Office for the Protection of Children and Youth

Instructions to complete the
Annual Parish Report for Child Protection Compliance
Reporting period: July 1, 2024 – June 30, 2025

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 report for each parish or a combined report listing the name of each parish.

2. **The report is due on or before June 13, 2025.** Only include information for the period of July 1, 2024 to June 30, 2025. If any clarification or follow-up to part 5 is necessary, the person completing the report will be contacted.

3. In parishes where a formation program, Edge program, or Purpose program 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 care, 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 of direct contact, direct volunteer contact or routine interaction are listed in the Policy for the Protection of Children, Section I.

Line #1: Check this line and complete parts 2, 3, 4 and 5 of the report if the parish has employees and/or volunteers working with children (some examples are listed above) or the pastor requires all employees to follow the diocesan Policy for the Protection of Children.

Line #2: Check this line and enter the name of the parish where children attend formation. Enter "no youth in parish" and complete part 4 of the report if there are NO employees and/or volunteers working with children. 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.

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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.
   - **Employees:** In column #2 enter the total number of adults employed by the parish and 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 volunteers and occasional volunteers who have all required clearances on file.

8. **Column #4 – Incomplete, missing, or expired clearances:**
   Enter the number of employees, regular volunteers 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 having 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 and volunteers will all policy required documents and/or forms. 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 the first two 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.

- Solely homeschool: Check this line if the parish has a homeschool formation program as the only means of formation. Enter the number enrolled, the number trained at home and skip to Part 4: Pastor Verification.

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 parents/legal guardians refused 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 refusal and received the Home Training packet and Absent form.
  The total in column #4 should be the same as in column #3.

- Column #5: Enter the number of Absent forms returned as refusal.
  Copies of Absent forms listing "refusal" must be returned with the report.

- Column #6: Enter the number of Absent forms returned as legitimate absence.

- Column #7: Enter the number of Absent 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. Pictures or screenshots of the report cannot be accepted.