

August 22, 2018

My Brothers in Christ:

The policies that follow come directly from the Diocese of Orlando policy and procedure documents and are the work of many hands over a period of years to help document the written and unwritten policies of the Diocese of Orlando. As an active deacon with faculties, it is your responsibility to be familiar with and faithfully conform yourselves to the policies and procedures listed below as well as be familiar with all other policies of the Diocese of Orlando.

The following topics are pulled directly from the Diocesan Employee Manual and are specifically applicable to all Deacons serving in the Diocese of Orlando. Any reference to employee shall also mean “Deacon”:

- Standards of Conduct
- Conflict of Interest
- Reporting Serious Violations of Law or Policy
- Social Communications Policy
- Safe Environment Policy and Procedures
- Protecting Our Children - Child Sexual Abuse and Prevention
- Stipends

In our daily living, may we strive eagerly for the greatest spiritual gifts.

STANDARDS OF CONDUCT

The Diocese is a community devoted to promoting the mission of the Roman Catholic Church in Central Florida. Employees are seen as members of this community. They are expected to have an interest in and be personally committed to and supportive of the Diocese’s mission, goals and objectives.

Employees are expected to conduct themselves in a moral and ethical manner consistent with Catholic principles. They are to treat co-workers, supervisors, volunteers, and all persons with respect. Employees are expected to report for work regularly and on time and to avoid excessive or unnecessary absences.

All employees should note that, because of the Church’s particular function in society, certain conduct, inconsistent with the teachings of the Catholic Church, could lead to disciplinary action, including dismissal, even if it occurs outside the normal working day and outside the strict confines of work performed by the employee for the Diocese.



Any form of sexual misconduct is sinful in the eyes of God. Certain forms of sexual misconduct can be criminal as well.

Church Personnel who engage in any form of sexual misconduct are violating the ministerial relationship, misusing their authority and power, and taking advantage of the vulnerability of those they meet. In these circumstances there is an absence of meaningful consent to any sexual activity, even if the person is an adult. It is the responsibility of Church Personnel to maintain appropriate emotional and sexual boundaries with those with whom they work or serve. While it is not possible to identify every form of inappropriate conduct that violates a person's boundaries, based on the foregoing, it is inappropriate for Church Personnel to:

- perform any type of sexual act with anyone.
- give inappropriate gifts (such as lingerie).
- threaten or cause personal harm or injury.
- threaten or cause damage to property.
- smoke or encourage smoking on any diocesan property, school or entity.
- observe someone undressing while he/she is changing clothes at school, a sporting event or retreat other than necessary supervision in a locker room or approved changing area.
- denigrate or verbally abuse any person.
- provide medical advice, or medical procedure unless properly authorized or are required by law.
- administer drugs, including over-the-counter medication, in the absence of express written permission.
- provide massages or other physical therapy.
- examine the genitalia of any person, for any reason.
- touch an individual inappropriately.
- use the internet for pornographic access.
- use pornography or participate in any acts of pornography involving adults or minors.
- show sexually suggestive objects or pornography.
- tell tales of sexual exploits, experiences or conflicts.
- make sexual propositions.
- use sexual vulgar language.
- offer a prolonged hug when a brief hug is customary behavior.
- kiss on the lips.
- invite children and young people to their home unsupervised or for overnight stays, even with the permission of the parent or guardian.

- offer children and young people rides to their homes, even with the permission of the parent or guardian.

(We recognize some of these restrictions would not apply due to marital status.)

Behaviors that may indicate poor boundaries:

- Over investment in children
- Over identification with children
- Failure to set appropriate limits with children
- Excess animation around children
- Indications of anxiety regarding adult sexuality
- Overly anxious in interviews or under supervision
- Success in getting around the rules
- Lack of meaningful, in-depth relationships with adult peers
- No sense of responsibility for one's actions
- Keeping secrets with children
- Allowing special relationships with individuals
- Allowing individuals to break some rules
- Gifts to individual young person

CONFLICT OF INTEREST

Employees are expected to devote their best efforts and attention to the full time performance of their jobs. They are expected to use good judgment, to adhere to high ethical standards, and to avoid situations that create an actual or perceived conflict between the employee's personal interests and the interests of the Diocese. A conflict of interest exists where the employee's loyalties or actions are divided between the Diocese's interests and those of another. Both the fact and the appearance of a conflict of interest should be avoided. Where a conflict of interest exists, the employee should fully disclose this fact to his/her supervisor. Employees unsure whether a certain relationship or activity constitutes a conflict of interest should consult their supervisor for clarification.

Consistent with this policy, employees shall not engage in outside activities which may:

1. Conflict with their working hours, including overtime hours, or time required to complete Diocesan assignments and responsibilities;
2. Affect the objectivity and independence of their judgment and/or conduct in performing their duties for the Diocese;
3. Reflect in a negative manner upon the Diocese; or
4. Be inconsistent with the teachings of the Catholic Church.

For more detailed information, refer to the Diocesan Intranet, under Human Resources, for the policy entitled “Conflict of Interest”.

REPORTING SERIOUS VIOLATIONS OF LAW OR POLICY

The Diocese encourages all clergy, religious, and laity, whether employees or volunteers, acting in good faith, to report suspected or wrongful conduct with respect to violation of law or serious violations of Diocesan policy. The Diocese is committed to protecting individuals from interference with making a protected disclosure and from retaliation for having made a protected disclosure or for having refused a directive that is deemed illegal. For more information, please refer to the full policy which is provided on the Diocesan Intranet, entitled “Reporting Serious Violations of Law and Policy” (Whistleblower Policy).

REPORTING SEXUAL MISCONDUCT with Children or Vulnerable Adults or Child Abuse

Any employee who knows or has cause to suspect that a child or vulnerable adult has been subjected to any form of abuse or neglect by any person, including another diocesan employee or volunteer, religious, or clergy, shall immediately report the incident to Law Enforcement and their immediate supervisor. The supervisor will follow the procedures set forth in the Policies for Youth and Child Protection, posted on the Diocese’s website at www.orlandodiocese.org, for contacting the appropriate external and internal authorities.

SOCIAL COMMUNICATIONS POLICY

The Diocese recognizes that the Network/Internet and other emerging technologies allow authorized users access to immense information that is useful in the respective roles as employees of the Diocese. The Diocese’s goal in providing this privilege to authorized users within the workplace is to promote professional excellence, innovation, and communication. The use of the Network/Internet or other emerging technologies will be guided by the [Diocesan Social Communications Policy](#).

Authorized users should be aware that the data they create on Diocesan systems remains the property of the Diocese. Authorized personnel may monitor equipment, systems and network traffic at any time. The Diocese maintains the right to monitor all network/computer activity derived from or utilized through its resources, whether it is on-line, down-loaded or through printed material. All authorized users are required to abide by the terms and conditions of the policy and its accompanying regulations. The DNAUP is available on the Diocesan Website or Intranet.

SAFE ENVIRONMENT TRAINING & PROCEDURES ([English](#) / [Spanish](#))

The mission of Safe Environment Training and Fingerprinting is to prevent abuse of children and vulnerable persons through education and awareness. The Diocese of Orlando is committed to protecting all children and vulnerable persons.

The Diocese of Orlando is required by the United States Catholic Conference of Catholic Bishops (USCCB) to follow certain guidelines with regard to Safe Environment Training. As are all other archdioceses and dioceses, we are required to undergo regular audits by the USCCB to be sure that we are in compliance with those regulations.

All church personnel and volunteers working with children and vulnerable populations must complete Safe Environment Training in addition to a background/fingerprint clearance.

In an effort to ensure the safety of those persons under the care of the Diocese, all Church Personnel and volunteers, ages 15 and older, will be required to submit a completed Criminal Background Check Form as well as a complete set of fingerprints so as to facilitate a criminal background investigation.

1. Safe Environment Training

- Safe Environment Training must be completed every 5 years. This includes watching a training video, taking a quiz, and being fingerprinted.
- To start the training you must register. A unique email address is required to register. If you don't have an email address, obtain one from a free service such as Gmail or Yahoo.
- Quiz results are sent directly to staff from the Diocese of Orlando Human Resources Office, and they notify your affiliated parish, school or organization of the results.

2. Fingerprint Registration

- Attention All Applicants -On the registration site, you will see a screen stating "Reason why you need to be fingerprinted". Please select the web link: "I know my Fieldprint Code" to enter your Fieldprint Code.
- Do NOT use the drop-down menu. **Please contact your entity to obtain your Fieldprint code.**
- Follow this link to register for fingerprinting: Fieldprintflorida.com

STIPENDS

The deacon in the Diocese of Orlando is one who, always, shares in the ministry of Jesus Christ. He continues to make his livelihood by his usual employment. He then voluntarily offers his diaconal service. He freely exercises his ministry at times beyond the demands of his profession and family. It is understood that time will be available for Diaconal service.

When Deacons present programs, conduct workshops, engage in consultations, or make presentations that are within the scope of their vocational responsibilities with the Diocese, they are under no circumstances eligible to receive a stipend or supplemental compensation.

If a stipend is given by an organization or diocesan location benefiting from the presentation, the stipend is to be deposited as revenue to the department or organization.

DEACON ACKNOWLEDGEMENT

I have reviewed the Diocesan Employee Manual (excerpts for Deacons) and followed links to review the additional policies described. I understand and agree that it is my responsibility to read and familiarize myself with these policies and procedures as well as those policies on the Diocese of Orlando intranet.

I understand and agree that nothing in the manual creates or is intended to create an employment contract or a promise or representation of continued diaconal faculties with the Diocese, which may be temporarily suspended or revoked at any time at the will of either the Diocese or myself, with or without cause or any prior notice or warning.

I understand that any and all policies or practices can be changed at any time by the Diocese, and I recognize that there may be other policies and procedures that are not identified in the manual.

I understand and agree that I will comply with and am fully bound by and subject to each and all of the policies, procedures, rules and/or regulations contained in the Diocesan policy manual or in any subsequent revisions to the manual, and to the referenced Diocesan policies available on the Diocesan Intranet.

My signature below certifies my understanding of the manual, my vocational relationship with the Diocese of Orlando, and the matters set forth in this Acknowledgement.

Deacon's Name

Witness Name

Deacon's Signature

Witness Signature

Date

Return signed form will be placed in the employee's personnel file.

