

USCCB 2016 Audit Instrument

Diocese/Eparchy: _____
Bishop/Eparch: _____
Audit Period: 7/1/2015 - 6/30/2016
Date(s) Audit Conducted: _____
Prior On-Site Audit Year: _____
Auditor(s): _____

INSTRUCTIONS: Appropriate personnel are to answer each yes/no question below, describe his/her response, and record contact information in the spaces provided. Do not leave any blank cells, and do not alter the format of the document. Please do not copy and paste paragraphs of diocesan/eparchial policies. Instead, provide the section or page number for our reference.

The use of the term "victim" or "victim/survivor" on this audit instrument does not imply that the diocese/eparchy submitting this information recognizes the veracity of the claim.

ARTICLE 1. Dioceses/eparchies are to reach out to victims/survivors and their families and demonstrate a sincere commitment to their spiritual and emotional well-being. The first obligation of the Church with regard to the victims is for healing and reconciliation. Each diocese/eparchy is to continue its outreach to every person who has been the victim of sexual abuse* as a minor by anyone in church service, whether the abuse was recent or occurred many years in the past. This outreach may include provision of counseling, spiritual assistance, support groups, and other social services agreed upon by the victim and the diocese/eparchy.

Through pastoral outreach to victims and their families, the diocesan/eparchial bishop or his representative is to offer to meet with them, to listen with patience and compassion to their experiences and concerns, and to share the “profound sense of solidarity and concern” expressed by His Holiness, Pope John Paul II, in his Address to the Cardinals of the United States and Conference Officers (April 23, 2002). Pope Benedict XVI, too, in his address to the U.S. bishops in 2008 said of the clergy sexual abuse crisis, “It is your God-given responsibility as pastors to bind up the wounds caused by every breach of trust, to foster healing, to promote reconciliation and to reach out with loving concern to those so seriously wronged.”

We bishops and eparchs commit ourselves to work as one with our brother priests and deacons to foster reconciliation among all people in our diocese/eparchies. We especially commit ourselves to work with those individuals who were themselves abused and the communities that have suffered because of the sexual abuse of minors that occurred in their midst.

NOTE: This Article also requires completion of Chart A/B.

	Article 1	Y/N	Responsible diocesan/eparchial personnel and email:	Description of process (if applicable):
1-1	Did the diocese/eparchy provide outreach to the victims reported on Chart A/B?			
1-2	Did the diocese/eparchy provide outreach to the families of victims reported on Chart A/B?			
1-3	Did that outreach demonstrate a commitment to the victims'/families' spiritual AND emotional well-being?			
1-4	Did the diocese/eparchy extend to victims and their families an offer to meet with the bishop and/or his representative?			
1-5	How does the diocese/eparchy foster reconciliation among all people in their dioceses/eparchies?			
1-6	How does the diocese/eparchy work with parish communities affected by abuse?			
1-7	Has the diocese/eparchy provided source documentation as referenced in the Information Request Letter?			

ARTICLE 2: Dioceses/eparchies are to have policies and procedures in place to respond promptly to any allegation where there is reason to believe that sexual abuse of a minor has occurred. Dioceses/eparchies are to have a competent person or persons to coordinate assistance for the immediate pastoral care of persons who report having been sexually abused as minors by clergy or other church personnel. The procedures for those making a complaint are to be readily available in printed form in the principle languages in which the liturgy is celebrated in the diocese/eparchy and be the subject of public announcements at least annually.

Dioceses/eparchies are also to have a review board that functions as a confidential consultative body to the bishop/eparch. The majority of its members are to be lay persons not in the employ of the diocese/eparchy (see Norm 5 in Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons, 2002). This board is to advise the diocesan/eparchial bishop in his assessment of allegations of sexual abuse of minors and in his determination of a cleric's suitability for ministry. It is regularly to review diocesan/eparchial policies and procedures for dealing with sexual abuse of minors. Also, the board can review these matters both retrospectively and prospectively and give advice on all aspects of responses in connection with these cases.

NORM 2. Each diocese/eparchy will have a written policy on the sexual abuse of minors by priests and deacons, as well as by other

church personnel. This policy is to comply fully with, and is to specify in more detail, the steps to be taken in implementing the requirements of canon law, particularly CIC, canons 1717-1719, and CCEO, canons 1468-1470. A copy of this policy will be filed with the United States Conference of Catholic Bishops within three months of the effective date of these norms. Copies of any eventual revisions of the written diocesan/eparchial policy are also to be filed with the United States Conference of Catholic Bishops within three months of such modifications.

NORM 3. Each diocese/eparchy will designate a competent person to coordinate assistance for the immediate pastoral care of persons who claim to have been sexually abused when they were minors by priests or deacons.

NORM 5. The review board, established by the diocesan/eparchial bishop, will be composed of at least five persons of outstanding integrity and good judgment in full communion with the Church. The majority of the review board members will be lay persons who are not in the employ of the diocese/eparchy; but at least one member should be a priest who is an experienced and respected pastor of the diocese/eparchy in question, and at least one member should have particular expertise in the treatment of the sexual abuse of minors. The members will be appointed for a term of five years, which can be renewed. It is desirable that the Promoter of Justice participate in the meetings of the review board.

	Article 2	Y/N	Responsible diocesan/eparchial personnel and email:	Description of process (if applicable):
2-1	Does the diocese/eparchy have policies and procedures which include prompt responses to allegations?			
2-2	Is the response prompt?			
2-3	Who is/are the victim assistance coordinator(s)?			
2-4	How is his/her/their competency assessed?			
2-5	Is pastoral care of victims coordinated immediately after report is made? If not, how long after?			
2-6	Are procedures for making a complaint available in printed form in all principal languages of the diocese? Which languages?			
2-7	Was the existence of these procedures announced publicly during the year?			
2-8	Does the diocese have a review board to handle allegations of sexual abuse of a minor by a cleric? Please provide names/backgrounds.			
2-9	Are the majority of review board members lay persons AND not employed by the diocese/eparchy?			
2-10	Did the board assess the allegations of sexual abuse of a minor by clerics during the year?			

	Article 2	Y/N	Responsible diocesan/eparchial personnel and email:	Description of process (if applicable):
2-11	Did the board make recommendations to the bishop on the suitability of accused clerics for ministry during the year?			
2-12	Does the diocese/eparchy have a policy in place to deal with clerics regarding the acquisition, possession, and distribution of pornographic images of children?			
2-13	Did the board review existing policies and procedures for responding to allegations of sexual abuse during the year?			
2-14	When was the last time the review board met to review these policies?			
2-15	Has the diocese/eparchy provided source documentation as referenced in the Information Request Letter?			

ARTICLE 3: Dioceses/eparchies are not to enter into settlements which bind the parties to confidentiality unless the victim/survivor requests confidentiality and this request is noted in the text of the agreement.

	Article 3	Y/N	Responsible diocesan/eparchial personnel and email:	Description of process (if applicable):
3-1	During the current audit period, has the diocese/eparchy entered into any settlements with victims of sexual abuse of a minor by a cleric? If No, proceed to next Article.			
3-2	Did any of these victims request confidentiality?			
3-3	Was this request noted in the text of the agreement?			
3-4	Has the diocese/eparchy provided source documentation as referenced in the Information Request Letter?			

ARTICLE 4: Dioceses/eparchies are to report an allegation of sexual abuse of a person who is a minor to the public authorities. Dioceses/eparchies are to comply with all applicable civil laws with respect to the reporting of allegations of sexual abuse of minors to civil authorities and cooperate in their investigation in accord with the law of the jurisdiction in question.

Dioceses/eparchies are to cooperate with public authorities about reporting cases even when the person is no longer a minor.

In every instance, dioceses/eparchies are to advise victims of their right to make a report to public authorities and support this right.

NORM 11. The diocese/eparchy will comply with all applicable civil laws with respect to the reporting of allegations of sexual abuse of minors to civil authorities and will cooperate in their investigation. In every instance, the diocese/eparchy will advise and support a person's right to make a report to public authorities.⁸

NOTE: This Article also requires completion of Chart A/B.

	Article 4	Y/N	Responsible diocesan/eparchial personnel and email:	Description of process (if applicable):
4-1	Have any allegations of sexual abuse of a minor by clergy been reported during the current audit period by a victim who was still <u>under the age of 18 at the time the allegation was brought forward</u> ? How many? If No, proceed to Questions 4-4 and 4-6 below.			
4-2	Have these allegations been reported to public authorities in compliance with all applicable civil laws? If yes, which authorities? If no, why not?			
4-3	Has the diocese/eparchy cooperated with civil authorities in their investigations of these matters? If no, why not?			

	Article 4	Y/N	Responsible diocesan/eparchial personnel and email:	Description of process (if applicable):
4-4	Have any allegations of sexual abuse of a minor been reported during the current audit period wherein the victim was <u>age 18 or older</u> at the time the allegation was brought forward?			
4-5	Have any allegations involving clergy possession and distribution of child pornography occurred this audit period? If yes, have they been reported to the authorities? If no, why not?			
4-6	Has the diocese/eparchy cooperated with public authorities about reporting cases when the person is no longer a minor? If yes, which authorities? If no, why not?			
4-7	Does the diocese/eparchy advise victims, in every instance, of their right to make a report to public authorities and support this right? If no, why not?			
4-8	Does the diocese/eparchy's reporting protocol apply to allegations of abuse of individuals who habitually lack the use of reason?			
4-9	Has the diocese/eparchy provided source documentation as referenced in the Information Request Letter?			

ARTICLE 5: We affirm the words of His Holiness, Pope John Paul II, in his Address to the Cardinals of the United States and Conference Officers: “There is no place in the priesthood or religious life for those who would harm the young.”

Sexual abuse of a minor by a cleric is a crime in the universal law of the Church (CIC, c. 1395 §2; CCEO, c. 1453 §1). Because of the seriousness of this matter, jurisdiction has been reserved to the Congregation for the Doctrine of the Faith (*Motu proprio, Sacramentorum sanctitatis tutela*, AAS, 93, 2001). Sexual abuse of a minor is also a crime in all civil jurisdictions in the United States.

Diocesan/eparchial policy is to provide that for even a single act of sexual abuse of a minor* — whenever it occurred—which is admitted or established after an appropriate process in accord with canon law, the offending priest or deacon is to be permanently removed from ministry and, if warranted, dismissed from the clerical state. In keeping with the stated purpose of this Charter, an offending priest or deacon is to be offered therapeutic professional assistance both for the purpose of prevention and also for his own healing and well-being.

The diocesan/eparchial bishop is to exercise his power of governance, within the parameters of the universal law of the Church, to ensure that any priest or deacon subject to his governance who has committed even one act of sexual abuse of a minor as described below shall not continue in ministry.

A priest or deacon who is accused of sexual abuse of a minor is to be accorded the presumption of innocence during the investigation of the allegation and all appropriate steps are to be taken to protect his reputation. He is to be encouraged to retain the assistance of civil and canonical counsel. If the allegation is deemed not substantiated, every

step possible is to be taken to restore his good name, should it have been harmed.

In fulfilling this article, dioceses/eparchies are to follow the requirements of the universal law of the Church and of the Essential Norms approved for the United States.

NORM 8. When even a single act of sexual abuse by a priest or deacon is admitted or is established after an appropriate process in accord with canon law, the offending priest or deacon will be removed permanently from ecclesiastical ministry, not excluding dismissal from the clerical state, if the case so warrants (SST, Art. 6; CIC, c. 1395 §2; CCEO, c. 1453 §1).⁵

a. In every case involving canonical penalties, the processes provided for in canon law must be observed, and the various provisions of canon law must be considered (cf. Canonical Delicts Involving Sexual Misconduct and Dismissal from the Clerical State, 1995; Letter from the Congregation for the Doctrine of the Faith, May 18, 2001). Unless the Congregation for the Doctrine of the Faith, having been notified, calls the case to itself because of special circumstances, it will direct the diocesan bishop/eparch to proceed (Article 13, “Procedural Norms” for *Motu proprio Sacramentorum sanctitatis tutela*, AAS, 93, 2001, p. 787). If the case would otherwise be barred by prescription, because sexual abuse of a minor is a grave offense, the bishop/eparch may apply to the Congregation for the Doctrine of the Faith

b. If the penalty of dismissal from the clerical state has not been applied (e.g., for reasons of advanced age or infirmity), the offender ought to lead a life of prayer and penance. He will not be permitted to celebrate Mass publicly or to administer the sacraments. He is to be instructed not to wear clerical garb, or to present himself publicly as a priest.

NORM 9. At all times, the diocesan bishop/eparch has the executive power of governance, within the parameters of the universal law of the Church, through an administrative act, to remove an offending cleric from office, to remove or restrict his faculties, and to limit his exercise of priestly ministry.⁶ Because sexual abuse of a minor by a cleric is a crime in the universal law of the Church (CIC, c. 1395 §2; CCEO, c. 1453 §1) and is a crime in all civil jurisdictions in the United States, for the sake of the common good and observing the provisions of canon law, the diocesan bishop/eparch shall exercise this power of governance to ensure that any priest or deacon who has committed even one act of sexual abuse of a minor as described above shall not continue in active ministry.⁷

NOTE: This Article also requires completion of Chart A/B.

	Article 5	Y/N	Responsible diocesan/eparchial personnel and email:	Description of process (if applicable):
5-1	Does the diocese/eparchy have a policy for dealing with accused clergy (priests and deacons)?			
5-2	Are all those clerics in the diocese/eparchy who have committed an act of sexual abuse against a minor permanently removed from ministry?			
5-3	Is therapeutic assistance offered to the accused?			
5-4	Are all clerics accorded the presumption of innocence during their investigations?			
5-5	How is the reputation of each accused cleric protected during the investigation?			

	Article 5	Y/N	Responsible diocesan/eparchial personnel and email:	Description of process (if applicable):
5-6	Does the diocese/eparchy encourage the accused cleric to retain both civil and canonical counsel?			
5-7	Does the diocese/eparchy attempt to restore a falsely accused cleric's good name? How?			
5-8	Has the diocese/eparchy provided source documentation as referenced in the Information Request Letter?			

ARTICLE 6: There are to be clear and well-publicized diocesan/eparchial standards of ministerial behavior and appropriate boundaries for clergy and for any other paid personnel and volunteers of the church in positions of trust who have regular contact with children and young people.

	Article 6	Y/N	Responsible diocesan/eparchial personnel and email:	Description of process (if applicable):
6-1	Does a code of conduct exist for clergy and other paid personnel or volunteers in the diocese/eparchy who have regular contact with children and young people?			
6-2	Do these codes of conduct specifically refer to the acquisition, possession/distribution of child pornography?			
6-3	Does the diocese make known the existence of such code(s)?			
6-4	Has the diocese/eparchy provided source documentation as referenced in the Information Request Letter?			

ARTICLE 7: Dioceses/eparchies are to be open and transparent in communicating with the public about sexual abuse of minors by clergy within the confines of respect for the privacy and the reputation of the individuals involved. This is especially so with regard to informing parish and other church communities directly affected by sexual abuse of a minor.

	Article 7	Y/N	Responsible diocesan/eparchial personnel and email:	Description of process (if applicable):
7-1	Does the diocese/eparchy have procedures and/or practices of open and transparent communications?			
7-2	Do these procedures include informing communities directly affected by sexual abuse of a minor?			
7-3	Has the diocese/eparchy provided source documentation as referenced in the Information Request Letter?			

Articles 8, 9, 10 and 11 are not the subject of this audit.

ARTICLE 12: Dioceses/eparchies are to maintain “safe environment” programs which the diocesan/eparchial bishop deems to be in accord with Catholic moral principles. They are to be conducted cooperatively with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, volunteers, and others about ways to make and maintain a safe environment for children and young people. Dioceses/eparchies are to make clear to clergy and all members of the community the standards of conduct for clergy and other persons in positions of trust with regard to children.

For Article 12, please complete Chart C/D.

ARTICLE 13: Dioceses/eparchies are to evaluate the background of all incardinated and non-incardinated priests and deacons who are engaged in ecclesiastical ministry in the diocese/eparchy and of all diocesan/eparchial and parish/school or other paid personnel and volunteers whose duties include ongoing, unsupervised contact with minors. Specifically, they are to utilize the resources of law enforcement and other community agencies. In addition, they are to employ adequate screening and evaluative techniques in deciding the fitness of candidates for ordination (cf. National Conference of Catholic Bishops, Program of Priestly Formation, 1993, no. 513).

For Article 13, please complete Chart C/D.

ARTICLE 14: Transfers of clergy who have committed an act of sexual abuse against a minor for residence, including retirement, shall be as in accord with Norm 12 of the Essential Norms. (Cf. Proposed Guidelines on the Transfer or Assignment of Clergy and Religious, adopted by the USCCB, the Conference of Major Superiors of Men [CMSM], the Leadership Conference of Women Religious [LCWR], and the Council of Major Superiors of Women Religious [CMSWR] in 1993.)

NORM 12. No priest or deacon who has committed an act of sexual abuse of a minor may be transferred for a ministerial assignment in another diocese/eparchy. Every bishop/eparch who receives a priest or deacon from outside his jurisdiction will obtain the necessary information regarding any past act of sexual abuse of a minor by the priest or deacon in question. Before such a diocesan/eparchial priest or deacon can be transferred for residence to another diocese/eparchy, his diocesan/eparchial bishop shall forward, in a confidential manner,

to the bishop of the proposed place of residence any and all information concerning any act of sexual abuse of a minor and any other information indicating that he has been or may be a danger to children or young people. In the case of the assignment for residence of such a clerical member of an institute or a society into a local community within a diocese/eparchy, the major superior shall inform the diocesan/eparchial bishop and share with him in a manner respecting the limitations of confidentiality found in canon and civil law all information concerning any act of sexual abuse of a minor and any other information indicating that he has been or may be a danger to children or young people so that the bishop/eparch can make an informed judgment that suitable safeguards are in place for the protection of children and young people. This will be done with due recognition of the legitimate authority of the bishop/eparch; of the provisions of CIC, canon 678 (CCEO, canons 415 §1 and 554 §2), and of CIC, canon 679; and of the autonomy of the religious life (CIC, c. 586).

	Article 14	Y/N	Responsible diocesan/eparchial personnel and email:	Description of process (if applicable):
14-1	Does the diocese/eparchy have policies and/or procedures governing the relocation of clergy who have committed an act of sexual abuse against a minor into the diocese for residence, such as retirement?			
14-2	Has the diocese/eparchy provided source documentation as referenced in the Information Request Letter?			

ARTICLE 15: To ensure continuing collaboration and mutuality of effort in the protection of children and young people on the part of the bishops and religious ordinaries, two representatives of the Conference of Major Superiors of Men are to serve as consultants to the Committee on the Protection of Children and Young People. At the invitation of the Major Superiors, the Committee will designate two of its members to consult with its counterpart at CMSM. Diocesan/eparchial bishops and major superiors of clerical institutes or their delegates are to meet periodically to coordinate their roles concerning the issue of allegations made against a cleric member of a religious institute ministering in a diocese/eparchy.

	Article 15	Y/N	Responsible diocesan/eparchial personnel and contact information:	Description of process (if applicable):
15-1	Does the bishop/eparch regularly meet and/or correspond with the major superiors of clerical institutes whose members serve in the diocese/eparchy?			
15-2	When did the last meeting/correspondence take place?			
15-3	Has the diocese/eparchy provided source documentation as referenced in the Information Request Letter?			

ARTICLE 16: Given the extent of the problem of the sexual abuse of minors in our society, we are willing to cooperate with other churches and ecclesial communities, other religious bodies, institutions of learning, and other interested organizations in conducting research in this area.

	Article 16	Y/N	Responsible diocesan/eparchial personnel and contact information:	Description of process (if applicable):
16-1	Does the diocese/eparchy participate in the annual CARA survey?			
16-2	What other churches and ecclesial communities, other religious bodies, institutions of learning and other interested organizations has the diocese/eparchy worked with in the area of child abuse prevention?			
16-3	Has the diocese/eparchy provided source documentation as referenced in the Information Request Letter?			

ARTICLE 17: We commit ourselves to work individually in our dioceses/eparchies and together as a Conference, through the appropriate committees, to strengthen our programs both for initial priestly formation and for the ongoing formation of priests. With renewed urgency, we will promote programs of human formation for chastity and celibacy for both seminarians and priests based upon the criteria found in *Pastores Dabo Vobis*, the *Program of Priestly Formation*, the *Basic Plan for the Ongoing Formation of Priests*, and the results of the Apostolic Visitation. We will continue to assist priests, deacons, and seminarians in living out their vocation in faithful and integral ways.

	Article 17	Y/N	Responsible diocesan/eparchial personnel and contact information:	Description of process (if applicable):
17-1	How does the diocese/eparchy assist priests in living out their vocation in faithful and integral ways?			
17-2	How does the diocese/eparchy assist deacons in living out their vocation in faithful and integral ways?			
17-3	How does the diocese/eparchy assist seminarians in living out their vocation in faithful and integral ways?			
17-4	Has the diocese/eparchy provided source documentation as referenced in the Information Request Letter?			