



Volunteer Use of Parish Virtual Meeting Accounts Policy

Purpose

To ensure the safety of children, everyone who facilitates virtual meetings must read, agree to, and comply with Volunteer Use of Parish Virtual Meeting Accounts.

Policy

Parish Virtual Meeting Accounts may be used by volunteers who have been authorized, in writing, to do so by the Pastor/Parochial Administrator and for the specific purpose, time and date agreed upon.

Procedures

a. Use of Parish Virtual Meeting Accounts

- All users of Parish or Diocesan Meeting Accounts must be trained on account usage and these policies and procedures.
 - In addition, all users must read the Diocesan Social Communications Policy before conducting or participating in any virtual meeting.
- While account credentials may be shared with a volunteer, that volunteer agrees to use the account at the designated time and for ministry purposes only. Staff and volunteers may not use virtual meetings for personal or non-Diocesan business use.
 - The Parish or Provider of the account must maintain a complete and accurate list of authorized users.
 - Only accounts associated with official Diocesan email addresses are permitted. Use of personal email addresses is prohibited.
- Virtual meetings may only be scheduled by parish staff who have been authorized to be a virtual meeting host.
- Catechists may initiate or host a meeting that has already been scheduled.
- At the end of every calendar or academic year, account passwords must be changed by parish staff.
- Passwords must adhere to complexity requirements outlined in the Social Communications Policy. The parish or the Diocese must maintain a confidential list of passwords.

b. Safe Environment Concerns

- Following the requirements of the Diocesan Social Communication Policy, communication with minors about virtual meeting may only come from parish staff or, when necessary, a designated volunteer faith formation coordinator, and must always include a duplicate communication to the parents or legal guardians. It is recommended that scheduling notices be made available on the parish website so that individual communication is not necessary. Volunteers shall not communicate with minors outside the virtual meeting setting.
- In accordance with the Safe Environment Policy, one-on-one meetings with adults and minors are not permitted.
 - Minors must remain in a virtual waiting room until multiple members are ready to be admitted to the meeting.
 - All participants should be identified by first name only; no nicknames or fictitious names are allowed.
 - If individuals are appearing via video, no offensive or inappropriate backgrounds, or such materials in a background, can be used.
 - Once all participants have joined the meeting, attendance should be locked to prevent others from joining.
 - Hosts must monitor the meeting at all times and cannot use private breakout or meeting rooms with individual attendees.
 - Hosts must ensure all students or attendees are present during the meeting by visual confirmation.
 - Any inappropriate conduct or the presence of unauthorized or unknown attendees should cause the meeting to end and be reported immediately to the Pastor and the Diocese's Senior Director of IT.

c. Parish Staff Participation

- Pastors and Parish Catechetical Leaders may enter virtual meetings to interact with and assist catechists.
- To offer helpful feedback and guidance, Parish Catechetical Leaders may also observe virtual meetings.

d. Training

To facilitate effective use of virtual meetings, before commencing any virtual program, the Parish Catechetical Leader and Pastor will coordinate training and orientation for catechists. This training must be held annually and must provide best practices and guidance for using virtual meeting rooms, in accordance with the Diocesan Social Communications Policy.

e. Acknowledgement

By signing below, I verify that I have read the Diocesan Social Communications Policy and that I will comply with the policy and procedures for Virtual Meetings set forth above. I acknowledge that my failure to do so may result in the termination of my employment or volunteer activity with the Parish and the Diocese.

My position is:

___ Pastor/Parochial Administrator

___ PCL or other Parish Staff

___ Catechist/Educational Volunteer

Signature

Attended Training on _____

Name (Printed)

Date

Attended Training on _____

Created: September 9, 2020