

# Promoting a Safe Environment

Diocese of Manchester Safe Environment Newsletter

Working together  
to fulfill the  
mission & ministry  
of the Lord

FALL 2005

VOLUME 1, ISSUE 1

## *Our Continuing Mission*

Welcome to the first edition of the Safe Environment Newsletter! This newsletter was suggested by members of the Safe Environment Council, who thought that it would be helpful to publish a newsletter containing tips, suggestions, reminders, and ideas to assist safe environment council members, safe environment coordinators, pastors, and principals in their work in implementing our child protection policies and programs. We hope that you will find this newsletter useful as you prepare to welcome new employees and volunteers into your parishes and schools this fall.

We expect that this newsletter will be published three times per year. If you have any suggestions or ideas for this newsletter, please contact me directly at [dquinlan@rcbm.org](mailto:dquinlan@rcbm.org). I look forward to hearing from you, as our best ideas and tips have come from the people who are engaged in the work in the parishes and schools.

As we continue our mission to promote a safe environment for all people in our Church, we have much to celebrate. In the past several years, over 10,000 people have participated in our sexual abuse awareness and

prevention programs. You, and hundreds of other people, are working together to make our Church a safer place and a model for other organizations. Words cannot express our gratitude for the work that you do.

If there is anything that I can do to be of assistance to you, please do not hesitate to contact me. With prayerful best wishes, I remain,

Sincerely yours in the  
Lord,



Associate Delegate for  
Ministerial Conduct

## **Special points of interest:**

- ◆ *Checklist for Safe Environment Coordinators*
- ◆ *New Coordinator Named*
- ◆ *Safe Environment Curriculum*
- ◆ *Tips for Screening New Volunteers*
- ◆ *Meet Jim Stankiewicz*



## *Regional Meetings to be held in September*

On September 10, 2005 and on September 24, 2005, the Office for Ministerial Conduct will hold four regional meetings for safe environment council members, safe environment coordinators, pastors, principals, and those responsible for safe environment in the parishes and schools. The meetings provide opportunities to establish goals for the remainder of the calendar year, discuss the implementation process, learn more about the safe environment programs offered to those in ministry as well as parents and children, and learn from and collaborate with other people involved in implementing our *Promise to Protect, Pledge to Heal* Policy.

### ***How to Register***

You may register for any meeting that is convenient for you. To register and obtain directions, please contact Eve Mongeau on or before September 2, 2005. If you are unable to attend, copies of the handout materials are available from Eve at [emongeau@rcbm.org](mailto:emongeau@rcbm.org) or 669-3100, Ext. 161.

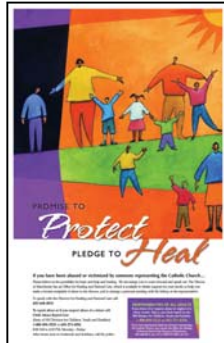
### ***Schedule of Regional Meetings***

Saturday  
September 10, 2005  
9:00 a.m. — noon  
St. Bernard Parish, Keene or  
St. Charles Parish, Meredith

Saturday  
September 24, 2005  
9:00 a.m.—noon  
St. Pius X Parish, Manchester or  
All Saints Parish, Lancaster

*We look forward to seeing you in September!*

## *Posters and Reporting Cards are Still Available*



In July 2005, the Office for Ministerial Conduct sent to all pastors and principals posters on how to make a report if someone has been abused or victimized by someone Church personnel. Attached to the posters are pockets for wallet-size cards on the mandatory reporting procedures for Church personnel. These posters and reporting cards are available in English, Spanish, Vietnamese, and Portuguese.

If you would like to have additional posters or reporting cards, please do not hesitate to contact Kathryn Antyr in the Office for Ministerial Conduct at [kantyr@rcbm.org](mailto:kantyr@rcbm.org) 669-3100, Ext. 101.

## *New Coordinator Named*

The Office for Ministerial Conduct is pleased to announce that Reverend Edward J. Arsenault has appointed Sister Kathleen Haight, R.S.M. as Coordinator of Safe Environment Programs. Sr. Kathleen will be working with Fr. Arsenault, Diane Murphy Quinlan, and Eve Mongeau to assist Safe Environment

Coordinators in their efforts to implement the *Promise to Protect, Pledge to Heal* Policy. She also will be scheduling, planning, and coordinating throughout the Diocese the *Protecting God's Children* training sessions for adults, the training sessions for teenagers in ministry with children, and other personal safety programs for children

and their parents. In addition to her responsibilities as Coordinator of Safe Environment Programs, Sr. Kathleen continues to serve as the Parish Outreach Coordinator for New Hampshire Catholic Charities in Keene. She can be reached by email at [Khaight@catholiccharitiesnh.org](mailto:Khaight@catholiccharitiesnh.org) or by telephone at 357-3093.

## *Screening of New Volunteers*

Tips from Safe Environment Coordinator Terry Bolduc

**1. Create a list of all the leaders** of the ministries that function in your parish, such as Lectors, Eucharistic Ministers, choir members, etc.

**2. Contact the leaders** with a cover letter explaining who you are and what you are trying to accomplish for your parish and the diocese regarding the safety of all those involved in ministry. Provide a simple form where they can list the first and last name of each person volunteering in their ministry and two other columns to check off – Works with Children OR Works without Children.

**3. Get a count** once you have all your lists back, then you know what and how many forms and booklets you need to get to the leader of a ministry. Have volunteers make copies of the forms for you and put into the back of a *Promise to Protect, Pledge to Heal* Policy booklet.

**4. Distribute forms through the leaders.** Place all the booklets for one ministry into a plastic shopping bag with their name on it and have one general pick up point (the parish office area is always a good location). Leave it to the leader of each ministry to get the booklets

and forms to their volunteers. Be sure to give them a return address where each person can send their completed forms.

**5. Add all the important and necessary information to the diocesan database** for each person as the forms come in. Once their names are added to the database, create a folder with that person's name, last name first, on the folder and file it alphabetically in a separate filing area than usual. This information is very sensitive and needs to be in a place where confidentiality can be guarded. A locked filing cabinet is helpful.

“IT TAKES DILIGENCE  
AND PERSISTENCE TO  
STAY ON TOP OF THINGS,  
SO DON'T GET  
DISCOURAGED.”  
~ TERRY BOLDOC, SEC

STE. MARIE PARISH,  
MANCHESTER

## Checklist for Safe Environment Coordinators

This checklist sets forth the 2005 goals established by the Office for Ministerial Conduct for implementing the *Promise to Protect, Pledge to Heal* Policy. While we understand that these goals may not be able to be met in every case, we hope that these goals are realistic and will be met by your parish or school. If you are unable to meet these goals and need some assistance, please do not hesitate to contact Eve Mongeau, Sr. Kathleen Haight, or Diane Murphy Quinlan.

- September 15, 2005      If you have not done so already, register at [www.virtus.org](http://www.virtus.org)
- September 15, 2005      Schedule *Protecting God's Children* training for the parish/school.
- September 30, 2005      Distribute to all employees and volunteers (who have not already completed them) applicable memo with Policy/Code and screening documents; give instruction on mandatory reporting requirements; ensure that all volunteers who work with children have attended (or are scheduled to attend) *Protecting God's Children* training. (This can be done, for example, at meetings for the parish council, finance council, lectors, Eucharistic ministers, choir, religious education teachers.)
- October 30, 2005      Receive from employees and volunteers: completed acknowledgment, screening, and criminal records check forms and: (1) send criminal records check forms to State with fee; and (2) file acknowledgment and screening forms in personnel files (*Note: screening forms with a "yes" answer to one or more questions are to be sent with an explanation to the Office for Ministerial Conduct*).
- October 30, 2005      Check sex offender registry to ensure that no employees or volunteers are listed (<http://oit.nh.gov/nsor/>)
- November 1, 2005      Update personnel information for the diocesan personnel database; submit to Eve Mongeau at the Chancery or [emongeau@rcbm.org](mailto:emongeau@rcbm.org). Ensure at this time that all volunteers and employees who work with children have attended *Protecting God's Children* training.
- November 30, 2005      Follow up with employees and volunteers who have not attended *Protecting God's Children* training and are required to do so.

"MAKE A PLAN FOR WHAT  
YOU NEED TO ACHIEVE  
AND HOW YOU WILL  
ACHIEVE IT."

~ TERRY BOLDUK, SEC  
STE. MARIE PARISH,  
MANCHESTER

## *Safe Environment Training Programs*

Since 2002, the Diocese of Manchester has been offering programs on child abuse awareness and prevention. These programs now are available for those in ministry, parents, children, and those who simply are interested in child safety. The following are summaries of the programs that we offer. For further information about any of these programs, please do not hesitate to contact Sr. Kathleen Haight at [khaight@catholiccharitiesnh.org](mailto:khaight@catholiccharitiesnh.org) or Diane Murphy Quinlan at [dquinlan@rcbm.org](mailto:dquinlan@rcbm.org).

“THE DIOCESE OF MANCHESTER’S SAFE ENVIRONMENT CURRICULUM HAS BEEN EXPANDED IN 2005 TO INCLUDE PROGRAMS FOR PARENTS AND CHILDREN.

### *Protecting God’s Children Program for Adults*

**Summary:** The *Protecting God’s Children* program trains adults on how to protect children by making participants aware of the signs of child sexual abuse, the methods and means by which offenders commit abuse, the reporting procedures for suspected abuse, and five easy steps one can take to prevent child sexual abuse. Two videos are the centerpiece of the training: *A Time to Protect God’s Children* and *A Plan to Protect God’s Children*.

**Audience:** All adults in ministry who regularly work with children (clerics, religious, employees, and volunteers) and parents interested in attending.

**Scheduling a Session:** To schedule a session, you may contact the New Hampshire Catholic Charities parish outreach coordinator in your deanery or Sr. Kathleen Haight, [khaight@catholiccharitiesnh.org](mailto:khaight@catholiccharitiesnh.org) or 357-3093.

### *VIRTUS Online Program for Adults*

**Summary:** VIRTUS Online is a web-based training tool to provide refresher training to those adults who have attended the *Protecting God’s Children* Program. These regularly scheduled online bulletins and web-based training courses reinforce the knowledge points made during the awareness sessions. Every training program is tracked so that the Diocese can determine who has or has not trained.

**Audience:** All adults in ministry who regularly work with children (clerics, religious, employees, and volunteers).

**To Register:** Registration is available at [www.virtus.org](http://www.virtus.org) to those who volunteer in parishes and schools.



### *Safe Environment Program for Teens (16 and 17 year olds)*

**Summary:** In this live training program developed by *Protecting God’s Children* trainers, teenagers who volunteer for ministry with younger children (such as in religious education programs) learn about appropriate boundaries in and standards for ministry, including but not limited to handling discipline matters, rules for supervision, and reporting incidents and concerns.

**Audience:** Teenagers 16 and 17 years old who regularly work with children in their ministry are invited to attend. Parents of the teenagers are also invited to attend. This is not a mandatory program.

**Scheduling a Session:** To schedule a session, contact Sr. Kathleen Haight, [khaight@catholiccharitiesnh.org](mailto:khaight@catholiccharitiesnh.org) or 357-3093.

**Profile: Jim Stankiewicz  
Investigator**

As a law enforcement officer for almost 25 years, Manchester Police Lieutenant Jim Stankiewicz has spent years investigating crimes, including crimes against children. However, it is his roles as a father of two children and an uncle of 11 nieces and nephews that motivated him to get involved in the Church's efforts to protect children and young people. In May 2005, Jim Stankiewicz began working with the Office for Ministerial Conduct to assist the Office in various assigned tasks, including the review of background screening results for Church personnel. When a criminal records check or screening form reveals that a cleric, employee, or volunteer has been convicted of a crime or was the subject of an accusation of abuse of a minor, Jim evaluates the matter. He may review documentation and speak with the individual involved and the pastor or principal before making a recommendation as to whether the individual should be considered eligible for ministry. "In our efforts to assist the Church in ensuring the safety of our children and young people, a role that I take very seriously, we cannot lose sight of our values and principles and most of all, who we are as a Church," said Jim Stankiewicz.

### *Safe and Sound All Around (Grades 1 through 6)*

**Summary:** Plymouth State University is developing this personal safety workshop for parents and their children to attend together. The workshop will include a 45 minute performance (using actors) followed by separate workshops for children (by age groups) and parents. Parents will be provided with written materials so that they can reinforce at home the lessons learned.

**Audience:** Children in grades 1 through 6 and their parents will be invited to attend.

**Schedule of Sessions:** The program will be offered in 12 locations throughout the Diocese in parishes and schools. The schedule of programs will be announced in September 2005.

### *Having a Safe School (Grades 7 through 12)*

**Summary:** This program addresses bullying, harassment, hazing and abuse. The program is an assembly-type program that involves interactive discussion, role plays, and power point presentation. The program will also include written materials, including a pledge for students to do their parts in maintaining a safe environment in their schools.

**Audience:** Students at all Catholic high schools and junior high schools (grades 7 through 12). Parents will also be invited to attend.

**Schedule of Sessions:** The program has been scheduled in the diocesan Catholic high schools and junior high schools. Contact the school for further information about the schedule of the training sessions.

### *Talking to Your Children about Abuse and Resources and Guidelines for Parents*

**Summary:** These written materials offer information to parents about how to teach their children to protect themselves against sexual abuse, about the signs and symptoms of abuse, and about how to respond and report to suspected abuse of a child.

**Audience:** Parents and other interested people.

**To Obtain the Information:** The brochure currently is available on the diocesan website: [www.catholicchurchnh.org](http://www.catholicchurchnh.org) on the Child Safety page.

"IN OUR EFFORTS TO ASSIST THE CHURCH IN ENSURING THE SAFETY OF OUR CHILDREN AND YOUNG PEOPLE, WE CANNOT LOSE SIGHT OF OUR VALUES AND PRINCIPLES AND MOST OF ALL, WHO WE ARE AS A CHURCH,"  
~JIM STANKIEWICZ,  
INVESTIGATOR

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“VISIT OUR WEBSITE FOR MORE INFORMATION

ABOUT CHILD SAFETY

[WWW.CATHOLICCHURCHNH.ORG](http://WWW.CATHOLICCHURCHNH.ORG)”

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