

MANY GIFTS, ONE SPIRIT



ARCHDIOCESE OF SEATTLE POLICY REFRESHER

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Quarterly Policy Refresher Initiative



Archbishop Alex Brunett, in consultation with the Presbyteral Council, is initiating a quarterly bulletin highlighting those Archdiocesan policies and procedures which are most often the focus for questions or where violations have occurred that have been particularly problematic for our parishes and schools.

This initiative is one part of a response to the dialogue between the Archbishop and

Council members about how best to help pastors and other pastoral leaders become more familiar with key Archdiocesan policies in Administration and Finance, Communications, Human Resources, and Sacraments. The Council will also be discussing how to make pastors more accountable for following policy.

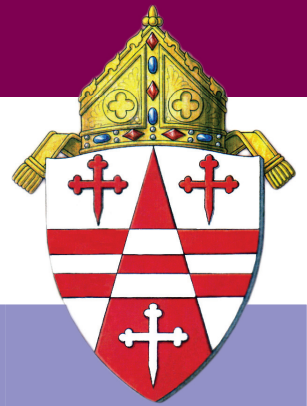
Historically, many lapses in following policies have been due to a lack of awareness. No matter what the reason, violations can have significant financial implications not only for the parish involved but for the entire Archdiocese.

For most purposes, civil authorities view the Archdiocese as a single corporate entity. When there are violations in a parish and fines are levied (e.g. asbestos removal, IRS, wage and

hour), subsequent violations mean ever increasing penalties even if the violations occur in another parish. Disregarding some Human Resource policies can result in a denial of insurance coverage.

Pastors, priest administrators, pastoral coordinators, and pastoral assistants for administration, as well as others in significant leadership roles are asked to review these quarterly bulletins carefully but also to spend time familiarizing themselves with all the Archdiocesan policies contained in Many Gifts, One Spirit.

Readers are invited to suggest future topic areas for the publication where additional focus would be helpful. Please send your suggestions to denniso@seattlearch.org.



Special points of interest:

- NEW QUARTERLY POLICY RE-FRESHER INAUGURATED
- FOCUS ON KEY POLICIES THAT HAVE SIGNIFICANT IMPACT
- READERS ASKED TO SUGGEST FUTURE TOPIC AREAS

Media Relations and Speaking with One Voice

Especially now, during these times with a new wave of concerns regarding clergy sexual abuse and increasingly aggressive approaches of journalists, the Archdiocese needs to speak with one official voice for our Local Church. It is all the more important that our media policies be followed and that priests and employees not represent themselves, even unwittingly, as speaking on behalf of the Church. "The Office of Com-

munications holds sole responsibility for all media relations between parishes and schools and all electronic, broadcast, and print media. Parishes and schools are not free to hold their own press conferences (EC51)." There continue to be reports of pastors, other priests and lay employees being contacted and asked for information and/or statements. There have even been some cases

where priests and lay employees have actually initiated contact with the media to express their personal opinions. Any contact with the media should first be directed to Greg Magnoni, the Archbishop's Delegate for Communications at 206-382-4862.

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Contact by Plaintiffs' Attorneys

Plaintiffs' attorneys have also been more aggressive in contacting priests, deacons, and lay leaders regarding cases they are pursuing. Please know that you are under no obligation to speak with these individuals. If you are approached, please contact Mary Santi, Chancellor, at 264-2089 or mary.santi@seattlearch.org

Involuntary Terminations

If the advice of the Office of Human Resources has not been sought and followed prior to an involuntary termination (including lay off or restructuring) Catholic Mutual will not provide coverage if there is a subsequent claim. Section III in the Human Resource policies addresses involuntary terminations due to either a discharge for just cause or layoffs. Involuntary terminations are often difficult for all involved

but carry particular liability for the employer if not done properly. No matter the reason for an involuntary termination, it is critical that the Human Resources Office be contacted prior to ANY action by a supervisor.

Use of Parish Property by non-Catholic groups and religions

"...Property and Construction will provide the steps to be followed and coordinate communication"

Pastors and pastoral administrators are sometimes approached by non-Catholic religious organizations requesting use/lease of parish properties. When such requests arise, an initial inquiry should be made to the Property and Construction Office at 206-382-4851 or 1-800-809-4923. Personnel there will provide the steps to be followed and coordinate communication

with other Chancery departments that may need to provide approval.

Important Notices:

James Pommier is a former priest of the Diocese of Bismarck, North Dakota against whom several allegations of child sexual abuse were established. He has been laicized and is not a priest. However, subsequent to his laicization, he has been known to have presented himself as a priest and he currently resides in the Archdiocese of Seattle.

He has been active on the Olympic Peninsula and in the Tacoma, Olympia and Grays Harbor areas.



James Pommier

Hiring Personnel That Have Previously Been Employed in the Archdiocese

It is critical that those involved in the hiring process become familiar with Archdiocesan Human Resource policies addressing the hiring process (HR I-10). Of special note is HR5 which addresses references and in particular references for applicants that have previously worked for the Archdiocese. "The supervisor or his/her designee must complete reference checks, including but not limited to the most recent employer, prior to extending any offer of employment (see Manager's Toolkit: [http://](http://intranet.seattlearch.org)

intranet.seattlearch.org). If the candidate was employed previously (or is employed currently) by a Catholic parish, school or agency in the Archdiocese of Seattle, the former (or current) pastor, priest administrator, principal, appointed pastoral leader or supervisor must be contacted prior to extending any offer of employment. In addition, for these candidates, the Office of Human Resources must be contacted prior to extending any offer of employment.

Written records of the reference checks are to be retained in the personnel file. (HR 5) If you have any questions regarding this policy please contact Denise Aubuchon, Associate Director of Human Resources at 206-382-4522.

"The supervisor or his/her designee must complete reference checks, including but not limited to the most recent employer, prior to extending any offer of employment."

Outside Speakers Clearance Process

As part of both our efforts at ensuring a Safe Environment and in order to be assured of the authenticity of Catholic teaching, the Archdiocese requires parishes and organizations listed in the Catholic Directory to comply with the following speaker clearance process. The Archdiocese of Seattle has developed this process to ensure the fidelity to Church teaching, and to obtain the required background reviews done on all those engaged in ministry. This process is described in the Parish Faith Formation section of the Archdiocesan Policies as "Appendix N".

Prior to inviting any lay speaker or ministry event provider to come from outside the Archdiocese of Seattle, the appointed pastoral leader needs to complete the Ministry Clearance Requirements and obtain a letter of permission from the Archdiocese. Clearance requests may also be submitted by the institutional leaders of those organizations listed in the Catholic Directory. This ministry clearance process is confidential. Prospective speakers and other ministry event providers may not be informed that they are under specific consideration until after the letter granting permission is received. As part of the event planning process, the parish or sponsoring organization may contact the prospective speaker or ministry

event provider to determine the person's availability and request additional information about his or her ministry experience and services. However, no invitation may be extended. If a person is invited before the letter of permission is received, the request for clearance will not be considered.

Submitting a Clearance Request

The appointed pastoral leader must submit the ministry clearance request form, to initiate the clearance process. Forms are available through:

- OCFE for lay ecclesial ministers: Pat Mullhall 382-4096 or 1-800-809-4970
- Vicar for Clergy for priests and deacons: Jan Augustavo 382-4839 or 1-800-809-4919
- Delegate for Religious for religious priests and sisters: Charlene Cook 382-4832 or 1-800-406-6613

Completed forms include detailed information about the prospective speaker or ministry event provider, type of ministry, topic of presentation, and purpose of the proposed event. Following the review, a letter of permission or refusal will be sent to the organization or parish making the request.

Clearance is valid only once on an event-by-event basis and must be sought each time a speaker or ministry event provider is being considered, no matter how many times the person may have spoken or served before in the Archdiocese of Seattle. Please allow at least eight weeks to complete the clearance process prior to inviting the speaker or ministry event provider.

For more information, please contact the appropriate office.