



TO: Pastor, Priest Administrator or Pastoral Coordinator
Pastoral Assistant for Administration
Safe Environment Coordinator
Principals

FROM: Shawna McMahon
Safe Environment Program Coordinator

DATE: September 11, 2009

RE: Sex Offender Guidelines

As you may or may not be aware, the Archdiocese of Seattle has guidelines in place to assist you in the event a registered sex offender wishes to participate in your faith community.

A sex offender may become known to the parish leadership in two primary ways:

- 1) A convicted sex offender may come forward and disclose his/her criminal background in the course of their search for a faith community.
- 2) A convicted sex offender may apply to volunteer in the parish. In the course of processing the background check, their criminal history is revealed. If this were to happen, I would notify the pastoral leader immediately to assist with implementation of the Sex Offender Guidelines.

The *Sex Offender Guidelines* were put into place in February 2005 and updated in February 2009. Accompanying the guidelines, you will also find *Directions for Parish Implementation* and the *Sex Offender Mass Agreement Form*.

Please do not hesitate to contact me with any questions about the Sex Offender Guidelines! I can be reached at (206) 274-3189 or (800) 261-4749.



Archdiocese of Seattle

Safe Environment Program

Sex Offender Guidelines Directions for Parish Implementation

A Sex Offender may become known to the parish leadership in two primary ways:

1. A convicted sex offender may come forward and disclose his/her criminal background.
2. A convicted sex offender may apply to volunteer in the parish. In the course of processing the background check, their criminal history is revealed.

Once a convicted sex offender is made known to parish leadership, the *Sex Offender Guidelines* must be implemented:

1. Meet with the offender and review the *Sex Offender Guidelines for Mass Attendance*.
 - a. Make sure that he/she clearly understands the parameters of the agreement.
2. Complete the *Mass Attendance Agreement Form*.
 - a. The offender will complete the top half of the form and sign it.
 - b. A representative of the parish will complete the rest of the form.
 - i. While the form may be filled out by a staff member, it must be signed by a Pastor, Priest Administrator or Pastoral Coordinator.
3. Before the offender may begin attending Mass:
 - a. Guardians must be identified and complete a clear background check.
 - b. Community Corrections Officer must be notified of offender's presence in parish community and informed of the supervision plan.
4. When form is completed, send a copy to the Safe Environment Office.

PLEASE NOTE: This policy is not meant to isolate or discriminate against any individual but to set in place protective boundaries in the parish environment for the safety of all children, teens, and adults.



Archdiocese of Seattle

Safe Environment Program

Sex Offender Guidelines for Mass Attendance

This policy is not meant to isolate or discriminate against any individual but to set in place protective boundaries in the parish environment for the safety of all children, teens, and adults.

Limitations:

1. Convicted sex offenders may only attend scheduled public liturgies (e.g., Mass, Communal Penance services, etc.). They may not participate in parish activities such as the social hour following Mass, parish dinners, or any other activity other than liturgical celebrations.
2. Convicted sex offenders may not be present on parish property at any time, even if accompanied by an approved guardian, other than to attend Mass or another public liturgy.

Notifications:

1. It is required that all parish staff as well as ushers (and others on a need to know basis) are made aware of all registered sex offenders that attend Mass in a particular parish. Pictures of the offender will be distributed to parish staff and to all ushers.
2. We reserve the right to notify all parents to ensure that they are aware of the sex offender's background.

Supervision

1. An adult guardian (approved by the parish) must supervise convicted sex offenders at all times while on parish property. This includes visits to the restroom before, during, or after mass.
2. The adult guardians must agree to submit to a criminal background check. This background check must be completed and cleared before a guardian may supervise the offender. The guardian(s) will also be required to sign a document agreeing to follow, at all times, the supervisory guidelines.
3. The guardian must be of the same gender as the sex offender.
4. A parish may require a convicted sex offender to sit in a specific spot in the church for monitoring purposes.



Archdiocese of Seattle

Safe Environment Program

Mass Attendance Agreement Form

Name: _____ Parish/City: _____

Community Corrections Officer: _____
Name Phone Number

The *Sex Offender Guidelines for Mass Attendance* in the Archdiocese of Seattle has been clearly explained to me and I agree to comply with each guideline.

I understand that failure to comply with the policy will mean that I may longer be able to attend Mass at _____ Church.

Signature

Date

Mass Attendance Allowed: ☐ YES ☐ NO

Assigned Seating Required: ☐ YES ☐ NO

If yes, please identify the location of the assigned seating: _____

Pastor, Priest Administrator, Pastoral Coordinator

Date

Archdiocese of Seattle Representative

Date

CCAS/Parish Use only

Approved Guardian(s):

1. _____
Name

Background Check Clearance Date

2. _____
Name

Background Check Clearance Date

3. _____
Name

Background Check Clearance Date

CCO Approval: _____
Initials of Parish Rep Date