



# Annual Parish Report for Child Protection Compliance

Reporting period July 1, 2025 – June 30, 2026

**Report due: June 12, 2026**

Please read instructions before completing report.

Parish Name(s) \_\_\_\_\_

City \_\_\_\_\_ Date prepared \_\_\_\_\_

Name of person completing report \_\_\_\_\_

Contact number \_\_\_\_\_

## Part 1: Child Protection Compliance Status

\_\_\_\_ The Parish has employees and/or volunteers working with children. Complete the report.

\_\_\_\_ The Parish does not have any employees and/or volunteers working with children.

Parish children attend a formation program and receive the safe environment training at:

\_\_\_\_\_ Go to Pastor Verification.  
(Name of Parish or Parishes)

## Part 2: Employee and Volunteer Compliance Documentation

Column #1 Personnel having direct contact, direct volunteer contact or routine interaction with children in the reporting period.	Column #2 Total number	Column #3 Number with required clearances	Column #4 Number without required clearances	Column #5 Number with required training	Column #6 Number without required training	Column #7 Number with required documents and forms*
Employee						
Adult Regular Volunteer						
Adult Occasional Volunteer				Not Applicable	Not Applicable	

\*See Policy for the Protection of Children or the diocesan website for a complete list of required documents and forms.

### Part 3: Safe Environment Training Documentation for Children

**Children Safe Environment Training Documentation:**

Check the appropriate option and complete the requested information.

**Parish provided safe environment training for children/youth:**

\_\_\_\_\_ On-site, including any homeschool components.

Date of Training \_\_\_\_\_ Method used: \_\_\_\_\_ Agency \_\_\_\_\_ DVD/Streaming  
Complete sections A. and B. below.

\_\_\_\_\_ The Parish is combined with: \_\_\_\_\_

Date of Training \_\_\_\_\_ Method used: \_\_\_\_\_ Agency \_\_\_\_\_ DVD/Streaming  
Complete sections A. and B. below.

**A.**

Column #1 <b>Total enrollment in all formation programs</b> (exclude preschool)	Column #2 <b>Number trained onsite</b> (include homeschool)	Column #3 <b>Number not trained</b> (see instructions)	Column #4 <b>Number sent the Home Training Packet &amp; Acknowledgement Form</b> (see instructions)	Column #5 <b>Number of forms returned as Opt-out</b> (attach copy)	Column #6 <b>Number of forms returned as absence</b>	Column #7 <b>Number of forms not returned</b>

**B.**

**Preschool total enrollment** \_\_\_\_\_ **Number trained at the parish** \_\_\_\_\_

### Part 4: Pastor Verification of Child Protection Compliance

Dear Bishop Persico,

During the 2025-2026 reporting period \_\_\_\_\_  
(Parish Name(s))

in the Diocese of Erie, adhered to the diocesan Policy for the Protection of Children, accurately maintained all required clearances, trainings and documents for employees and volunteers, and implemented the safe environment training program for children.

Pastor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Annual Report due June 12, 2026**





Instructions to complete the  
Annual Parish Report for Child Protection Compliance  
*Reporting period: July 1, 2025 – June 30, 2026*

**Please read the instructions before completing the report.**

*The Office for the Protection of Children and Youth thanks you for completing the report. The information you provide will be used to complete the diocesan audit report for child protection compliance required by the USCCB. For questions or assistance in completing the report contact Cindy Zemcik at 814-824-1195.*

1. **Every parish is required to complete and return the Annual Report for Child Protection Compliance.** Partnered parishes may choose to complete a separate report for each parish or a combined report listing the name of each parish under Parish Name.
2. **The report is due on or before June 12, 2026** Include all information for the period of July 1, 2025 to June 30, 2026. The person completing the report will be contacted in the event clarification or follow-up is necessary.
3. In parishes where a formation program, Edge program, Purpose program, or Youth Ministry is combined with other parishes, each parish will record their own employees, volunteers, and children/youth training.

**Part 1: Child Protection Compliance Status**

4. Examples of employees and volunteers who have direct contact, direct volunteer contact or routine interaction with children are *Children's Liturgy of the Word, preschool, day care, before/after school care, summer programs, formation programs, youth ministry programs, choir with youth under 18, adults who train youth for liturgical ministry, VBS, sport program sponsored by the parish.* This is not an exhaustive list.

Definitions for direct contact, direct volunteer contact or routine interaction can be found in the Policy for the Protection of Children, Section I.

**Line #1:** Check this line and complete the report if the parish has employees and/or volunteers working with children (some examples are listed above) OR the pastor requires all employees, along with the volunteers, to follow the diocesan Policy for the Protection of Children.

**Line #2:** Check this line if the parish does not have any youth programming, choirs, etc. Enter the name of the parish or parishes where children attend formation or enter "no youth in parish" on the line provided. Skip to Part 4, Pastor Verification.

**Part 2: Employee and Volunteer Compliance Documentation**

Commonwealth of Pennsylvania law and diocesan policy require certain clearances, training, and forms to be on file before employment or volunteering begins. A list of compliance requirements, along with renewal times, can be found in the Policy for the Protection of Children and on the diocesan website.

5. When completing the chart **do not include members of the clergy**, they are reported separately.

6. **Columns #1 and #2** record the number of personnel having direct contact, direct volunteer contact or routine interaction with children during the reporting period.
  - **Employee:** In column #2 enter the total number of people employed by the parish who are required by position held or pastor directive to follow the Policy for the Protection of Children. If no employee fits the description, enter zero.
  - **Regular Volunteer:** In column #2 enter the total number of adult regular volunteers who volunteer with children on a regular basis (refer to Parish Volunteer Chart). If no volunteer fits the description, enter zero.
  - **Occasional Volunteer:** In column #2 enter the total number of adult occasional volunteers who volunteer with children on an irregular basis (refer to Parish Volunteer Chart). If no volunteer fits the description, enter zero.
7. **Column #3 – Required clearances:**  
Enter the number of employees, regular and occasional volunteers who have all required clearances on file.
8. **Column #4 – Incomplete, missing, or expired clearances:**  
Enter the number of employees, regular and occasional volunteers lacking any of the required clearances and complete part 5 of the report. *If any clearance is incomplete, missing or expired the parish is out of compliance.*
9. **Column #5 – Required *Creating a Safe Environment* training:**  
Enter the number of employees and regular volunteers who have a valid certificate of completion for the diocesan safe environment training on file.
10. **Column #6 Incomplete, missing or expired training:**  
Enter the number of employees and regular volunteers lacking the required training and complete part 5 of the report. *If any training is incomplete, missing or expired, the parish is out of compliance.*
11. **Column #7 – Required documents:**  
Enter the number of employees, regular and occasional volunteers who have all policy required documents and/or forms on file. The number in column #7 should match the number in column #2. If not, complete part 5 of the report. *If any required documentation is incomplete, missing or expired, the parish is out of compliance.*

### **Part 3. Safe Environment Training for Children**

12. Check the appropriate option and complete the requested information for that option. It is possible that some parishes may need to check both options.
  - Onsite: Check this line if the parish has a stand-alone formation program. Include any homeschool component, post confirmation programs, or combined formation, Edge or Purpose programs located at your parish. Enter the date and method of training and complete A. and B. below.
  - Combined with: Check this line if the parish combines with other parishes for formation, Edge, Purpose, or post confirmation programs located at a different parish. Enter the training information in the space provided and complete A. and B. below.

13. **A.**

- Column #1: Enter the total enrollment for the parish formation programs, excluding preschool.
- Column #2: Enter the number of children trained onsite or at a combined program (including homeschool component).
- Column #3: Enter the number of children absent for the training or whose parent/legal guardian opted out of the training.  
*When added together, columns #2 and #3 should equal the total in column #1.*
- Column #4: Enter the number of children not trained due to absence or parent/legal guardian opt-out and received the Home Training packet and Acknowledgement Form.  
*The total in column #4 should be the same as in column #3.*
- Column #5: Enter the number of Acknowledgement Forms returned as refusal.  
*Copies of Absent forms listing "refusal" must be returned with the report.*
- Column #6: Enter the number of Acknowledgement Forms returned as legitimate absence.
- Column #7: Enter the number of Acknowledgement Forms not returned.  
*The sum of columns #5, #6, & 7 must match the number in column #4.*

14. **B.**

Enter the total enrollment for preschoolers in the formation program and the number trained at the parish.

**Part 4. Pastor Verification**

15. Pastors, please review the report for accuracy, enter the name of the parish(es), and sign this section.

**Part 5: Explanation for incomplete, missing, or expired compliance documentation**

16. Anyone without required compliance documentation cannot work with children in any capacity. List names of those missing clearances, training, or documents, along with the expected completion date. All documentation must be updated within 14 days of the report. Use a separate sheet if necessary. The parish will be contacted for follow-up. Do not return this page if blank.

**Returning the Report:**

17. Keep a copy of the report and return the original report to: The Office for the Protection of Children and Youth, 429 E. Grandview Blvd., Erie, PA 16504. The report can be scanned and emailed to: [czemcik@eriercd.org](mailto:czemcik@eriercd.org). Pictures or screenshots of the report cannot be accepted.