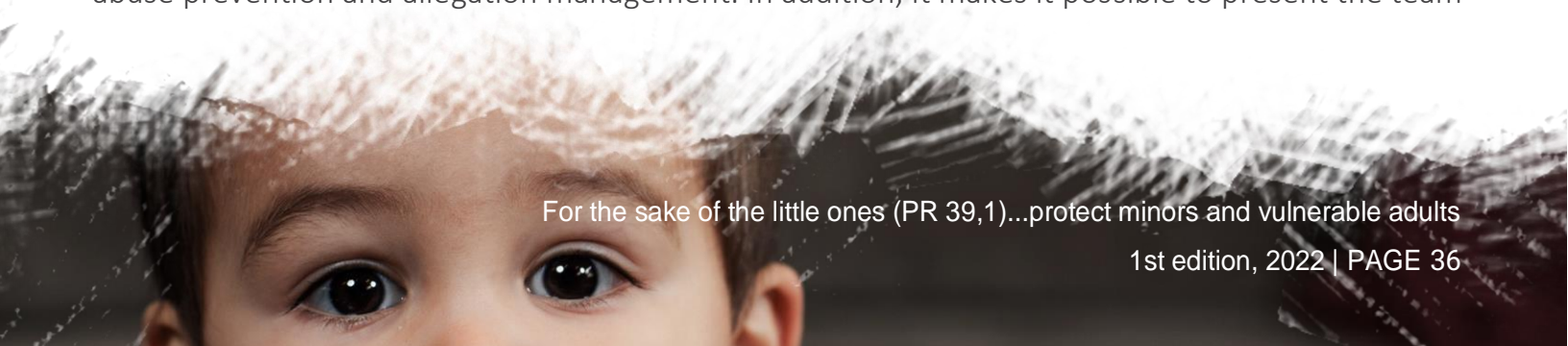
The criminal record check is only one step in the selection process and obviously does not predict the future. In the event that the background check reveals the presence of a crime, the person in charge of the volunteers may invite the person being considered for the position to a second interview to clarify the situation and discuss his or her commitment.

Considerations for Police Checks

- What type of police check, if any, is required for the position?
- Can the candidate begin their assignment before the results of the verification are obtained?
- How will the relevance of police information in relation to the position be determined?
- How often should a police check be carried out?
- Who will have access to the information obtained?
- What policy will apply to the collection and retention of information?
- Where will the information be kept, how long will the information be kept, is the procedure secure?
- How will the information be recorded or transmitted?
- Who will have access to this information, for what reasons?
- Under what conditions and with whom will the information be discussed? For what reasons?

E. INITIATE

When the volunteer or employee has been introduced to the position and clearly knows what tasks and responsibilities will be assigned to him/ her, he or she must be provided with a smooth integration into the work team. One element in this integration is training. Initial training provides clear information about the organization's mission, values and policies, particularly in the areas of abuse prevention and allegation management. In addition, it makes it possible to present the team



and integrate the new recruit. This is an opportunity to clarify the specific tasks related to the position, the procedures in force and the scope of the responsibilities related to it. For medium and high-risk positions, specific training on abuse will be provided, including the tools of the Canadian Centre for Child Protection.

Some tasks may require more specific training, for example the role of churchwarden or catechetical facilitator. Specific training will be provided by the person responsible for the service. However, for other tasks, volunteers may benefit from having a mentor, a member of the volunteer team who, by sharing his or her knowledge and experience, can guide and accompany new volunteers as they learn new tasks and responsibilities.

As far as volunteers are concerned, it's essential to provide training adapted to what is asked of them. This will promote the development of their potential, their sense of fulfillment and belonging and promote the sustainability of the teams. Volunteers need to know that they contribute significantly, through their skills and abilities and in their role as committed baptized persons, to pastoral development and to the realization of the Church's mission in the world today.

F. ACCOMPANY

The introduction of a formal supervision and evaluation process will allow those hired to be accompanied in the performance of their responsibilities on an ongoing basis. The organization has a duty to properly support and supervise its employees and volunteers.

If training is the first step in learning new skills and abilities specifically related to the work to be performed, punctual supervision of new volunteers or employees is essential to accompany them in their tasks and responsibilities. Its primary objective is to ensure that the services rendered are done correctly and according to the community's guidelines.

It must be remembered that volunteers are committed to the extent that their involvement contributes to their personal development and because they feel rewarded as they participate in the achievement of their community's or organization's mission.

Supervision is an important step for both the persons hired and the organization that benefits from their services. Once engaged, volunteers and employees realize that their actions are significant since we take the time to guide and supervise them: we thus give value to what they do. For the parish or organization, this ensures the maintenance and development of quality services.

Assessments provide regular updates on the development of skills and the acquisition of knowledge in relation to the tasks performed. This allows volunteers and employees to speak about

what they find rewarding or what causes them difficulties, to receive comments on the quality of their work and on the adjustments to be undertaken. Equally important is to allow them to suggest improvements that could be made in their area of engagement.

Getting feedback from volunteers and employees clarifies expectations on both sides and helps them understand that they play an important role in the operation of the service. In addition, for the parish, movement or church organization, it validates the relevance of the services being offered and helps improve it by updating its requirements, reassessing its objectives and adjusting its mission.

The level of satisfaction, comfort and safety experienced by those who receive services offered by members of the team should also be checked: to this end, supervisors should be proactive and ask participants, clients and family members to provide feedback on the service or program offered.

G. RECOGNIZE

Volunteer Canada states that "a volunteer's salary is the assurance of being recognized as a full and respected partner within the organization." This is why recognition must be an integral part of managing volunteers and employees.

In our parishes, we have the privilege of welcoming volunteers with varied skills and experiences. Each volunteer has a unique background and responds to specific needs. Each must be considered essential in their contribution to the achievement of the mission of the movement or parish in which they are engaged.

Various acts and initiatives, large and small, can help to recognize and value volunteers; for example:

- Say thank you to them every day;
- Recognize their successes and value their initiatives;
- Give them responsibilities that allow them to learn and thrive;
- Give them the opportunity to share their experience and knowledge with others as well as the opportunity to express themselves on decisions affecting them or their service;
- Highlight significant events in their life and their volunteer engagement;
- Show appreciation to those who leave after dedicating a significant number of years to achieving the organization's mission.



POSITION DESCRIPTIONS AND RISK REDUCTION MEASURES



For the sake of little ones (PR 39.1)...protect minors et vulnerable adults

1st edition, 2022 | PAGE 40

POSITION DESCRIPTIONS AND RISK REDUCTION MEASURES

A. RISK FACTORS

To protect minors and vulnerable people, it is first necessary to identify situations that lead to risks of abuse. These risks can be identified according to the clientele, the type of activity and the environment in which the activity takes place. The following table summarizes the risk factors based on these three criteria.

Criterion	Risk factors
Clientele	<p>A person is considered vulnerable and at risk of abuse when they fall into one of the following categories:</p> <ul style="list-style-type: none"> Minors; The elderly; Sick people; Persons with temporary or permanent physical or psychological disabilities ; People in situational difficulty (psychological, economic, etc.).
Activity	<p>An activity is considered a risk factor when it:</p> <ul style="list-style-type: none"> Requires establishing a relationship of trust, help, accompaniment or authority with another person on a regular basis; Transmits faith-related content; Provides access to money, property, goods or keys belonging to the parish; Provides access to confidential information; Requires the transport of people or goods; Requires to representing or acting on behalf of the parish; Requires cooking or handling food; Requires the use of sacred, heavy or dangerous objects.



Criterion	Risk factors
Environment	<p>The environment (the locale in which the activity takes place) is considered to be a risk factor when:</p> <p>The activity is done one on one.</p> <p>The activity is carried out in an environment where there is little or no supervision.</p>

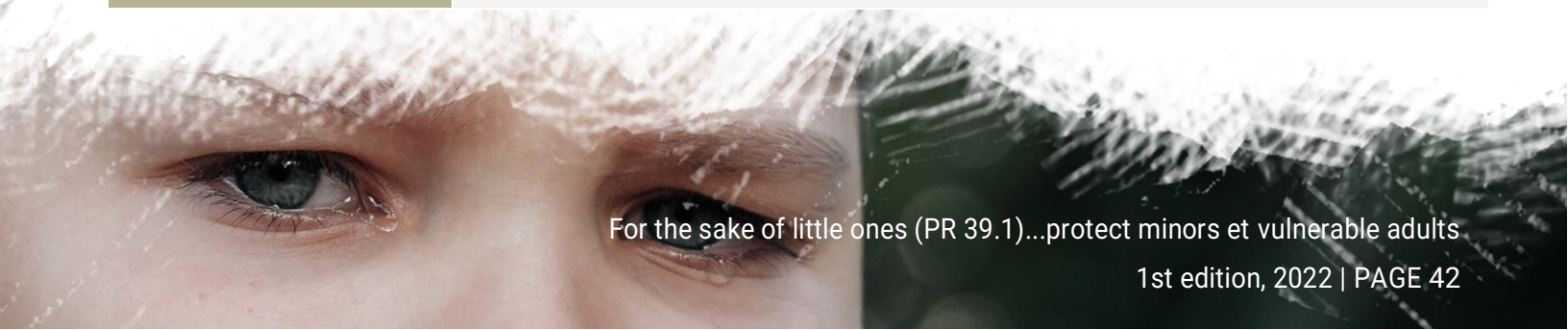
B. RISK LEVELS



The next step involves identifying the risk level of a given activity. As suggested by Volunteer Canada, we have grouped the risks into three levels. Like traffic lights, each risk level is identifiable by its color. If the risk is low, the light will be green. If the risk is moderate, the light will be yellow. And, if the risk is high, the light will be red. In the following table, you will find benchmarks that allow you to assess the risk level of each of the tasks or activities to be undertaken.


Risk levels

Criterion	Activity
<p>LOW</p> <p>L</p>	<p>The activity always takes place in groups.</p> <p>The activity does not require frequent contact with vulnerable persons.</p> <p>The activity does not require the person to establish a relationship of help, accompaniment or authority with another person.</p> <p>The activity does not require the person to transmit faith-related content.</p> <p>The activity is carried out in the presence of a supervisor.</p> <p>The activity requires no handling or access to money or food.</p> <p>The activity does not require access to confidential information.</p>



Criterion	Activity
<p style="text-align: center;">L</p>	<p>The activity does not require access to the keys of the parish.</p> <p>The activity does not require or encourage the transportation of people or goods in a vehicle belonging to personnel.</p> <p>The activity does not require access to sacred or potentially heavy or dangerous objects.</p>
<p style="text-align: center;">MODERATE</p> <p style="text-align: center;">M</p>	<p>The activity is usually done on the premises of the parish and in the presence of other adults.</p> <p>The activity requires the person to have infrequent contact with vulnerable people.</p> <p>The activity requires establishing a short-term relationship of help, accompaniment or authority with another person.</p> <p>The activity requires transmitting faith-related content in the presence of a responsible person.</p> <p>The activity requires acting on behalf of the parish or representing it.</p> <p>The activity requires access to sums of money.</p> <p>The activity requires access to confidential information.</p> <p>The activity requires access to parish property or keys.</p> <p>The activity requires cooking or handling food.</p> <p>The activity requires the transportation of people or goods in a personal vehicle.</p> <p>The activity requires access to sacred, heavy or dangerous objects.</p>



Criterion	Activity
<p>HIGH</p> 	<p>The activity requires being alone to intervene.</p> <p>The activity requires frequent contact with vulnerable persons.</p> <p>The activity requires establishing a long-term relationship of trust, help, accompaniment or authority with another person.</p> <p>The activity requires transmitting faith-related content with little or no oversight.</p> <p>The activity requires handling sums of money.</p> <p>The activity takes place in a place with little or no supervision.</p>

C. IMPLICATIONS FOR THE VARIOUS POSITIONS IN PARISHES

Once the risk factors and risk levels have been identified, all remunerated or volunteer positions can be studied to identify measures that should be implemented to reduce risk and ensure the protection of all.

We can group these positions into six areas:



- Administration
- Technical support
- Pastoral ministry of liturgy and prayer
- Pastoral ministry of Christian life formation
- Social pastoral ministry
- Other pastoral services and special events





The following pages propose models that should be adapted to the real situation as it exists in each



parish.

1. Administration






Service/ activity	Job Title	What is at risk? (activities and environment)	Level of risk	Measures to be put in place
Fabrique Assembly	President of the Fabrique Assembly N.B. By appointment of the Archbishop	Relationship of authority Keys Goods and property Financial Confidentiality Representation Acting alone		Training on the role and responsibilities of churchwardens, on the Loi des fabriques Knowledge and compliance with the Loi des fabriques Oath of good administration Two signatories required for cheques or official documents Signing the commitment to confidentiality form
	Churchwarden N.B. By election	Relationship of authority Keys and goods and property Financial Confidentiality Representation Acting alone		Training on the role and responsibilities of churchwardens, on the Loi des fabriques Knowledge and compliance with the Loi des fabriques Oath of good administration Two mandatory signatories Signing of the commitment to




Service/ activity	Job Title	What is at risk? (activities and environment)	Level of risk	Measures to be put in place
Fabrique Assembly (continued)				confidentiality form
Fundraising	Director of the parish support (tithe) campaign	Confidentiality Representation Acting alone		Signing of the commitment to confidentiality form Verbal or written activity report
	Director of a lottery	Financial Representation Acting alone		Control of ticket sales and follow-up form Booklet of numbered receipts with carbon copies Deposit of collected money in a sealed and signed envelope Verbal or written activity report
	Director of a concert	Financial Representation Acting alone		Control of ticket sales and follow-up form Booklet of numbered receipts with carbon copies Deposit of collected money in a sealed and signed envelope Verbal or written activity report



Service/ activity	Job Title	What is at risk? (activities and environment)	Level of risk	Measures to be put in place
Fundraising (continued)	Director of a garage sale or bazaar	Financial Representation Acting alone	M	Control of ticket sales, merchandise or tables follow-up form Frequent collection of money Booklet of numbered receipts with carbon copies Two clearly identified people responsible for collecting the money Deposit of collected money in a sealed and signed envelope Verbal or written activity report
	Director of a fund-raising supper	Financial Representation Acting alone	M	Control of ticket sales and follow-up form Booklet of numbered receipts with carbon copies Deposit of money collected in a sealed and signed envelope Verbal or written activity report
	Director of a bake sale	Financial Health Representation Acting alone	M	Training on hygiene and food safety standards (MAPAQ) Control and tracking form of products sold



Service/ activity	Job Title	What is at risk? (activities and environment)	Level of risk	Measures to be put in place
Fundraising (continued)				Booklet of numbered receipts with carbon copies Deposit of collected money in a sealed and signed envelope Verbal or written activity report
	Cook	Health Acting alone		Training on hygiene and food safety standards (MAPAQ)
	Ticket or product seller	Financial		Control of ticket and product sales and follow-up form Booklet of numbered receipts with carbon copies Deposit of collected money in a sealed and signed envelope
Accounting	Collection taker (during liturgical celebrations)	Financial		After the collection, baskets placed prominently in a safe place not easy to access, ongoing vigilance
	Collection handler (deposits the collection in the parish safe)	Financial Acting alone		Two counters to transfer money for counting, or transfer money in the presence of other people at the end of the celebration

Service/ activity	Job Title	What is at risk? (activities and environment)	Level of risk	Measures to be put in place
Accounting (continued)				<p>Deposit of the money collected in a sealed and signed envelope</p> <p>Safe combination known only by a limited number of people</p>
	Collection counter	<p>Financial</p> <p>Confidentiality</p> <p>Acting alone</p>		<p>Signing of the commitment to confidentiality form</p> <p>Counting of money always done in a group (at least 2 people and preferably not a couple)</p> <p>Report written and signed by at least two persons</p>
	Persons in charge of various bank deposits	<p>Financial</p> <p>Acting alone</p>		<p>Verification of the deposit by a third party</p> <p>Deposit made at different times of the day</p> <p>Two people required to make the deposit</p> <p>Notice a member of the pastoral staff of departure to make the deposit</p> <p>Supporting proof of deposit</p>
Volunteer Management	Leader of volunteer teams	<p>Relationship of authority</p> <p>Confidentiality</p>		<p>Volunteer Leader Training</p> <p>Signing of the commitment to</p>







Service/ activity	Job Title	What is at risk? (activities and environment)	Level of risk	Measures to be put in place
		Acting alone		confidentiality form Regular written or verbal report

2. Technical support

Service/ activity	Job Title	What is at risk? (activities and environment)	Level of risk	Measures to be put in place
Secretarial services	Administrative assistant	Confidentiality Financial	M	Signing of the commitment to confidentiality form Petty cash rather than access to the safe Booklet of numbered receipts with carbon copies Poster reminding staff of the importance of discretion and confidentiality
	Receptionist	Confidentiality Financial	M	Signing of the commitment to confidentiality form Petty cash rather than access to the safe Booklet of numbered receipts with carbon copies Poster reminding staff of the importance of discretion and confidentiality

Service/ activity	Job Title	What is at risk? (activities and environment)	Level of risk	Measures to be put in place
Communication	Records keeper	Confidentiality	M	Signing of the commitment to confidentiality form Training on the protocol for signing parish records Verification of handwriting
	Archivist Webmaster Communications Officer / Graphic Designer		L	
	Sacristan	Keys Goods and property Sacred objects Acting alone	M	Training and compliance with the Occupational Health and Safety Act CSST Knowledge and respect for sacred objects Prohibition of giving or lending keys to another.
Maintenance	Caretaker	Keys Goods and property Heavy or dangerous objects	M	Training and compliance with the Occupational Health and Safety Act CSST Prohibition of giving or lending keys to another
	Exterior maintenance worker	Heavy and dangerous objects	M	Training and compliance with the Occupational Health and Safety Act CSST
	Person responsible for opening the church	Keys Goods and property Acting alone	M	Prohibition from giving or lending keys to another









Service/ activity	Job Title	What is at risk? (activities and environment)	Level of risk	Measures to be put in place
Cemetery	Groundskeeper	Heavy and dangerous objects Acting alone		Training and compliance with the Occupational Health and Safety Act CSST
	Worker for disposal of cremated remains	Heavy and dangerous objects Acting alone		Training and compliance with the Occupational Health and Safety Act CSST Training in the Rite of Funerals Knowledge of the laws concerning cemeteries and funeral operations
	Prayer leader	Faith content Acting alone		Signing of the commitment to confidentiality form Training in rituals Training for the protocol on signing parish records Verification of handwriting Instruction never to accept money Redirecting people to the administration Information on the procedure for sending invoices to households
Artistic support	Reader			Audition at the time of the interview Individual practice in the delivery of the texts to be proclaimed



Service/ activity	Job Title	What is at risk? (activities and environment)	Level of risk	Measures to be put in place
Artistic support	Organist / instrumentalist			Audition
	Choir member			
	Congregational song leader			
	Director of visuals, liturgical environment			
Arts, crafts and decorations assistant				
Photographer				


3. Liturgy and prayer





Service/ activity	Job Title	What is at risk? (activities and environment)	Level of risk	Measures to be put in place
Celebrations	Member of the Liturgy committee			
	Extraordinary minister of communion			
	Minister of welcome			
	Leader of altar servants (children or youth)	Minor Relationship of authority Sacred objects Acting alone		Instruction to never be alone with a young person Meeting in an accessible place open to the public





Service/ activity	Job Title	What is at risk? (activities and environment)	Level of risk	Measures to be put in place
Celebrations (continued)				Knowledge and respect for sacred objects
	Mass servers and assistants at funerals (adults)	Sacred objects		Knowledge and respect for sacred objects
	Presider of Liturgy of the Word or Liturgy of the Word with the distribution of Communion	Financial Faith content Sacred objects Acting alone		Deposit of collected money in a sealed and signed envelope After the collection, baskets placed prominently in a safe place not easy to access, ongoing vigilance Knowledge and respect for sacred objects Verbal or written report
Prayer activities	Prayer leader at Funeral Home	Faith content Representation Acting alone		Instruction never to accept money Redirecting people to the administration Information on the procedure for sending invoices to households Verbal or written report
	Parish visitor to the funeral home	Representation Acting alone		Instruction never to accept money Redirecting people to the administration Information on the procedure

Service/ activity	Job Title	What is at risk? (activities and environment)	Level of risk	Measures to be put in place
				for sending invoices to households Verbal or written report
	Rosary leader			
	Leader of Eucharistic adoration	Keys Goods and property Sacred objects Acting alone		Prohibition of giving or lending keys to another Knowledge and respect for sacred objects





4. Christian life formation

Service/ activity	Job Title	What is at risk? (activities and environment)	Level of risk	Measures to be put in place
Christian life formation (0-5 years) Awakening of faith	Facilitator – Co-facilitator	Minor Accompaniment Faith content Confidentiality Acting alone		Signing of the commitment to confidentiality form Instruction to never be alone with a child Meeting held in an accessible and open place In the presence of another adult Co-facilitation with another volunteer The parent is entirely responsible for the personal hygiene of the baby/child






Service/ activity	Job Title	What is at risk? (activities and environment)	Level of risk	Measures to be put in place
Christian life formation (0-5 years) Awakening of faith (continued)				Regular verbal or written report
	Assistant - telephone follow-up			
	Assistant - snacks	Health		Information on food allergies, safety Snacks brought by parents
	Assistant - facilitation equipment			
Christian life formation (6-12 years)	Facilitator – Co-facilitator Catechetical meetings	Minor Faith content Accompaniment Confidentiality Acting alone		Signing of the commitment to confidentiality form Instruction to never be alone with a young person Meeting held in an accessible and open place In the presence of another adult Co-facilitation with another volunteer Regular verbal or written report

Service/ activity	Job Title	What is at risk? (activities and environment)	Level of risk	Measures to be put in place
Christian life formation (6-12 years) (continued)	Assistant - preparation and management of facilitation equipment			
	Assistant - telephone follow-up			Signing of the commitment to confidentiality form
	Assistant - registration	Confidentiality Financial		Signing of the commitment to confidentiality form Sacrament registration form indicating the cost and method of payment Booklet of numbered receipts with carbon copies Deposit of collected money in a sealed and signed envelope
Christian life formation (12-16 years)	Facilitator – Co-facilitator Catechetical meetings	Minor Faith content Accompaniment Acting alone		Signing of the commitment to confidentiality form Instruction to never be alone with a young person Meeting held in an accessible and open place In the presence of another adult Co-facilitation with another volunteer Regular verbal or written report







Service/ activity	Job Title	What is at risk? (activities and environment)	Level of risk	Measures to be put in place
Christian life formation (16 years and older) Catechumenate	Facilitator – Co-facilitator Catechetical meetings	Minor Accompaniment Faith content Acting alone		Signing of the commitment to confidentiality form Meeting held in an accessible and open place Instruction to never be alone with a young person In the presence of another adult or a member of the pastoral team at the meeting site Co-facilitation with a pastoral worker or another volunteer Regular verbal or written report
	Assistant for the catechumenate	Minor Faith content Support relationship Acting alone	 	Signing of the commitment to confidentiality form Meeting held in an accessible and open place In the presence of another adult or a member of the pastoral team at the meeting site
	Facilitator of support group	Minor Accompaniment Faith content Acting alone		Signing of the commitment to confidentiality form Meeting held in an accessible and open place Co-facilitation with another volunteer



Service/ activity	Job Title	What is at risk? (activities and environment)	Level of risk	Measures to be put in place
Group of adults on a journey of faith	Facilitator – Co-facilitator	Accompaniment Faith content Acting alone		Meeting held in an accessible and open place Co-facilitation with a pastoral worker or another volunteer
	Meeting Facilitator – Co-facilitator	Faith content Confidentiality		Signing of the commitment to confidentiality form Meeting held in an accessible and open place Regular verbal or written report
Pastoral ministry of baptism	Assistant - registrations	Confidentiality Financial		Signing of the commitment to confidentiality form Sacrament registration form indicating the cost and method of payment Booklet of numbered receipts with carbon copies Deposit of collected money in a sealed and signed envelope
	Assistant - telephone follow-up to baptisms			Signing of the confidentiality commitment form
	Director of follow-up to baptisms			
Pastoral ministry of marriage	Accompanying couple	Faith content Confidentiality Accompaniment		Signing of the commitment to confidentiality form Verbal or written report Meeting held in an accessible



Service/ activity	Job Title	What is at risk? (activities and environment)	Level of risk	Measures to be put in place
Pastoral ministry of marriage (continued)				and open place
	Assistant – welcoming of fiancé(e)s	Confidentiality Faith content		Signing of the commitment to confidentiality form Verbal or written report Meeting held in an accessible and open place
Pastoral care of the sick	Extraordinary Minister of Communion in residences and homes	Elderly, sick Accompaniment Faith content Confidentiality Financial Acting alone		Signing of the commitment to confidentiality form Instruction never to accept money Regular verbal or written report
	Director of the Liturgies of the Word or other liturgies in residences	Elderly, sick Faith content Financial Acting alone		Signing of the commitment to confidentiality form Deposit of money in a sealed envelope signed by two people Regular verbal or written report
	Spiritual director	Elderly or sick person Accompaniment Faith content Confidentiality Acting alone		Signing of the commitment to confidentiality form Instruction never to accept money Regular verbal or written report







Service/ activity	Job Title	What is at risk? (activities and environment)	Level of risk	Measures to be put in place
Pastoral care for the bereaved	Facilitator – Co-facilitator bereavement group	Person in difficulty Accompaniment Faith content Confidentiality	H	Signing of the commitment to confidentiality form Meeting held in an accessible and open place Regular verbal or written report
	Grief companion	Person in situational difficulty Accompaniment Confidentiality Acting alone	H	Signing of the commitment to confidentiality form Hold meetings in an accessible and open place

5. Social Pastoral Ministry






Service/ activity	Job Title	What is at risk? (activities and environment)	Level of risk	Measures to be put in place
Reception, listening and referrals	Support worker for those in difficulty	Person in difficulty Helping relationship Confidentiality Acting alone	H	Signing of the commitment to confidentiality form Verbal or written activity report Hold meetings in room with open door or door with window
Community Meal	Director of community meals	Person in difficulty Relationship of authority Financial	H	Signing of the commitment to confidentiality form Posting the Code of Ethics and Regulations Keeping accounts in writing


Service/ activity	Job Title	What is at risk? (activities and environment)	Level of risk	Measures to be put in place
Community Meal (continued)		Acting alone		Written activity report
	Purchaser	Financial	M	Clear guidelines to be respected Expense invoices signed to obtain reimbursement
	Receptionist at welcome table	Financial	M	Signing of the commitment to confidentiality form Welcome table with two volunteers Registration of attendance with amount paid per meal Display of the meal pricing policy Give out one ticket per meal
	Cook - cook's helper Waiter - waitress	Health	M	MAPAQ Hygiene and Food Safety (food poisoning) Training Training and compliance with the CNESST regulations Display rules of hygiene and safe food handling in the kitchen
	Busboy - busgirl		L	
Thrift store	Manager / Assistant manager	Person in difficulty Relationship of		Signing of the commitment to confidentiality form

H


Service/ activity	Job Title	What is at risk? (activities and environment)	Level of risk	Measures to be put in place
Thrift store (continued)		authority Financial Acting alone		Posting of the Code of Ethics and Regulations Display of the pricing policy Written activity report Keeping of accounts in writing
	Cashier	Financial Confidentiality Acting alone		Signing of the commitment to confidentiality form Posting of the Code of Ethics and Regulations Display of the pricing policy Two people at the cash register Two people counting the till
	Salesperson Sorter of goods			Posting of the Code of Ethics and Regulations Display of the pricing policy
Food assistance	Manager / Assistant manager	Person in difficulty Relationship of authority Financial Confidentiality Acting alone		Signing of the commitment to confidentiality form Posting of the Code of Ethics and Regulations Written activity report Keeping of accounts in writing
	Receptionist at welcome table	Person in difficulty Helping relationship Confidentiality		Signing of the commitment to confidentiality form Posting of the Code of Ethics and Regulations





Service/ activity	Job Title	What is at risk? (activities and environment)	Level of risk	Measures to be put in place
Food assistance (continued)	Assistant - food sorting	Health		MAPAQ Hygiene and Food Safety (food poisoning) Training Display of hygiene and sanitation rules Training on the CNESST regulations Posting of the Code of Ethics and Regulations
	Assistant - distribution			Posting of the Code of Ethics and Regulations
	Driver – food transportation	Freight transport Heavy objects		Verify driver's licence and “good driver” file Signed form of the goods received and delivered Training on CNESST regulations
Guignolée Christmas food drive	Manager / Assistant manager	Financial Confidentiality Relationship of authority Acting alone		Signing of the commitment to confidentiality form Always count money in a group (at least 2 people and preferably not a couple) Written activity report Deposit money in a sealed and signed envelope
	Food collector Driver	Financial Transport Acting alone		List of names of volunteers responsible for “donation cans” Verify driver's licence and

Service/ activity	Job Title	What is at risk? (activities and environment)	Level of risk	Measures to be put in place
Guignolée (continued)				“good driver” file Identification of volunteers (badge, bib) Duo or group activity Use of numbered cans for money collection
	Distributor of Christmas hampers	Person in difficulty Confidentiality Transport		Signing of the commitment to confidentiality form Verify driver's licence and “good driver” file Duo or group activity Distribution of hampers in the same place

6. Special events and activities

Service/ activity	Job Title	What is at risk? (activities and environment)	Level of risk	Measures to be put in place
Pilgrimage	Director of pilgrimage	Senior Financial Transport Faith content Acting alone		Well-defined physical criteria for participating in the activity Registration form indicating the method of payment and the amount Booklet of numbered receipts with carbon copies Deposit money in a sealed and signed envelope Verbal or written report

Service/ activity	Job Title	What is at risk? (activities and environment)	Level of risk	Measures to be put in place
Reconciliation Walk				Keeping accounts in writing
	Director / Assistant director	Faith content Acting alone		For the safety of all, planned route (itinerary and stops) shared with police services and participants Person trained in first aid to accompany the group
Day of Adoration	Director / Assistant director	Faith content Sacred objects Acting alone		Preferably two people present for vigilance





FORMS



FORMS

- A- Employment Contract (permanent position)
- B- Employment Contract for indefinite duration
- C- Employment Contract for fixed duration (temporary or seasonal)
- D- Request for references from previous employers
- E- Protection of private information, confidentiality agreement
- F- Authorization for criminal background check
- G- Authorization form for volunteers
- H- Adherence to the Code of Ethics and Conduct



EMPLOYMENT CONTRACT (permanent position)

In order for an employment contract to be valid, the pastoral personnel must have a mandate from the Bishop before signing the employment contract. For employment in the area of administration or maintenance a mandate from the Bishop is not required.

SECTION A

EMPLOYER: _____

EMPLOYEE INFORMATION:

Employee's Name: _____

Address: _____

Email address: _____

Home telephone: _____ cell phone: _____

SECTION B

Title of position: _____

Immediate supervisor: _____

Job description (may be annexed): _____

Duration of employment: _____

N.B.: The duration of employment may evolve and change during the course of the contract. If so, a dated annex will be added to the present contract.

Number of days per week: _____ Number of hours per day: _____

SECTION C

REMUNERATION

Pastoral personnel: under diocesan ordonnance in effect

Annual salary: _____ Hourly rate: _____

Administration and maintenance personnel: the salary is set by the parish administration, in compliance with the law for minimum wages.

Annual salary: _____ Hourly rate: _____

SOCIAL BENEFITS

(In accordance with the Diocesan ordinance in effect)

Enrollment in the collective insurance program in effect in the diocese, is for personnel who work 22 hours or more per week. This benefit comes into effect 3 months after the date of hiring.

Enrollment in the collective REER comes into effect 3 months after the date of hiring. It is applicable, regardless of the number of hours worked per week. The employer contributes 3% of the gross salary. There is no obligation to “contribute” on the part of the employee.

TRAVEL EXPENSES

(In accordance with the Diocesan ordinance in effect)

STATUTORY HOLIDAYS, SICK DAYS

(In accordance with the Diocesan ordinance in effect)

Sick days are calculated on a pro-rata basis according to time worked. Consult the ordonnance for the calculation being used or contact human resources.

VACATION TIME

(In accordance with the Diocesan ordinance in effect)

Reference period is from May 1st to April 30th

PROBATION PERIOD

Pastoral personnel: 1 year

Administrative or maintenance personnel: 3 months

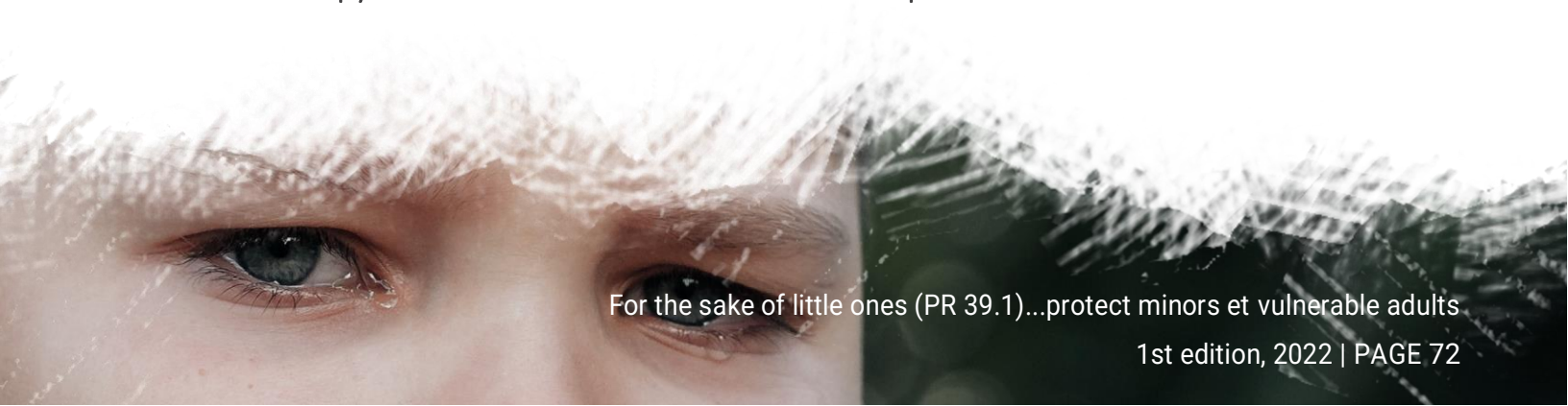
DATE CONTRACT ENTERS INTO EFFECT: _____

Completed and signed at: _____ on ____/____/____
Day Month Year

Signature of the employee

Signature of the employer

A copy of the contract must be sent to the department of human resources



EMPLOYMENT CONTRACT FOR INDEFINITE DURATION

(Sick leave or maternity leave replacement)

SECTION A

EMPLOYER (fabrique): _____

EMPLOYEE INFORMATION:

Employee's Name: _____

Address: _____

Email address: _____

Home telephone: _____ cell phone: _____

SECTION B

Title of position: _____

Immediate supervisor: _____

Job description (may be annexed):

(Tasks may evolve and change during the course of the contract. If so, a descriptive will be added:

Duration of employment: _____

N.B.: The duration of employment may evolve and change during the course of the contract. If so, a dated annex will be added to the present contract.

Number of days per week: _____ Number of hours per day: _____

SECTION C

REMUNERATION

Administration and maintenance personnel: the salary is set by the parish administration, in compliance with the law for minimum wages.

Hourly rate: _____

TRAVEL EXPENSES

(In accordance with the Diocesan ordinance in effect)

STATUTORY HOLIDAYS, SICK DAYS

(In accordance with the Diocesan ordinance in effect)

Sick days are calculated on a pro-rata basis according to time worked. Consult the ordonnance for the calculation being used or contact human resources.

VACATION TIME

(In accordance with the Diocesan ordinance in effect)

Reference period is from May 1st to April 30th

DATE CONTRACT ENTERS INTO EFFECT: _____

Completed and signed at: _____ on ____/____/____
Day Month Year

Signature of the employee

Signature of the employer

Being that I occupy a replacement position for a person on sick leave or maternity leave, I realize that I do not have permanent employee status with the parish.

Being that I do not have permanent employee status, I do not have the right to the same social benefits as an employee who is hired on a permanent basis. I cannot benefit from the collective REER and the collective insurance. Nevertheless, I have the right to obligatory statutory holidays, vacation and sick days, calculated on a pro-rata basis according to time worked.

In principle, my employment ends at the return of the employee who held the position before their cessation of work. My employer reserves the right to end my employment at any time while respecting the CNESST required length of notice.

I understand and accept these conditions,

In witness whereof I have signed, _____
Signature of the employee

A copy of the contract must be sent to the department of human resources



EMPLOYMENT CONTRACT FOR FIXED DURATION (temporary or seasonal employment: cemetery)

SECTION A

EMPLOYER (fabrique): _____

EMPLOYEE INFORMATION:

Employee's Name: _____

Address: _____

Email address: _____

Home telephone: _____ cell phone: _____

SECTION B

Title of position: _____

Immediate supervisor: _____

Job description (may be annexed):

(Tasks may evolve and change during the course of the contract. If so, a descriptive will be added:

Duration of employment: _____

N.B.: The duration of employment may evolve and change during the course of the contract. If so, a dated annex will be added to the present contract.

Number of days per week: _____ Number of hours per day: _____

SECTION C

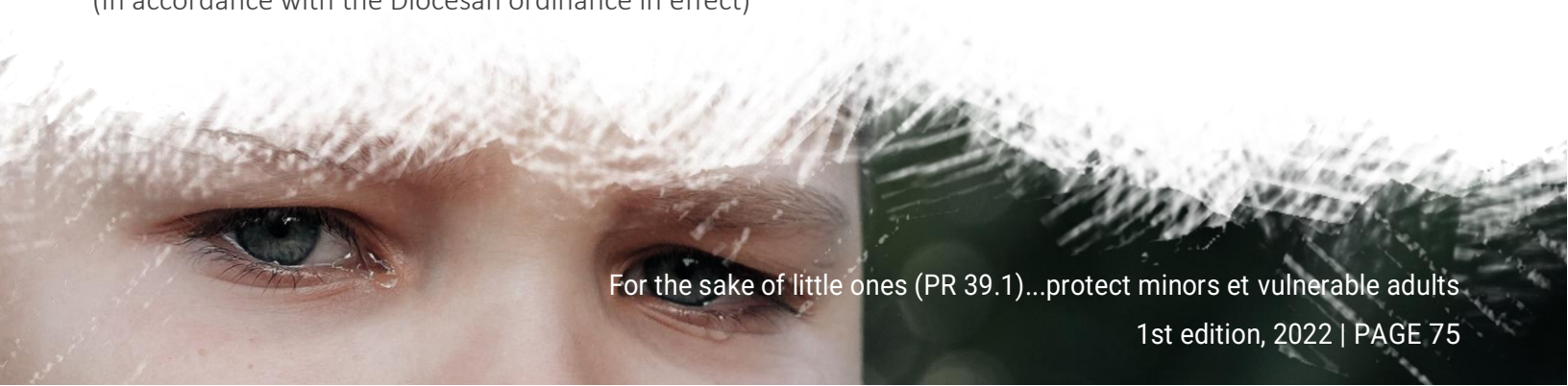
REMUNERATION

Administration and maintenance personnel: the salary is set by the parish administration, in compliance with the law for minimum wages.

Annual salary: _____ Hourly rate: _____

TRAVEL EXPENSES

(In accordance with the Diocesan ordinance in effect)



STATUTORY HOLIDAYS, SICK DAYS

(In accordance with the Diocesan ordinance in effect)

It is an obligation to respect the CNESST Law on the payment of statutory holidays, even when the employee’s status is temporary.

VACATION TIME

The employee has the right to accumulate vacation hours even when his/her contract for an undetermined length of time is less than one year. She/he accumulates vacation hours which are payable at his/her departure.

DATE CONTRACT ENTERS INTO EFFECT: _____

DATE CONTRACT ENDS: _____

Completed and signed at: _____ on ____/____/____
Day Month Year

Signature of the employee

Signature of the employer

Being that I occupy a temporary work position, I realize that I do not have a permanent employment relationship with the parish.

Being that I do not have the status of a permanent employee, I do not have the right to the same social benefits as an employee who is hired on a permanent basis. I cannot benefit from the collective REER and the collective insurance. Nevertheless, I have the right to obligatory statutory holidays and vacation hours which will be paid at my departure. All sick days will be at my expense.

My employer reserves the right to end my employment at any time while respecting the CNESST required length of notice.

I understand and accept these conditions,

In witness whereof I have signed, _____
Signature of the employee

A copy of the contract must be sent to the department of human resources



REQUEST FOR REFERENCES FROM PREVIOUS EMPLOYERS

Verifying references is a key step in the recruiting process because it allows the employer to confirm that the information given by the candidate in his/her curriculum vitae and during the interview is exact. It is important to follow strict guidelines when references are verified. Although it may seem simple, the process is subject to the legislation relative to the protection of personal information.

N.B.: Before verifying references you must always obtain written authorization from the candidate.

By the present, I authorize the fabrique of the parish or the diocese to obtain references from my previous employers, in view of obtaining a position on the parish or diocesan team.

Name in block letters

Signature

Date



PROTECTION OF PRIVATE INFORMATION CONFIDENTIALITY AGREEMENT

In the exercise of my work in the parish _____, I will have access to confidential information.

I hereby commit to ensure that private information remains strictly confidential and to never discuss or disclose it, directly or indirectly, to anyone, whether while serving the parish or at any time thereafter, nor benefit from it personally or allow a third party to benefit.

I also commit to ensure the physical and IT security of collected information and not keep any copies of documents that contain confidential information.

I have read and understand the scope of this present confidentiality agreement for the protection of parish confidential information and I agree to comply fully.

In witness whereof I have signed on: ____/____/____ at _____
Day Month Year

Name of the employee in printed letters

Signature

Received by: Employer representative



AUTHORIZATION FOR CRIMINAL BACKGROUND CHECK

The employer can verify the criminal background of the candidate

Considering that Article 18.2 of the Charter of human rights and freedoms does not prohibit the questioning of a candidate about their background, the employer is within their rights to speak to police or different private firms to proceed with a criminal check.

An employer must obtain written consent from the candidate before proceeding. It is therefore recommended that the candidate be given a consent form and that it be signed before starting a background check. In particular, this form must outline the scope of the verification to be carried out and it must be adapted to the position being sought after.

EMPLOYEE'S CONSENT TO UNDERGO A BACKGROUND CRIMINAL CHECK

I authorize my employer _____ to proceed with a criminal background check.

I understand that the information obtained is confidential and shall only be consulted by authorized persons, in conformity with the protection of private information.

Name in print

Signature

_____/_____/_____
Day Month Year



AUTHORIZATION FORM FOR VOLUNTEERS

Note: Fill out section A, B or C as needed

Family Name: _____ First name: _____

Address: _____

Email address: _____

Home telephone: _____ cell phone: _____

SECTION A: Confidentiality agreement

In the exercise of my work in the parish _____, I will have access to confidential information.

I hereby commit to ensure that private information remains strictly confidential and to never discuss or disclose it, directly or indirectly, to anyone, whether while serving the parish or at any time thereafter, nor benefit from it personally or allow a third party to benefit.

I also commit to ensure the physical and IT security of collected information and not keep any copies of documents that contain confidential information.

I have read and understand the scope of this present confidentiality agreement for the protection of parish confidential information and I agree to comply fully, in conformity with the protection of personal information.

Signature of Volunteer

_____/_____/_____
Day Month Year

SECTION B: Reference check

I authorize the parish/organization _____ to verify the references that I have provided.

I understand that the information obtained is confidential and will only be consulted by authorized persons in conformity with the protection of personal information.

Signature of Volunteer

_____/_____/_____
Day Month Year

SECTION C: Criminal background check

I authorize the diocese/organization _____ to do a criminal background check.

I understand that the information obtained is confidential and will only be consulted by authorized persons in conformity with the protection of personal information.

Signature of Volunteer

_____/_____/_____
Day Month Year



ADHERENCE TO THE CODE OF ETHICS AND CONDUCT

When serving my brothers and sisters, it is important that my behaviour correspond to the values that are promoted by the Code of ethics and conduct adopted by the Archdiocese of Gatineau.

The Code of ethics and conduct refers to five (5) values:

1. Human dignity
2. Autonomy and self-determination
3. Personal safety
4. Confidentiality
5. Loyalty and integrity

The application of the Code of ethics and conduct will facilitate the prevention of all conduct that could hurt the persons that we serve in the Church.

In the exercise of my employment or volunteer work in the parish _____, I am to behave in such a way that is in keeping with the Code of ethics and conduct.

I hereby commit to know, adhere, and respect the values being promoted in the Archdiocese of Gatineau.

Signature

____/____/____
Day Month Year



APPENDICES

APPENDIX 1

DEFINITIONS

Abuse

Abuse refers to physical, verbal, emotional or sexual behavior on the part of an ecclesial representative:

- (i) Which causes a person to fear for their safety and physical, psychological or emotional well-being.
- (ii) Of which the alleged aggressor knew or ought reasonably to have known that they would cause that person to fear for their safety and physical, psychological or emotional well-being.

Abuse of power

An abuse of power is the act of a person who exceeds the legal limits of his office and makes unfair use of it. Abuse of power can result in intimidation, harassment, threats, blackmail or coercion.

Bishop

Member of the hierarchy of the Church, in communion with the Pope and appointed by him for the government of the faithful of the Church. In this document, the bishop is the Roman Catholic Archbishop of Gatineau, supreme authority in his diocese.

Conduct - This term refers to a set of written rules that an organization or company undertakes to observe and that govern the conduct of its paid staff, the volunteers who work there and its leaders.

Ethics - A text that sets out the values and principles of a moral or civic nature to which an organization adheres, serving as a guide for individuals or groups to help them judge the appropriateness of their behaviour.

Minor

A minor is:

- (i) A person under the age of 18.
- (ii) An adult who habitually possesses an imperfect use of reason, or who is usually deprived of it, and who, because he is considered incapable of governing himself, is considered equivalent to a minor according to the law of the Church.

Sexual abuse

Sexual abuse refers to:

- (i) Acts of a sexual nature, with or without physical contact, including any form of sexual exploitation on the part of any person.
- (ii) A serious risk of being subjected to acts of a sexual nature, with or without physical contact, including sexual exploitation by any person.

Sexual misconduct

“Sexual misconduct” is an act that is considered a sexual offence under canon law, the Criminal Code of Canada and the applicable laws of the province or territory. In this document, “sexual misconduct” refers to sexual abuse of a minor as well as sexual assault of a vulnerable adult.

Spiritual abuse

Spiritual abuse refers to any situation where a person in a position of spiritual authority uses others to satisfy a psychological or emotional need, using an individual's spiritual needs to control them through the manipulation of religious concepts, biblical or spiritual texts.

Staff or volunteer

Adult staff member in a position of authority, power or responsibility within the Corporation of the Roman Catholic Archbishop of Gatineau.

Vulnerable person

A vulnerable person is a person defined as an adult by secular laws (over 18 years of age), but who does not have the mental capacity of an adult or who, because of their advanced age, physical illness, mental disorder or disability at the time the alleged abuse was committed, was or may be unable to protect themselves from serious harm or exploitation.



APPENDIX 2

REFERENCES

This document is the first version of the binder/guide/manual for the Protection of minors and vulnerable adults of the Archdiocese of Gatineau.

It was inspired by the following documents:

- La politique de prévention pour un environnement sain et sécuritaire pour tous (Prevention policy for the health and safety of all), Troisième édition révisée, diocèse de Saint-Jérôme et diocèse de Mont-Laurier, 2021
- Le filtrage dans la foi (screening in a faith context), publication élaborée dans le cadre de la campagne nationale d'éducation sur le filtrage par Bénévoles Canada, 1999
- La gestion responsable du bénévolat (responsible management of volunteers), guide de mise en oeuvre, diocèse de Saint-Jean Longueuil, janvier 2019
- Code d'éthique et de conduite du personnel et des bénévoles, une approche préventive pour contrer toutes formes d'abus (Code of ethics and conduct for personnel and volunteers, a preventive approach against all forms of abuse), corporation l'archevêque catholique romain du Québec, 2021