

Procedure for Ongoing Compliance
with
Policies and Guidelines for
Ethics and Integrity for Church Personnel
in the Diocese of Tyler

The policy for Ethics and Integrity for Church Personnel in the Diocese of Tyler requires ongoing effort to insure that people coming into the diocese to minister in the name of the church are properly screened, trained, and that they personally commit to the Code of Ethics and Integrity for Church Personnel. Awareness Training is based on a 30 minute video and can be conducted by anyone who has done Basic Training. Basic Training is 3 hours and must be lead by one of the certified trainers authorized by the Bishop.

All new priests and deacons before being given faculties: are to go through Awareness Training (30 minute video), commit to the Code of Ethics and submit the application for a background check. They also must provide the Diocese of Tyler with a suitability document from their own diocese or religious community. They will be given six months to complete Basic Training.

All religious sisters and brothers who are working for the Diocese, its parishes, schools or agencies must complete the Awareness Training, commit to the Code of Ethics and submit the application for a background check, prior to start of ministry. They will be given six months to complete Basic Training.

All new seminarians and aspirants to the Permanent Diaconate are to complete Basic Training and have an ACS before beginning formation. If this is not possible they need to complete Awareness Training, commit to the Code of Ethics and submit the application for a background check, prior to beginning formation. If they do not complete Basic Training prior to beginning formation, they should complete Basic Training at the first reasonable opportunity, but must complete it before going into the second year of formation for our Diocese.

All employees (full time, part time or stipend) should have an ACS. New employees are to go through Awareness Training (30 minute video) and complete the commitment to the Code of Ethics and the application for background check as part of the hiring process. All employees are obligated to attend Basic Training and should make plans to attend as soon as possible, but they must complete Basic Training within six months of being hired.

All volunteers who have contact with minors, must complete the appropriate training (Basic Training for those that will have supervisory responsibility for minors, or Awareness Training for those who will not be in charge of minors), commit to the Code of Ethics, submit the application for background check and have been issued an ACS prior to beginning work with minors.

Approved November 20, 2003, effective immediately

Most Rev. Alvaro Corrada, SJ
Diocese of Tyler