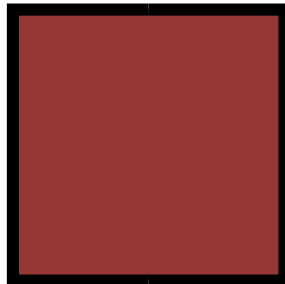
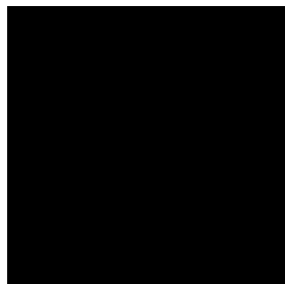
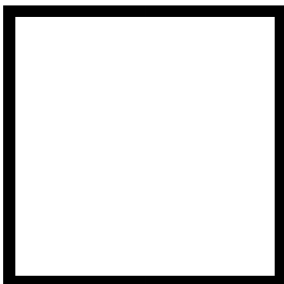
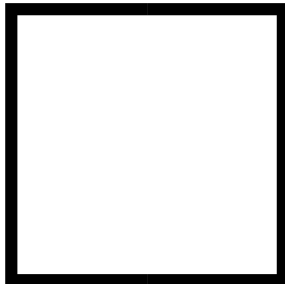


# ***St Timothy Catholic Church***

## ***Facility Usage Policy***

*Revised & Effective as of  
July 1, 2023*



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## Table of Contents

<b>PURPOSE.....</b>	<b>4</b>
<b>OPERATIONAL HOURS .....</b>	<b>4</b>
<b>ANNUAL SCHEDULING PRIORITIES &amp; CONSIDERATIONS.....</b>	<b>4</b>
<b>FACILITY USE GUIDELINES.....</b>	<b>5</b>
<b>CONSIDERATIONS WHEN SUBMITTING A FACILITY REQUEST .....</b>	<b>5</b>
<b>DAY OF EVENT.....</b>	<b>8</b>
<b>SAFETY, EMERGENCY &amp; EVACUATION PROCEDURES.....</b>	<b>9</b>
<b>COMMUNICATION &amp; SOCIAL MEDIA.....</b>	<b>9</b>
<b>CONTRACTS.....</b>	<b>10</b>
<b>FORMATION OF A NEW MINISTRY.....</b>	<b>10</b>
<b>APPENDIX I: Facility Use Form .....</b>	<b>12</b>
<b>APPENDIX II: Liability Insurance .....</b>	<b>13</b>
<b>APPENDIX III: Kitchen Clean Up Checklist .....</b>	<b>14</b>
<b>APPENDIX IV: Policy on Alcohol.....</b>	<b>15</b>
<b>APPENDIX V: Safety Plan &amp; Information .....</b>	<b>16</b>
<b>APPENDIX VI: Social Communications Policy .....</b>	<b>35</b>
<b>APPENDIX VII: Safe Environment.....</b>	<b>46</b>
<b>APPENDIX VIII: Guidelines for Speakers.....</b>	<b>52</b>
<b>APPENDIX IX: Fees.....</b>	<b>53</b>
<b>APPENDIX X: Contact Information .....</b>	<b>54</b>

## PURPOSE

The purpose of this document is to assist and guide ministries and organizations in their planning and scheduling of their event(s) at St Timothy Catholic Church. Should you or your organization have any questions or need further clarification, please contact 813-968-1077.

Note: The Parish Secretary is the single point of contact at St. Timothy for scheduling events. This is accomplished through the coordination between and with all internal/external organizations (including the St. Timothy Pastor) in order to minimize any potential scheduling conflict.

## OPERATIONAL HOURS

Parish Office	Monday-Thursday	8:30AM – 6:00PM
	Friday	8:30AM – 4:30PM
	Lunch	Closed 12:30-1PM
Sanctuary	Sunday-Saturday	7:00AM – 7:00PM
Adoration	Monday-Friday	9:00AM – 7:00PM
Facility Operations	Monday – Friday	6:00AM – 10:00PM
	Saturday	9:00AM – 6:30PM
	Sunday	7:00AM – 9:00PM

- ☐ Holidays:
  - For all Federal holidays in which there is only a single mass scheduled, facility operations will open and unlock the church 1-hr prior to the 1st Mass of the day and close/lock the church 1-hr after the last Mass of the day.
  - When both the Parish and Preschool offices are closed, there will be NO event or activity scheduled on campus other than Mass. Exceptions, although rare, are handled on a case-by-case basis.
- ☐ Facility Maintenance Staff can be contacted by phone during available hours by contacting 813-542-5927.

## ANNUAL SCHEDULING PRIORITIES & CONSIDERATIONS

In order to minimize potential scheduling conflicts, St. Timothy Church staff meet in March and review calendar events for the coming fiscal year that starts on July 1st. Event requests will be considered according to the priorities listed below. Subsequent to this calendaring meeting, an email is sent out to all ministry leaders and Parish-based organizations in April, requesting that they submit their meeting request(s).

**Note: Requests submitted in April will be for the upcoming fiscal year that begins July 1<sup>st</sup> and runs through June 30<sup>th</sup>.**

### a. Priorities

All requests for the current St Timothy Parish year will be confirmed in the order they are received, with consideration given to the following list of priorities:

1. Sacramental or liturgical services
2. Parish preschool events and activities
3. Religious programs for adults and children (Faith Formation, Youth Ministry, OCIA, retreats, etc.)
4. Major Parish social events
5. Liturgical ministry meetings
6. Regular meetings of parish-based organizations
7. Regular meetings of non-parish-based organizations
8. Exceptions of any kind will be at the discretion of the Pastor

### b. Considerations/Exceptions

- No events or meetings will be scheduled on Federal holidays, Holy Days or when both the Parish & preschool are closed. The exception to this is those directly related to Holy Days i.e., Mass, or at the discretion of the Pastor.
- Various buildings and areas may be closed at different times of the year, such as prior to Easter and Christmas, and during any renovation or maintenance work.
- The number of participants will factor into which building/room is scheduled for an event, since larger rooms are needed for larger groups.

- If your event is approved to be scheduled outside normal operational hours, an additional fee may be charged to cover staffing.

## **FACILITY USE GUIDELINES**

### Groups, Individuals and Events that can use St Timothy Facilities.

- St Timothy liturgical / sacramental service (Mass, funeral, mission, etc.).
- A St Timothy Church sponsored event (reception, gathering, dinner, social).
- A parish-based organization event (meeting, program, activity, social, etc.).
- A Diocese of St. Petersburg sponsored event.
- A public awareness or educational event (Red Cross, health programs, etc.).
- Non-parishioner or non-parish-based group rental (receptions, sports, training, or cultural events).
- A registered parishioner event (meeting, etc.).
- Exceptions of any kind will be at the discretion of the Pastor.

### Groups, Individuals and Events not eligible to use St Timothy Facilities.

- Political groups (Incumbent public officials reporting to constituents, groups advocating election of specific public officials or propositions, etc.).
- Groups/individuals/events with goals unsympathetic to the Catholic Church.
- Groups/individuals/events violating principles or morality of the Catholic Church.
- Groups/individuals/events advocating revolution or overthrow of the government of the United States.
- Fundraising groups (except if fundraising is for a St Timothy or preapproved ministry).

### Definition of Parish Based Organizations

- The Pastor/Parochial Administrator has exclusive authority to start, direct, manage, expand, or eliminate the organization and its activities. The organization claims its tax-exempt status through St Timothy Parish and is authorized and qualified to do so. To become a parish-based organization, the entity must be approved by the St Timothy Pastor, via a meeting with the Parish Life Director.

### Definition of Non-Parish Based Organizations

- Non-parish-based organizations are an important part of our parish community and are key in the evangelization of our Catholic faith. However, it is also important to remember that these organizations are separate, autonomous, and independent organizations with their own leadership, finances, and responsibilities. These entities, such as Knights of Columbus and outside speakers, must show proof of insurance coverage.

## **CONSIDERATIONS WHEN SUBMITTING A FACILITY REQUEST**

- Event Requests and Room Reservations
  - To schedule a meeting space, contact the parish office 813-968-1077 or [carrie.rush@sainttims.org](mailto:carrie.rush@sainttims.org). Meetings are scheduled on a first come, first served basis and should not be communicated until you receive confirmation of date & time from Carrie.
  - To look at the schedule of events at the church and to verify that your meeting is scheduled, please check our website <https://sainttims.org/calendar/>.
  - Once a meeting space, date & time is confirmed, a Facility Usage Form (*see Appendix I*) is required to be completed & returned.
    - For regular meetings where the requirements do not change, one form is good for the entire year (indicate on the form).
    - For meetings that have special requirements, a new form is required for each meeting.
    - If a meeting is scheduled and a facility use form is not submitted, the room will be available “as is” and no additional equipment will be available.
    - Forms may be returned to the Parish Office or dropped in the black office drop box in the Parish Center lobby. Items are retrieved from the drop box weekly, on Monday morning.
- Liability Insurance
  - All non-parish-based organizations will need to purchase liability insurance prior to event approval and according to the guidelines found in *Appendix II*.

- Contracts
  - All contracts must be approved and signed by the Pastor or his delegate.
- Visiting Speakers and Entertainers
  - Submit a visiting speaker form that is included in the *Appendix VIII* Guideline for Speakers and Programs at least one month prior to any event which includes a speaker or entertainer, including musicians. The speaker or entertainer and content of presentation will need to be approved by the St Timothy Pastor prior to confirming your event.
- Caterers
  - Prior to signing any contracts, the caterer(s) must provide proof of license and insurance.
  - Menu and kitchen needs must be communicated by ministry/organization with a request for the use of the kitchen. The Parish kitchen cooking facilities are limited and so it is advised that the caterer make a visit to the Parish to ensure there is no misunderstanding as to what is available.
- Fundraising and Donation Collections
  - “Fundraising” is defined as the process of soliciting money or other gifts “in kind” by requesting donations from individual parishioners to support ongoing liturgical, community, capital, or outreach efforts.
  - **Any activity on campus or off campus that raises money or collects donations, by or for a St Timothy organization, must seek Pastor approval prior to the event. This includes raffles, toy/clothing/food drives, restaurant fundraisers, bingo, sales of any items, any requests for monetary donations or gift cards, etc.**
  - Winners of cash prizes over \$600 require completion of a W9 tax form.
- Room Configurations and Setup Needs
  - St Timothy has a variety of meeting spaces, and we make every effort to accommodate requests. For information prior to submitting a request, contact 813-968-1077 to further discuss your needs.
  - If you desire a specific setup for your space, submit a facility usage request form with your setup needs, when you schedule your event.
    - Any leaders or attendees that make changes to meeting rooms, need to return the room to its original configuration, so that it is ready for the group that the room was readied.
    - It is important that thought be given to what is needed and time to accomplish so that last minute needs can be minimized.
  - If you are requesting the Parish Hall, please also request the kitchen, even if you do not see a need to use it. It will eliminate any confusion about overbooking a facility.
- Material and Labor
  - Ministries/Organizations are responsible for finding volunteers to promote, decorate, serve, and assist with clean up after the event.
  - Ministries/Organizations are responsible for all food and beverages as well as supplies (place settings, table coverings, utensils, or paper products, etc.)
  - The Parish does provide, on a limited basis, plastic utensils, plates, coffee cups, napkins, plastic cups, coffee, iced tea, ice, water dispensers and coffee urns.
  - Table coverings are provided only for funerals and special events, as approved.
- Decorations/Signage
  - All decorations, banners, signs, flags, lights, etc. must be preapproved.
  - All materials used must be noncombustible or have been treated so as to have been made fire retardant.
  - No oil-based paint, flammable liquids, fire producing chemicals, and/or open flames in any form (with the exception of candles on the altar table and votive stands) may be used on the property.
  - Do not put any thumb tacks, screws, stage hooks or nails in walls.
  - Do not use tape inside the building (walls, furniture, etc.) due to the damage it may cause; use only blue painter’s tape or like.
  - Remove any decorations at the end of your meeting or event and discard.
  - Absolutely NO Balloons are allowed in the Church.
  - Signage specific to the event or ministry must be removed at the end of the single/multi-day event or meeting.
- Electrical Needs
  - Verify and communicate the electrical demands of equipment to be used during your event and submit information at least 1-week prior to the event.
    - The need for an additional power supply, lighting or other utilities must be coordinated in advance with the Facility Maintenance staff and included on the Facility Usage Form.

- Audio Visual Needs
  - It is recommended that you schedule a time to come in and test your video presentation, with the Facility Maintenance staff, in advance of your event, to ensure equipment works properly prior to your event.
  - Please call ahead to make sure the room is free for testing your presentation.
- Parish Hall/Kitchen
  - Ministries and organizations, if using the Parish Center kitchen, should read and familiarize themselves with the guidelines as set forth below:
  - The following equipment and limited utensils that are available for use but must be cleaned after being used and returned to its proper location:
    - Gas burning stove;
    - Flat top cook surface;
    - Convection ovens;
    - Refrigerator (3-door);
    - Commercial ice maker;
    - Commercial coffee maker;
    - 3-tub wash/rinse/sanitize station;
    - 1-tub commercial sink for prep & handwashing
    - Variety of cooking utensils, pots & pans.
  - All kitchen pots, pans, platters, utensils, dish towels, etc. will be shared and stored in one closet open for use by all ministries.
  - Basic plates, cups, napkins, plasticware will be stocked and furnished by the parish. Please leave shelves, and cabinets organized and tidy.
  - Please remove leftovers at the end of the day.
  - Please wipe up any messes or spills on the counter tops & cabinets, in the microwave, toaster and oven after each use.
  - Please leave the kitchen clean and tidy so it is ready to use by other groups.
  - If the kitchen is reserved as part of your scheduled event, there are some minimum requirements to using the space and supplies.
    - Please make sure all kitchen volunteers complete the safe food handling training video and review the resource document, available on <https://sainttims.org/ministry-leader-resources/>.
    - If you are handling food at any time, gloves **MUST BE WORN**. This includes preparation, serving, and cleaning up. Failure to do so may violate health policy guidelines and result in not being able to serve in the kitchen until the proper gloves are worn.
  - As a note, available kitchen items for your event include water, lemonade, coffee, cups, creamer, sugar, plates, bowls, napkins, and utensils. Anything over and above these items should be provided by the ministry.
  - The kitchen should be left clean, all serving dishes washed & put away, floor swept and any appliances that are used **MUST** be turned off.
    - To use the dining hall kitchen, each group must identify at least one person, who shall serve as the lead person of the kitchen team for that event and ensure that the Kitchen Use Checklist is followed (see Appendix III)
    - Ministries/organizations are asked not to use anything stored/marked as belonging to another group.
  - Food and Beverage Storage
    - Food or beverages may be temporarily stored onsite with Parish Office approval. If food is stored, items must be clearly marked with the ministry name & date when stored.
    - *Note: Items left in storage longer than approved timeframe will be thrown out.*
- Use of Facilities & Equipment
  - Groups are allowed to use preapproved rooms and equipment only.
  - It is not permitted to move tables and chairs between rooms without approval of facility maintenance staff, onsite during the event. Anything moved must be returned at the end of the event.
    - A Facility Usage Form should be completed in advance of the event to ensure the groups needs may be met.
  - No storage space will be provided for groups without prior written approval.
  - Resources used must be left clean, in good working order and stored in their designated location(s).
- Deliveries of Any Kind

- Deliveries of food, plants, supplies, equipment etc. should be coordinated in advance with the Parish Office or responsible ministry, otherwise, we cannot ensure that your items will be received.
- Event Advertisement
  - Should you wish to advertise your approved event, you must submit your information to [carrie.rush@sainttims.org](mailto:carrie.rush@sainttims.org) or 813-968-1077
- Requests for bulletin space should be requested at the beginning of the ministry year or as soon as possible based on final arrangements for special meetings, training, retreats, etc.
  - Any request that requires more than ¼ of a page must be submitted to Carrie at least 2 weeks prior to bulletin date.
  - All submittals must be editable documents so that any errors/typos may be corrected prior to publication. Microsoft Word or Pages is preferred. Un-editable documents and images, with or without text overlays, will be returned to the ministry contact for update and if returned by the deadline, will be included in the communication.
- Signage on campus property, including in the Narthex, must be approved by the Pastor via Director Parish Life, otherwise it will be removed.
- MTC On-Campus School Traffic
  - When considering your event day/time, be aware that when MTC school is in session (Mon- Fri), there is increased traffic during the morning school drop-off and during the afternoon pickup.
- Gymnasium Use
  - Inquiries should be directed to [carrie.rush@sainttims.org](mailto:carrie.rush@sainttims.org) or 813-968-1077.
- Restrictions
  - No smoking is permitted in any of the St Timothy Parish buildings.
  - Smoking is allowed in designated areas only.
  - No alcoholic beverages are permitted on St Timothy property, except in preapproved, designated areas and in accordance with the regulations stipulated in the Diocese Alcohol Policy (Appendix IV).
  - No forms of gambling are permitted in or on St Timothy property. Any raffles, card games or bingo events must be preapproved as there is a state-imposed limit on the number of such events.
  - Smoke machines are not permitted.
  - Due to Safe Environment requirements, when the St Timothy ECLC, Faith Formation or Youth Ministry or MTC has the parish center and/or kitchen reserved, no other ministries will be allowed access to the parish center hall and kitchen (see Appendix VII).

## DAY OF EVENT

- **Building Access**
  - Scheduled meetings are on the parish calendar and the facility staff is aware of who is expected to be on campus as well as the Facility Usage Form requests.
  - During normal office hours, visitors and groups should enter the Parish Center through the Parish Office.
  - After business hours, the Facility Maintenance team will have access available to the Parish Center.
  - If the building is not accessible or there is an issue during the meeting with A/V equipment, air conditioning, lights, etc., the Facility Maintenance Team can be reached by calling 813-542-5927.
  - Medical supplies, fire extinguishers, and other health/safety items that may be required during an event, can be found throughout the facility. Please take the time before an event to locate these items within the facility.
  - **It is imperative that building exits are never blocked while the buildings are in use. This includes blockage by signage, tables, chairs, etc. Any door with an EXIT sign above is a designated building exit.**
- **Parking**
  - Park in designated parking spaces only. Do not park along driveways that have clearly painted curbs – FIRE LANE NO PARKING. In case of emergency, emergency vehicles must be able to clearly travel through this driveway and park if needed. Therefore, vehicles parked in the driveway will be towed.
- **Event Setup - End Time - Clean Up**
  - **Event Setup.** Depending upon your setup needs it is asked that the ministry/organization lead contact the Facility Maintenance prior to the event so the logistics of the event can be clearly understood and to test any needed equipment to ensure a successful event.

- **Event End Time.** It is important that events end promptly on-time for the purposes of room cleanup, Parish staff member work hours, and the potential follow-on setup needed in that same space. We ask that ministries/organizations be cognizant of such.
- **Event Clean Up.** It is asked that the ministries/organizations assist with clean up after their event, especially the removal of personal items brought for that event. Items, including food or beverages, brought for that event cannot be stored at the Parish due to limited space.
- **Kitchen Use**
  - When you arrive to use the kitchen, note any issues or discrepancies that need attention and contact the Facility Maintenance staff at 813-542-5927.
  - All property in the kitchen, including silverware, dishes, pots, pans, coffee maker, carafes, etc. must remain in the building, (we do not allow individuals, groups, organizations, or ministries “to borrow” church equipment for off-site events), and be returned to the kitchen clean at the end of the event.
  - Protect the drains by putting all food scraps and coffee grounds in the garbage.
- **Weather Cancellations**
  - **Events held at the church:** If it should be necessary to cancel events at the church because of weather conditions, an announcement will be posted on the church website and the office staff will contact the ministry/organization lead to inform them of such. Masses, typically, will not be canceled.
- **Cancellations/No Show**
  - It is the responsibility of the ministry/organization lead to contact the Parish Office should there be a need to cancel their event.
  - Not informing the Parish of cancellations wastes valuable resources and is discourteous.
    - Repeated offenses may be grounds to charge the ministry/organization a *labor setup fee* or potentially refuse future facility request(s).

## SAFETY, EMERGENCY & EVACUATION PROCEDURES

**Parish Safety:** MTC employs police officers for school safety and the parish provides a safety officer for Sunday morning masses. Police officers are also used for special events or on holidays when the amount of traffic is expected to be greater than normal.

**During Mass:** Should there be a need to evacuate the sanctuary due to severe weather or an emergency, attendees should exit through the designated exit doors (See Appendix V).

**Evacuation Procedures (see page 34):** Familiarize yourself with the evacuation diagrams that are posted at the doorway in each room/classroom, in case of fire, gas leak, bomb threat or other reason to evacuate the building. If the building needs to be evacuated:

- ☐ Proceed away from the building and onto the athletic field if able. (If the threat is an active shooter, they should seek cover and not congregate in the open or together.)
- ☐ Ministry/Organization leaders have the responsibility to ensure everyone in their group exits the building and is accounted for once outside and in a safe location.
- ☐ Assist those who need assistance.

## COMMUNICATION & SOCIAL MEDIA

- ☐ Each approved ministry has a page on the sainttims.org website. Please work with the Director Life Ministries and/or Parish Secretary to approve and post content and bulletin communications.
- ☐ Requests for bulletin space should be requested at the beginning of the ministry year or as soon as possible based on final arrangements for special meetings, training, retreats, etc.
  - Any request that requires more than ¼ of a page must be submitted at least 2 weeks prior to bulletin date.
  - All submittals must be editable documents so that any errors/typos may be corrected prior to publication. Microsoft Word or Pages is preferred.

- ☐ Signage on campus property, including in the Narthex, must be approved by the Pastor via the Director Life Ministries, otherwise it will be removed.
- ☐ Videos and/or PowerPoint presentations on Parish Hall monitors must be reviewed and approved by the Director Life Ministries. If approved, the information will be posted accordingly.
  - If this is needed for a particular meeting, the request should be included on the Facility Usage Form.
- ☐ St Timothy Parish follows the policy as directed by the Diocese of St. Petersburg (see Appendix VI)

## CONTRACTS

All vendor, service, sales, or other contracts must be approved by the Parish Office and signed by the pastor. Please provide all contracts to the Parish Office **at least 3 weeks prior to the date the contract needs to be signed**, to be reviewed and to get approval from the diocese, if required. ***Only the Pastor, or his designee is authorized to sign contracts.***

## FORMATION OF A NEW MINISTRY

St Timothy Parish welcomes all who have a call to serve our Parish community. We thank you for your interest and desire to serve others and look forward to the opportunity to advance the mission of your proposed new ministry that you have chosen to create or establish at St Timothy. However, a meeting will need to be scheduled with our Director of Parish Life Ministries who will, at his discretion, determine the suitability of the proposed ministry and present it to the Pastor. Please contact the Parish church office at 813-968-1077.

**Appendices to follow:**

- I. Facility Usage Form
- II. Diocese Liability Insurance Requirements
- III. Kitchen Cleanup Checklist
- IV. Diocese Alcohol Policy
- V. Safety and Evacuation Policies
- VI. Social Media Policy
- VII. Safe Environment Program
- VIII. Guidelines for Speakers
- IX. Campus Fee Schedule

# APPENDIX I: Facility Use Form

## St. Timothy Catholic Church Facility Usage Form

Date requested: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Set up time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Event Name: \_\_\_\_\_

Group Name: \_\_\_\_\_

Group Contact: \_\_\_\_\_

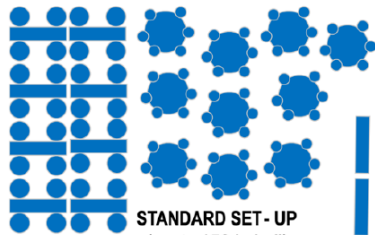
Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

Space Requested: Parish Center Hall – Standard ☐ Theater ☐ Classroom ☐ Banquet ☐ Boardroom ☐

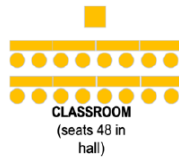
### Optional Set-Up:



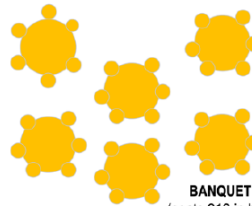
**STANDARD SET - UP**  
(seats 158 in hall)  
14 - 6' Rectangle tables (seats 4)  
17 - 5' Round tables (seats 6)  
2 8' serving tables



**THEATER**  
(seats 160 in hall)  
SOUTH SIDE OF  
HALL ONLY



**CLASSROOM**  
(seats 48 in  
hall)



**BANQUET**  
(seats 210 in hall)  
includes serving tables



**BOARD ROOM**

### St. Barnabas

Boardroom (seats 16) ☐

Classroom (seats 16) ☐

Theater (seats 32) ☐

### St. Gregory

Boardroom (seats 30) ☐

Classroom (seats 30) ☐

Theater (seats 48) ☐

### St. Francis

Boardroom (seats 16) ☐

Classroom (seats 16) ☐

Theater (seats 32) ☐

**Church** - Main Sanctuary ☐  
(seats 1340)

Day Chapel ☐  
(seats 135)

Conference Room ☐  
(seats 8)

Narthex ☐  
(500 standing/300 seated)

Kitchen ☐

Youth Center - Underground ☐

Café ☐

Gym ☐

### Equipment Needed:

Laptop ☐

Podium ☐

Sound System ☐

DVD ☐

Projector ☐

Microphone ☐

### Liturgy (requires prior approval):

Priest/Deacon (Name & Diocese if not DOSP) \_\_\_\_\_

Altar Servers \_\_\_\_\_

EMHC(s) \_\_\_\_\_

Music (if available) \_\_\_\_\_

Sacristan \_\_\_\_\_

Sound System \_\_\_\_\_

### Special Requests:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## *APPENDIX II: Liability Insurance*

### **Diocese Liability Insurance**

A Certificate of Insurance with a limit of not less than \$1 million against any injury or damage to persons or property on campus must be provided by any group wishing to use the space. The Certificate must be submitted to the St. Timothy Parish Office, 17512 Lakeshore Rd. Lutz, FL 33558, 14 days in advance of event date. Failure to submit proof of adequate insurance may result in cancellation of a scheduled event. The Certificate of Insurance for General Liability should name "**Gregory L. Parkes, as Bishop of the Diocese of St. Petersburg, a corporation sole and the Diocese of St. Petersburg, Inc., and affiliated entities as their interests may appear are listed**" as an ADDITIONAL INSURED and include the specific date(s) of use. Each user will be liable for damages that require repair or replacement.

# APPENDIX III: Kitchen Clean Up Checklist

## Kitchen Clean-up Checklist

If assistance is needed, please contact Facility Maintenance at 813-542-5927

**Note:** Cleaning supplies & towels are located on the shelves to the left of the large main sink and the broom, mop & dustpan are at the mop-sink.

**1. Please Wash, Dry and Properly Put Away:**

- ☐ Pots
- ☐ Pans
- ☐ Utensils
- ☐ Anything else used.

**2. Please Clean & Wipe Down:**

- ☐ All surfaces (including inside of microwaves)
- ☐ Around and inside sinks

**3. Please Sweep and Mop the floor as Needed:**

- ☐ All crumbs, spills, and splatters

**4. Please Make Sure All Equipment is TURNED OFF:**

<input type="checkbox"/> Oven(s)	<input type="checkbox"/> Pizza Oven
<input type="checkbox"/> Fryer(s)	<input type="checkbox"/> Lights
<input type="checkbox"/> Stove Top	<input type="checkbox"/> Running water

**5. Supplies and/or Repairs Needed:**

- ♣ Dish Soap \_\_\_\_\_
- ♣ Dish Towels \_\_\_\_\_
- ♣ Paper Towels \_\_\_\_\_
- ♣ Lights (where) \_\_\_\_\_
- ♣ Equipment \_\_\_\_\_
- ♣ Leak (where) \_\_\_\_\_
- ♣ Other \_\_\_\_\_

**THANK YOU for leaving the kitchen BETTER than you found it!!!**

# APPENDIX IV: Policy on Alcohol

## Diocese of St. Petersburg Policy on Alcohol

*Diocesan Alcohol Policy should be reviewed with any potential lessee, ministry or group that wishes to serve alcohol.*

**NOTE: There is NO BYOB (alcohol brought in by guests) or self-serve on diocesan property by either parish or outside groups because there is no control over the consumption of the alcohol. This includes placing alcoholic beverages on a dinner table for self-pour.**

*Alcohol may be served on diocesan property as follows:*

- ☐ *Host – The diocese has host liability coverage only for parish ministry events. Alcohol must be distributed by a person approved by the Pastor.*  
*Host = Alcohol is given to the attendees of the function. A person needs to be able to walk up ask for a drink and receive it without having to give anything in turn.*
- ☐ *Selling Alcohol – A Florida liquor license is required for the sale of any alcohol. **If you are selling alcohol a liquor liability application must be completed for both parish sponsored and outside events***
  - ☐ *Florida Statutes 561.01*
    - *(9) “Sale” and “sell” mean any transfer of an alcoholic beverage for a consideration, any gift of an alcoholic beverage in connection with, or as a part of, a transfer of property other than an alcoholic beverage for a consideration, or the serving of an alcoholic beverage by a club licensed under the Beverage Law.*
    - *The law states that if there is any “consideration” given for the liquor a license is required. Consideration meaning that there is a monetary consideration in any form in exchange for the alcohol. For example:*
      - *If you sell tickets to the event that state, they include a drink or 1 free drink*
      - *If you sell tickets that are used in exchange for a drink*
      - *If you post a tip jar and it is labeled in connection with the alcohol.*
      - *If you post a suggested donation for drinks.*

# APPENDIX V: Safety Plan & Information

Detailed information is contained in the **Crisis Management and Evacuation Plan Policies and Procedures** available for review in the Parish Office.

## Safety & Evacuation

- ☐ Scheduled meetings are on the parish calendar and the facility staff is aware of who is expected to be on campus.
- ☐ Depending on the situation, facility maintenance may declare, with direction from any of the church leadership team, an evacuation or a lockdown.
  - ☐ If an emergency arises and the ministry leader determines that assistance is needed or an evacuation or lockdown would be required, they should handle the emergency and contact the Parish Manager, Director Life Ministries and/or Facility Maintenance, who will in turn notify the Pastor.
- ☐ Medical supplies, fire extinguishers, and other health/safety items that may be required during an event, can be found throughout the facility. Please take the time before an event to locate these items within the facility.
- ☐ **It is imperative that building exits are never blocked while the buildings are in use. This includes blockage by signage, tables, chairs, etc. Any door with an EXIT sign above is a designated building exit.**
- ☐ ANY incident on campus must be reported to the Parish Office for liability purposes.
  - ☐ Complete an Incident Report Form and turn in to the Parish Manager via email or in one of the black drop boxes on campus.
- ☐ If a situation occurs that would require an evacuation, all doors and exits should be opened and cleared of all obstacles. All parishioners/visitors with disabilities should be escorted all the way out of the facility. A 300' perimeter away from the affected facility needs to be established by all persons.
- ☐ Remember, there are fire extinguishers located throughout the Main Church Complex, Parish Center & Office Complex, and the Youth Center. There are AED/First Aid Kits located in each building. Parishioners and visitors should be directed to the closest exit. It should be noted that all exits need to be watched and monitored for overcrowding. Any backups in exiting should be directed to a lesser used exit, away from the crisis situation.
- ☐ **St. Timothy's Main Church Complex** includes the Main Church (Nave) which has 8 seating sections totaling approximately 1,300 seats in pews, choir seats and handicapped spaces for a total seating capacity of approximately 1,350. Also located in the Main Church Complex is the Narthex which is directly west of the Main Church (Nave) and serves as the main entrance/exit to the Main Church Complex; located to the North of the Narthex is the Choir Room, Bride's Room, Music Office, Music Workroom, Conference Room, a Men's and Ladies Restroom; and to the South of Narthex is the Reconciliation Room, former Reservation Chapel, Day Chapel, Sacristy, Vesting Room and the Catechumenal/Wake Room.
- ☐ **St. Timothy's Parish Center/Parish Office Complex** consists of the Parish Center and main Lobby, a Men's and Ladies Restroom, Kitchen and Kitchen Storage areas, St. Vincent DePaul Pantry, a Preschool Office, 4 Preschool Classrooms, Preschool Storage Room, 3 regular Class/Meeting Rooms, and a Chapel/Oratory Room. The Parish Office consists of a Waiting/Reception Area, Conference Room, 10 Offices, 2 Storage areas, 4 Cubical Workspaces and Workroom.
- ☐ In the event of an evacuation order, occupants of each affected seating section and/or room location should be directed to clear the Crisis Scene or exit the facility as quickly and as calmly as possible. The evacuation plan includes the capability of evacuating individual seating sections and/or room locations based on need. In the event of a Full Evacuation, each section and room should follow the emergency plan guidelines listed below and depicted on the pages to follow.

***Main Church Complex (see diagram below):***

<b>Seating Section #1</b>	<b>Location:</b> Northwest side of the Main Church (Nave) <b>Evacuation Route:</b> Exit using the main entrance/exit through the Narthex or exit by proceeding to the Northwest exit door located behind Section 2.
<b>Seating Section #2</b>	<b>Location:</b> Northwest side of the Main Church (Nave) <b>Evacuation Route:</b> Exit using the Northwest exit door located behind Section 2 and to the left of the choir area or proceed toward the Altar and exit the main entrance/exit through the Narthex.
<b>Seating Section #3</b>	<b>Location:</b> Northeast side of the Main Church (Nave) <b>Evacuation Route:</b> Exit using the Northeast exit door located behind Section 3 and to the right of the choir area or proceed toward the Altar and exit the main entrance/exit through the Narthex.
<b>Seating Section #4</b>	<b>Location:</b> Northeast side of the Main Church (Nave) <b>Evacuation Route:</b> Exit using the Northeast exit door located behind Section 3 and to the right of the choir area or proceed toward the Altar and exit the main entrance/exit through the Narthex.
<b>Seating Section #5</b>	<b>Location:</b> Southeast side of the Main Church (Nave) <b>Evacuation Route:</b> Exit using the Southeast exit door located behind Section 6 or proceed toward the Altar and exit the main entrance/exit through the Narthex.
<b>Seating Section #6</b>	<b>Location:</b> Southeast side of the Main Church (Nave) <b>Evacuation Route:</b> Exit using the Southeast exit door located behind Section 6 or proceed toward the Altar and exit the main entrance/exit through the Narthex.
<b>Seating Section #7</b>	<b>Location:</b> Southwest side of the Main Church (Nave) <b>Evacuation Route:</b> Exit using the Southwest exit door located behind Section 7 or proceed toward the Altar and exit the main entrance/exit through the Narthex.
<b>Seating Section #8</b>	<b>Location:</b> Southwest side of the Main Church (Nave) <b>Evacuation Route:</b> Exit using the main entrance/exit through the Narthex or exit by proceeding to the Southwest exit door located behind Section 7.
<b>Narthex:</b>	<b>Location:</b> West side of the Main Church (Nave) <b>Evacuation Route:</b> Exit using the main entrance/exit through the Narthex.
<b>Music Office:</b>	<b>Location:</b> North side of the Narthex <b>Evacuation Route:</b> Exit using the main entrance/exit through the Narthex or proceed to the exit door located to the left of the office.
<b>Church Conference Rm:</b>	<b>Location:</b> North side of the Narthex <b>Evacuation Route:</b> Exit using the main entrance/exit through the Narthex or proceed to the exit door located to the right of the meeting room.
<b>Men's Restroom:</b>	<b>Location:</b> North side of the Narthex <b>Evacuation Route:</b> Exit using the main entrance/exit through the Narthex or proceed to the exit door located to the left of the restroom.
<b>Ladies Restroom:</b>	<b>Location:</b> North side of the Narthex <b>Evacuation Route:</b> Exit using the main entrance/exit through the Narthex or proceed to the exit door located to the right of the restroom.
<b>Bride's Room:</b>	<b>Location:</b> North side of the Narthex <b>Evacuation Route:</b> Exit using the main entrance/exit through the Narthex or proceed to the exit door located to the right of the room.
<b>Choir Room:</b>	<b>Location:</b> North side of the Narthex <b>Evacuation Route:</b> Exit using the exit door located in the back, inside the Choir Room or outside the room, to the left.

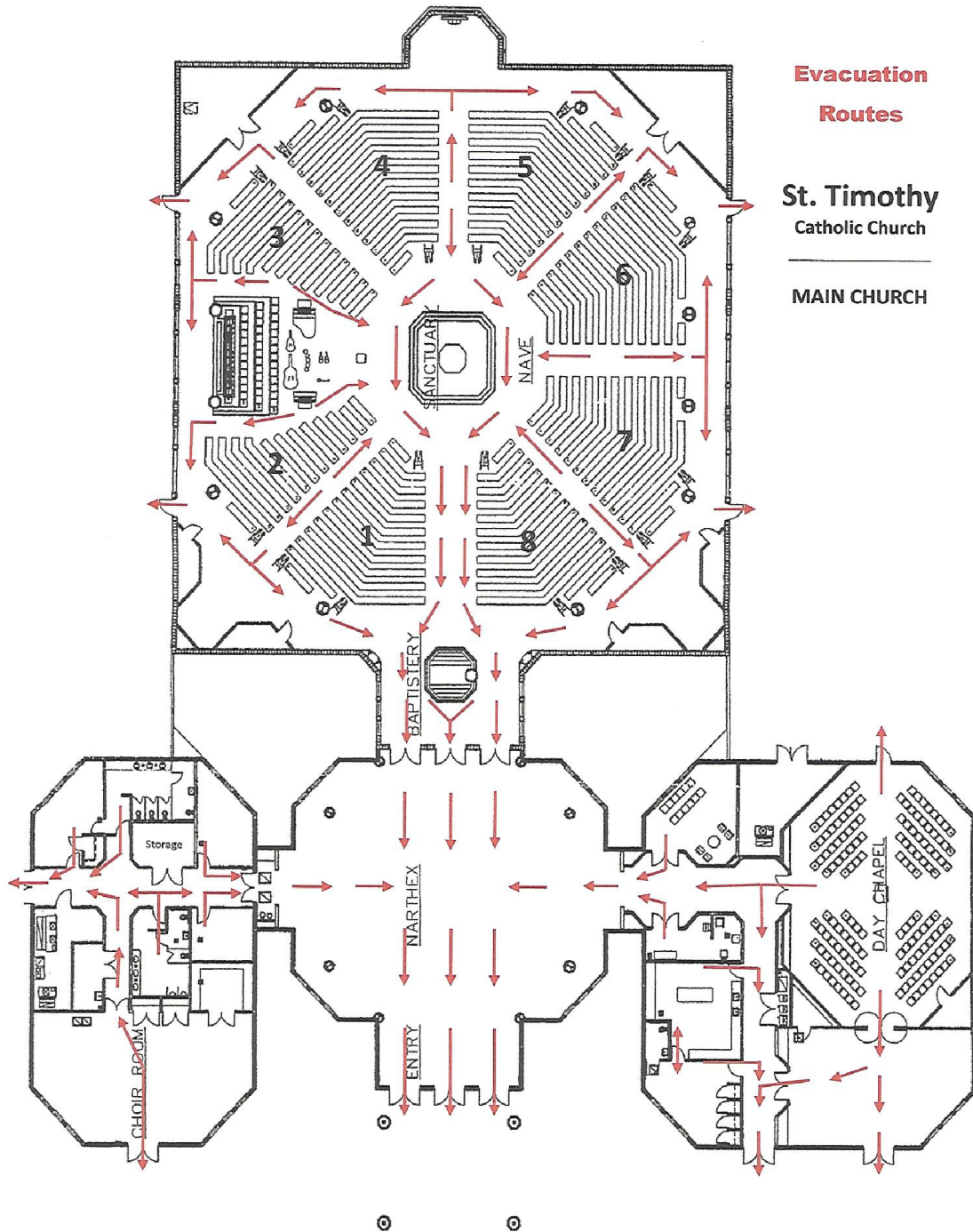
<b>Reconciliation Room:</b>	<b>Location:</b> South side of the Narthex <b>Evacuation Route:</b> Exit using the main entrance/exit through the Narthex.
<b>CGS Room (Reservation Chapel)</b>	<b>Location:</b> South side of the Narthex <b>Evacuation Route:</b> Exit using the main entrance/exit through the Narthex
<b>Day Chapel:</b>	<b>Location:</b> South side of the Narthex <b>Evacuation Route:</b> Exit using the inside exit door at the east end of the Day Chapel or proceed to the exit door to the left of the Day Chapel at the end of the hallway or proceed to exit using the main entrance/exit through the Narthex.
<b>Sacristy:</b>	<b>Location:</b> South side of the Narthex <b>Evacuation Route:</b> Exit using the exit door to the right of the Sacristy at the end of the hallway.
<b>Vesting Room:</b>	<b>Location:</b> South side of the Narthex <b>Evacuation Route:</b> Exit using the exit door to the right of the Sacristy at the end of the hallway.
<b>Catechumenal / Wake Room:</b>	<b>Location:</b> South side of the Narthex <b>Evacuation Route:</b> Exit using the inside exit door at the west end of the Catechumenal/Wake Room or proceed to the exit door to the left of the Catechumenal /Wake at the end of the hallway.
<b><i>Parish Center/Parish Office Complex:</i></b>	
<b>Parish Center/Lobby:</b>	<b>Location:</b> East side of the Parish Center/Parish Office Complex <b>Evacuation Route:</b> Exit using the main entrance/exit through the Parish Center Lobby or proceed to the exit door at the South end of the Parish Center.
<b>Men's Restroom:</b>	<b>Location:</b> South side of the Parish Center Lobby <b>Evacuation Route:</b> Exit using the main entrance/exit through the Parish Center Lobby.
<b>Ladies Restroom:</b>	<b>Location:</b> South side of the Parish Center Lobby <b>Evacuation Route:</b> Exit using the main entrance/exit through the Parish Center Lobby.
<b>Kitchen:</b>	<b>Location:</b> West side of the Parish Center <b>Evacuation Route:</b> Exit using the main entrance/exit through the Parish Center and Parish Center Lobby or proceed to the exit door located at the rear (west side) of the kitchen.
<b>Kitchen Storage:</b>	<b>Location:</b> West and Southwest side of the Parish Center <b>Evacuation Route:</b> Exit using the main entrance/exit through the Parish Center and Parish Center Lobby or proceed to the exit door located at the rear (west side) of the kitchen.
<b>St. Vincent de Paul Pantry:</b>	<b>Location:</b> Southwest side of the Parish Center <b>Evacuation Route:</b> Exit using the exit door at the South end of the Parish Center or proceed to the main entrance/exit through the Parish Center Lobby or if necessary, proceed to the inside exit door at the south end of the St. Vincent de Paul Pantry.
<b>ECLC Office:</b>	<b>Location:</b> Northwest side of the Parish Center <b>Evacuation Route:</b> Exit using the exit door located to the left of the Preschool Office.
<b>Adoration Chapel/Oratory:</b>	<b>Location:</b> North side of the Parish Center <b>Evacuation Route:</b> Proceed down the hallway to the left toward the Parish Center and proceed to exit the Parish Center Lobby or right down the hallway to the exit at the North side of the property.

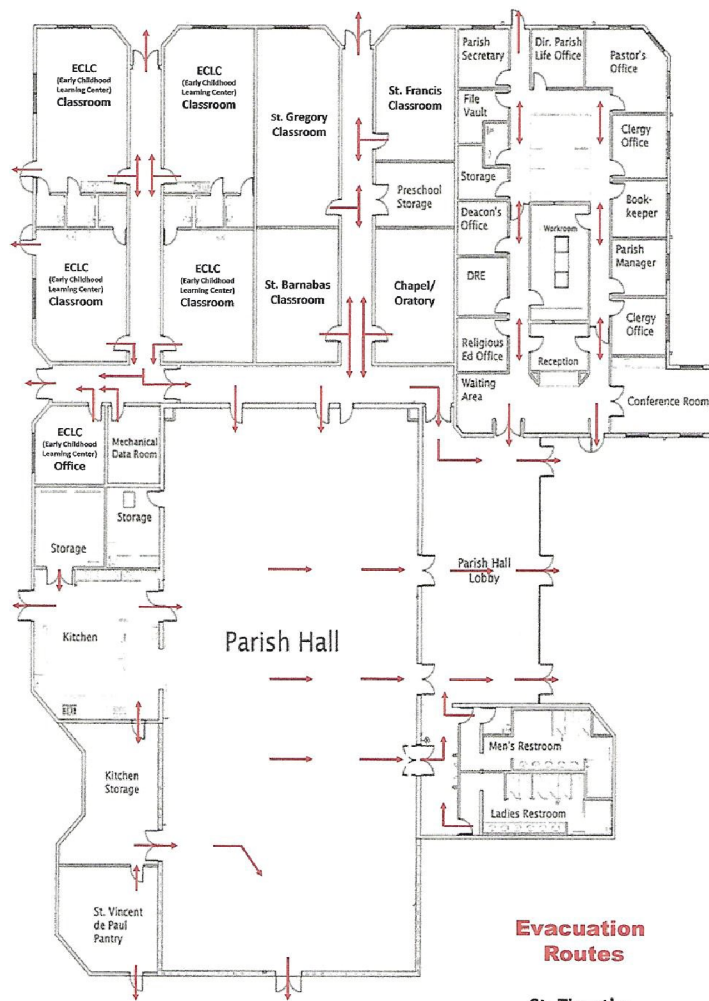
<b>St. Gregory Classroom:</b>	<b>Location:</b> North side of the Parish Center <b>Evacuation Route:</b> Proceed down the hallway to the right toward the Parish Center and proceed to exit the Parish Center Lobby or left down the hallway to the exit at the North side of the property.
<b>St. Francis Classroom:</b>	<b>Location:</b> North side of the Parish Center <b>Evacuation Route:</b> Proceed down the hallway to the left toward the Parish Center and proceed to exit the Parish Center Lobby or right down the hallway to the exit at the North side of the property.
<b>St. Barnabas Classroom:</b>	<b>Location:</b> North side of the Parish Center <b>Evacuation Route:</b> Proceed down the hallway to the right toward the Parish Center and proceed to exit the Parish Center Lobby or left down the hallway to the exit at the North side of the property.
<b>Parish Office:</b>	<b>Location:</b> Northwest side of the Parish Center <b>Evacuation Route:</b> Exit using the staff entrance at the North side of the office, the entrance/exit door to the Parish Office through the Lobby or proceed through the Lobby waiting area directly into the Parish center Lobby and exit the building.
<b>St. John Paul II Youth Center:</b>	
<b>Lobby:</b>	<b>Location:</b> South side of the Youth Center <b>Evacuation Route:</b> Exit using the main entrance/exit through the Youth Center Lobby.
<b>Men's Restroom:</b>	<b>Location:</b> South side of the Youth Center <b>Evacuation Route:</b> Exit using the main entrance/exit through the Youth Center Lobby.
<b>Ladies Restroom:</b>	<b>Location:</b> South side of the Youth Center <b>Evacuation Route:</b> Exit using the main entrance/exit through the Youth Center Lobby.
<b>Café/Activity Area:</b>	<b>Location:</b> East side of the Youth Center <b>Evacuation Route:</b> Exit using the main entrance/exit through the Youth Center Lobby or proceed to the exit doors located at the east and north side of the Café/Activity Area.
<b>Underground Area:</b>	<b>Location:</b> West side of the Youth Center <b>Evacuation Route:</b> Exit using the main entrance/exit through Youth Center Lobby or proceed to the exit door located at the Southwest side of the Underground Area.
<b>Gymnasium:</b>	<b>Location:</b> North side of the Youth Center <b>Evacuation Route:</b> Exit using the main entrance/exit through the Youth Center Lobby or proceed to the exit door(s) located at the rear (north side) of the gymnasium.

**NOTE:**

- 1) All exits should receive special attention so that they remain orderly, flow smoothly and are less congested.
- 2) St. Timothy Church Safety Team members, if available, should sweep all areas and all rooms to ensure a complete evacuation of the complex with concern given to parishioners/guests with disabilities.
- 3) Assisting in evacuating the St. Timothy Campus may be the most important thing we ever do. It is imperative that you understand the evacuation procedures and are familiar with the exits in your area. Keep calm, use common sense and good judgement.

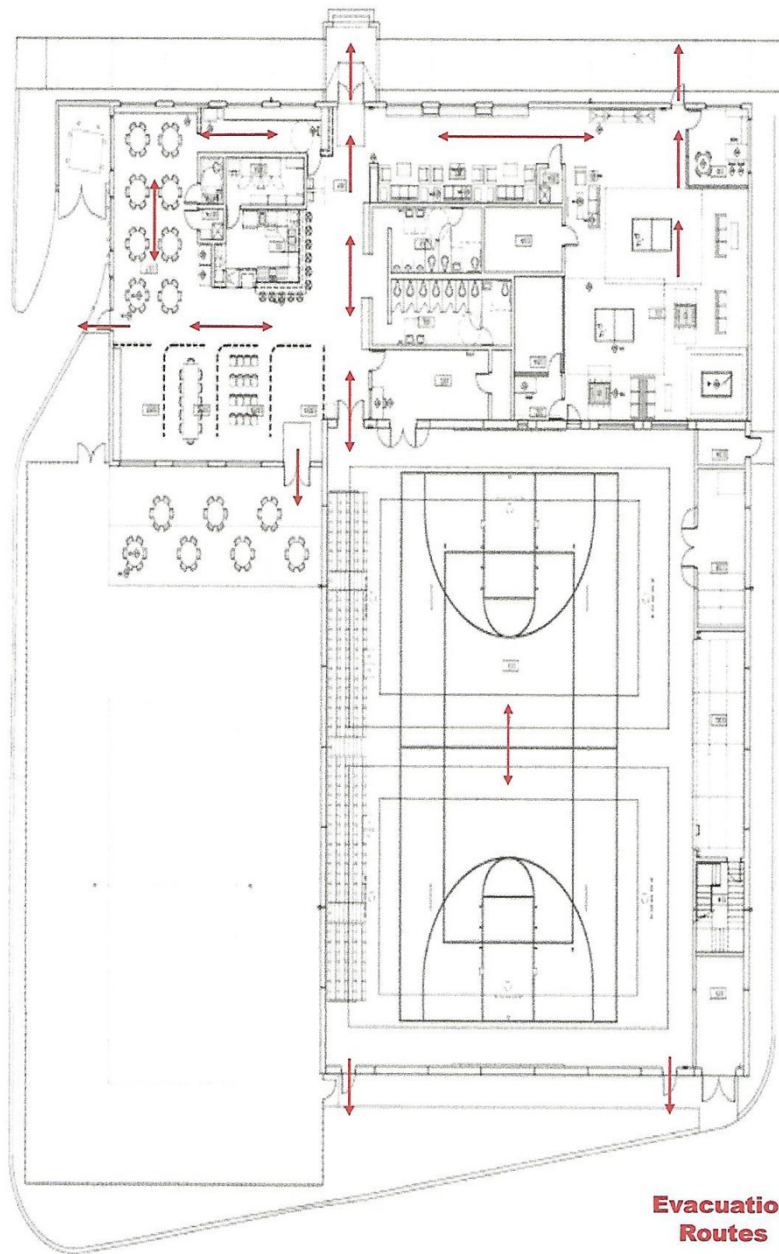
**EXHIBIT D**  
**SITE PLAN – EVACUATION ROUTES**





**St. Timothy**  
Catholic Church

**PARISH HALL, OFFICES,  
AND PRESCHOOL**



**Evacuation  
Routes**

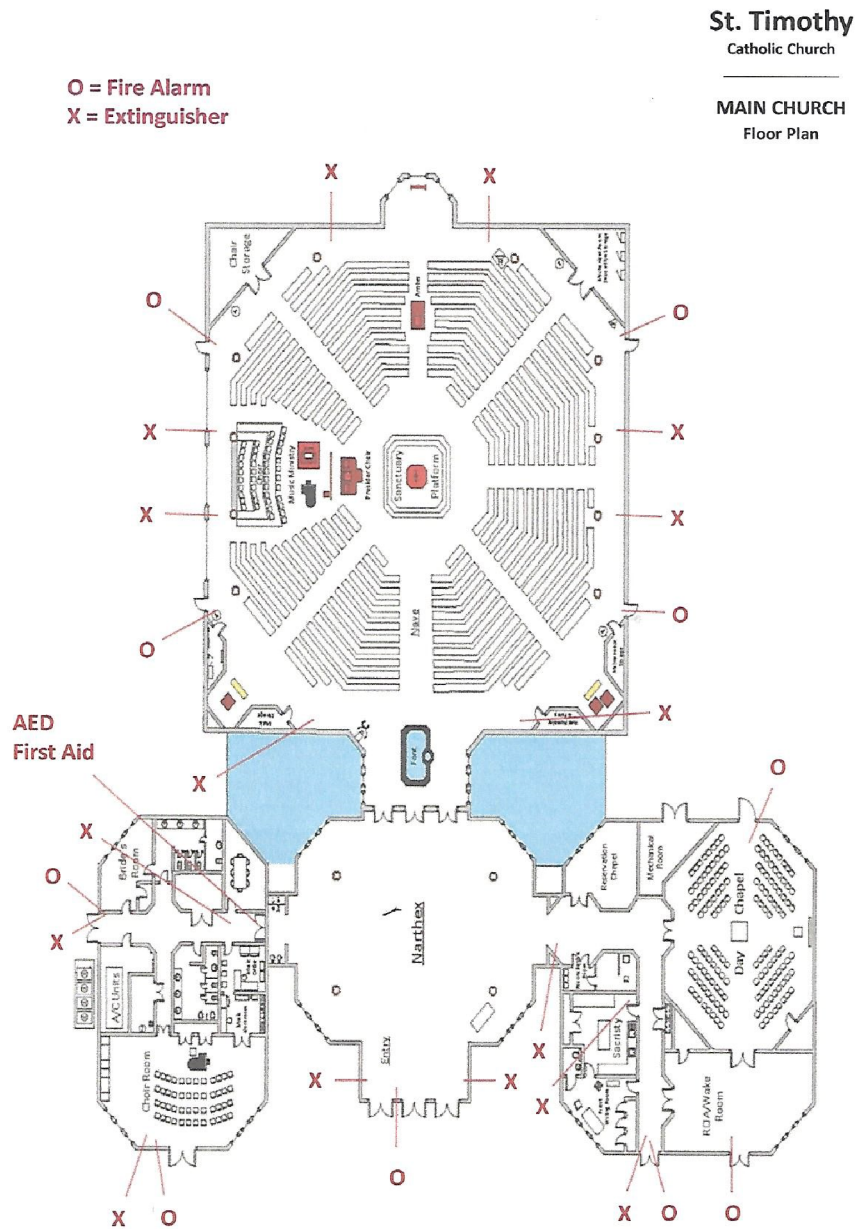
**St. Timothy**  
Catholic Church

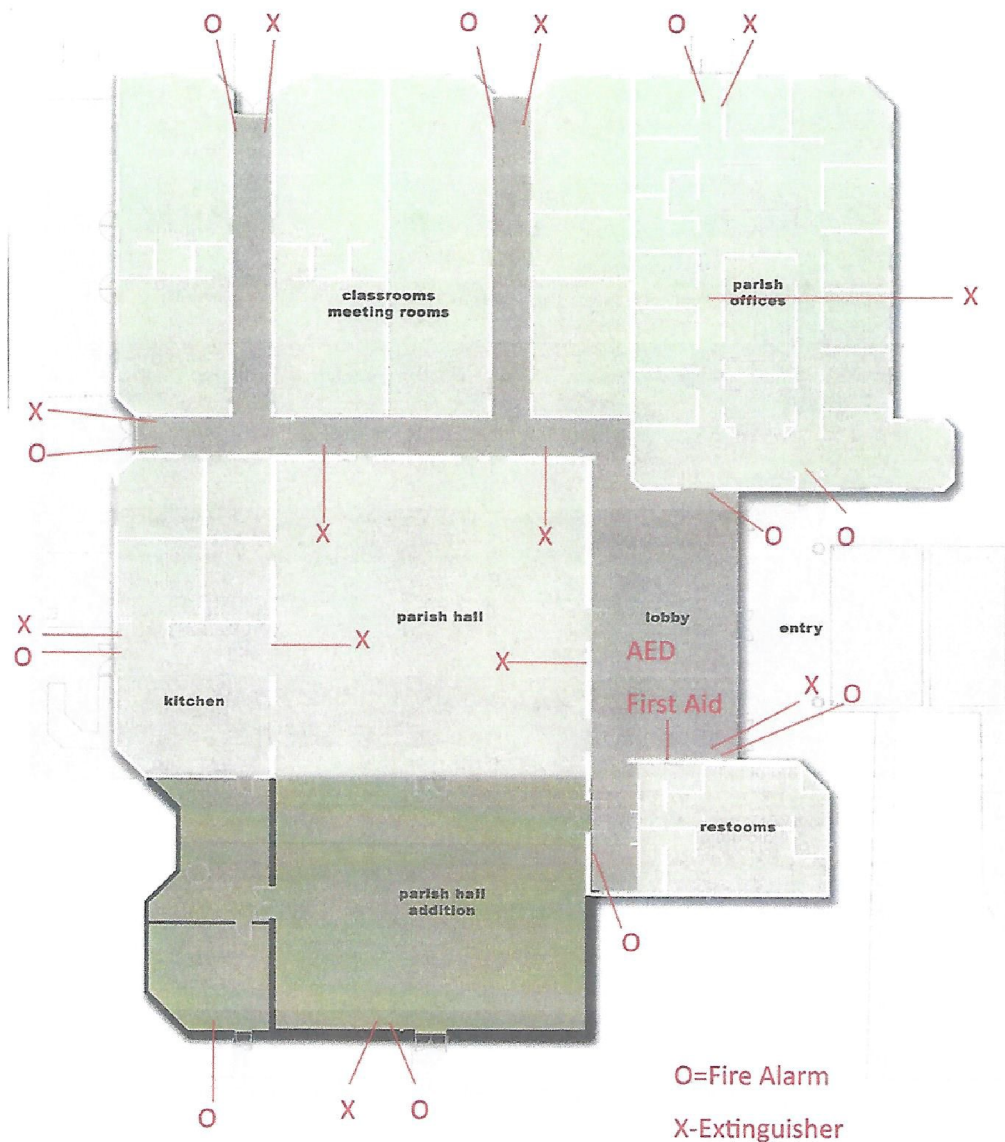
**St. John Paul II**  
Youth Center

## Medical Emergency and Accidents

- ☐ In the event of a medical emergency and/or an accident the following procedures should be followed:
  - Secure and isolate the area if necessary.
  - Administer basic first aid and stabilize the victim.
  - Treat minor injuries from supplies in the First Aid Kits located throughout the campus.
    - Church – Usher Stand
    - Parish Center – Office Workroom, Hall Lobby, Kitchen
    - Youth Center – Main entrance, near restrooms
  - Contact member of St. Timothy Leadership Team or Facility Maintenance Team
  - Complete an Incident Report Form
  - If the problem is beyond your capabilities, call **911**. Be prepared to give the following information:
    - Name
    - Location
    - Number of people involved
    - Nature of the injury or illness
    - Remember to stay on the line until help arrives, if possible
- ☐ Meet and escort emergency medical responders to the scene.
- ☐ While waiting for emergency medical responders to arrive, do not move the ill or injured person, unless safety considerations necessitate movement or transportation to a safer location.
- ☐ When emergency personnel arrive:
  - ☐ Allow responding units to take control of the situation.
    - Keep the area clear of by-standers.
    - Assist emergency personnel as needed.
      - If the spouse, parent, responsible adult or next-of-kin was not present during the emergency, the Parish Manager or his/her designee shall notify them of the incident.
      - Do not attempt to make a medical diagnosis. Tell them what happened and what hospital (if any) the injured party was taken to.

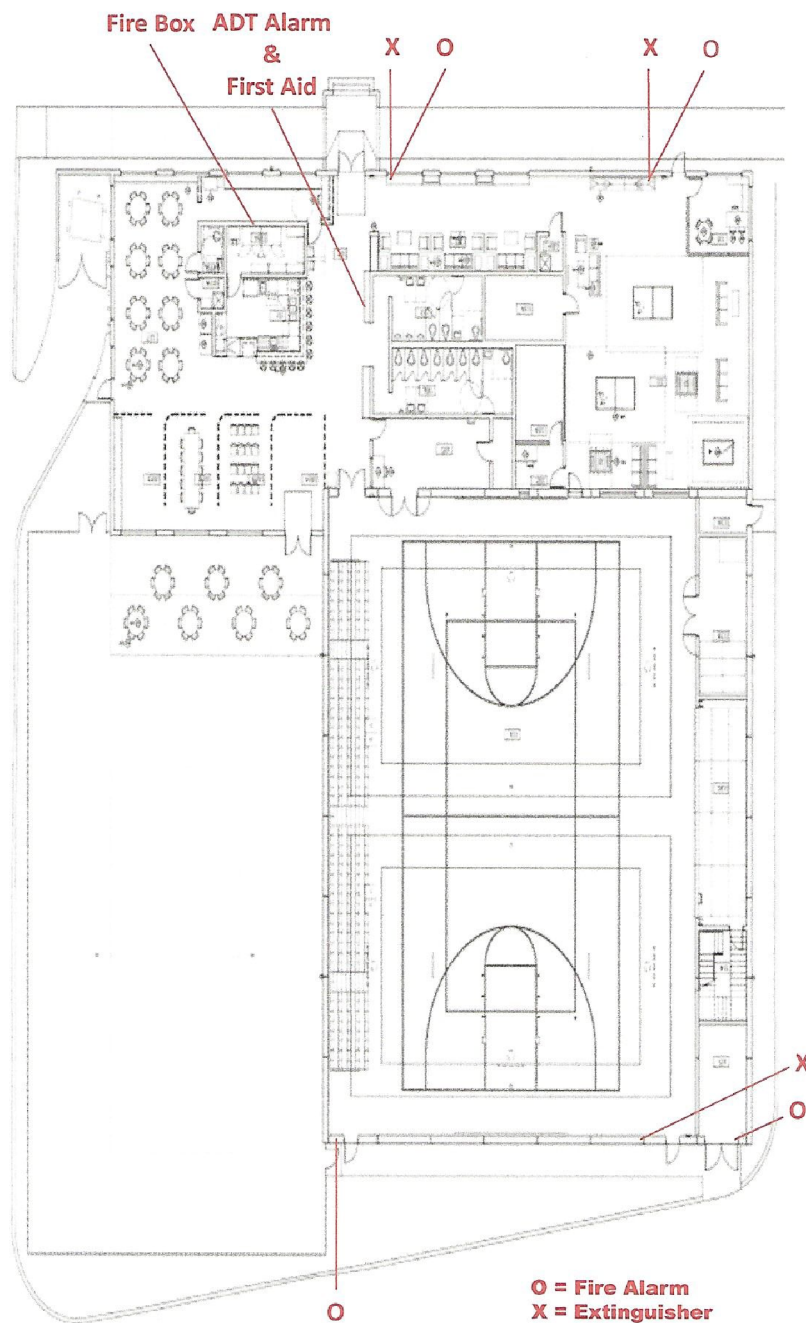
# ***FIRE ALARMS/FIRE EXTINGUISHERS/FIRST AID KITS/AED'S***





### St. Timothy Catholic Church

#### PARISH HALL, OFFICES AND PRESCHOOL Floor Plan



## St. Timothy

Catholic Church

St. John Paul II  
Youth Center

(For Non-Employees)

**Parish Email [donna.jackson@sainttims.org](mailto:donna.jackson@sainttims.org)**

<b>Additional Comments</b>

## Fire and Smoke Emergency

- ☐ If You Detect Smoke and/or Fire:
  - Activate the manual fire alarm system.
  - Initiate evacuation procedures for the affected campus buildings. Move evacuees to at least 500 feet from the affected campus buildings.
  - Call 911. Be prepared to give the following information:
    - Name
    - Telephone Number
    - Location
    - Describe the situation.
  - If you know how to use a fire extinguisher and feel the best course of action is to attempt to extinguish the fire, locate an extinguisher and, without risk of injury, attempt to extinguish the fire.
  - If the fire is beyond the point of a safe attempt to extinguish it, isolate the fire by closing doors in the area before evacuating.
  - During mass or large gatherings, the Parish Manager and/or his/her designee shall deploy Church Safety Team members to the parking lots as needed to assist in keeping fire lanes open and meet emergency responders.
- ☐ If the Fire Alarm Sounds:
  - Immediately initiate evacuation procedures.
  - Assist disabled persons in your area to evacuate.
  - If you encounter smoke, take short breaths through your nose and if necessary, crawl along the floor to the nearest exit.
  - Feel all closed doors with your hand before opening. If the door is hot, do not open it. If the door is cool, open it slowly, keeping behind the door in case you have to quickly close it to protect yourself from oncoming smoke and/or fire.
  - Move upwind of the affected campus building(s) at least 100 - 300 feet away from the building(s) and beyond the designated fire lanes.
  - Direct parishioners/visitors to the designated staging area. (See Exhibit C)
  - Do not go to your automobile or attempt to move it from the parking lot as this could hinder access by emergency vehicles.
  - Do not congregate near building exits, driveways, or roadways.
  - Do not re-enter the building or buildings until an "all clear" is issued by the Parish Manager or his/her designee. Note: The "all clear" should be initially issued by the Fire Department.

## Tornado/Severe Weather/Hurricane

- ☐ The National Weather Service has developed a method of identifying storm conditions that foster the development of tornadoes. The classification and definition of storm conditions are:
  - Tornado Watch
  - Tornado Warning
  - Other Severe Weather Watch or Warning
    - A **"Tornado Watch"** status indicates that weather conditions are favorable for the development of tornadoes. The "watch areas" are usually large geographic areas covering many counties or even states that could be affected by severe weather conditions including tornadoes.
    - A **"Tornado Warning"** is an alert issued by the National Weather Service after a tornado has been detected by radar or sighted by weather watchers or by the public. The National Weather Service provides the approximate time of detection, the location of the storm and the direction of movement. A tornado can move from 25 to 40 miles per hour so prompt emergency action must be taken.
    - During a tornado warning, a battery powered radio should be used and tuned to the National Weather Service and local weather watchers radio frequency. Should a tornado develop which

threatens our area, Church Safety Team members should initiate actions to notify and protect all full time and volunteer staff, parishioners, families, and visitors in all campus buildings.

☐ **If a Tornado Warning is Announced:**

- Shelter in place by moving attendees to a designated tornado shelter location immediately. Keep calm, move quickly but don't run.
  - Church – restrooms, janitor closet, or hallways
  - Parish Center – parish hall or kitchen
  - Youth Center – underground, gym
- Assist all disabled persons located in your area to the shelter location.
- Shelter in place until you hear an announcement from the Parish Manager or his/her designee that it is safe to return to your area.
- **General Tornado Safety Basics:**
  - Move away from any windows.
    - ☐ If you have time, close any window blinds or shades to help prevent flying glass and debris.
    - ☐ Warn others. Encourage them to get to safety immediately.
    - ☐ Move away from large expanses of unsupported ceilings.
    - ☐ Move away from Building perimeter area.
    - ☐ Move to an interior room away from windows – to an enclosed room or conference room, a restroom or an interior stairwell.
    - ☐ If an interior hallway, away from windows, crouch down as low as possible.
    - ☐ If moving to a safer location in the building is not possible, get under a pew, table or desk preferably in an interior room.
    - ☐ Once you've situated yourself in the safest place you can find, protect your face and head, and stay where you are until an "all clear" signal is given. (Note: If circumstances change and new dangers are present, seek a different safe place.)
  - If you are outdoors, the general responses to a tornado warning are:
    - ☐ If at all possible, move indoors to an interior room.
    - ☐ If moving indoors is not possible, take cover near objects that are low and securely anchored to the ground, such as culverts or low retaining walls.
    - ☐ If you are in your car; do **NOT** try to outrun the tornado because it can switch direction and can cover lots of ground quickly.
    - ☐ Get out of vehicle and go into a strong building if possible. If not, lie flat in a ditch or low area and cover your head.
    - ☐ Do **NOT** go under overpasses; wind speeds increase under them and can suck you out!

☐ **If you are under a Hurricane Warning:**

- Find safe shelter right away.
- Determine how best to protect yourself from high winds and flooding.
- Evacuate if told to do so.
- Take refuge in a designated storm shelter, or an interior room for high winds.
- Listen for emergency information and alerts.
- Only use generators outdoors and away from windows.

**Power Outage**

☐ **If a power outage occurs, the following procedures should be followed:**

- All staff will immediately prepare to implement the plan for total evacuation if it becomes necessary.
- The Parish Manager or his/her designee will be responsible for contacting the proper authorities at Tampa Electric Company (TECO) 1-877-588-1010.

- The Parish Manager or his/her designee and members of the St. Timothy Maintenance Staff will be responsible for determining the exact nature, location and condition of the problem.
- Church Safety Team members will remain in their assigned areas. All Church Safety Team members will assist in keeping parishioners and guests calm and advise them to remain in their seats.
- If power cannot be restored and evacuation of the Campus Building is deemed necessary, the Parish Manager or his/her designee will position Church Safety Team members at all exits and will assist parishioners and guests in evacuating the affected Campus Building.
- Particular care should be taken in assisting guests with disabilities.
- Flashlights and batteries will be distributed to specific Church Safety Team members to assist in the evacuation.
- If necessary, and at the direction of the Parish Manager or his/her designee, an announcement will be made to the congregation explaining the situation.
- Sample Announcement – Power Outage:  
Ladies and Gentlemen, may I have your attention please. As you can see, we are currently experiencing a temporary power outage. Please remain in your seats until further instructions are provided. Thank you for your patience and cooperation.

### **Gas Leaks**

- **If a gas leak has occurred or a gaseous smell is detected the following procedures should be followed:**
  - **Call 911.**
  - Evacuate the affected Campus building(s) using the fire alarm if necessary, as per the Evacuation Plan.
  - Notify the Parish Manager or his/her designee of the location of the incident.
  - At the direction of the Parish Manager, a member of the St. Timothy Maintenance Staff will be directed to turn off the gas supply at the emergency gas shut off valve.
    - There are two emergency gas shut off valves that are located outside the Parish Center just south of the kitchen back door. One is on the wall of the BBQ area; the other is in the ground at the tank itself about 10 yards from the shutoff on the wall.
      - **DO NOT** operate any electrical devices or electrical switches.
      - **DO NOT** light matches or lighters during this time.
      - **DO NOT** re-enter the building until advised it is safe to do so.

### **Civil Unrest**

Civil unrest may result when people are moving about, challenging authority, committing acts of vandalism, gang activity, etc., to the point where the safety of the staff and people on Campus is jeopardized.

- **The GOAL is:**
  - Protecting all people from injury or harassment until proper help can be summoned.
  - Keep property losses and damages to a minimum.
- **Levels of Disturbances**
  - **Level 1** – Disruption is confined to one area, but no serious threat to staff, parishioners and/or students.
  - **Level 2** – Disruptive forces are mobile or pose a direct threat to staff, parishioners and/or students.
  - **Level 3** – Disruption is widespread with large-scale participation and is a serious threat to staff, parishioners and/or students.
- **Actions to take:**
  - Assess the level of disruption (Level 1 – Level 2 – Level 3)
  - Isolate the level disruption if possible.
  - Clear the immediate area including restrooms and hallways.
  - Get everyone inside, including anyone seeking shelter.
  - Lock down the building if necessary, including all entrances, offices, conference rooms, meeting rooms and classrooms.

- Close all blinds and/or curtains.
- If the level is a Level 2 or Level 3, **CALL 911**.
- At the direction of the Parish Manager or his/her designee, available Church Safety Team members and other available staff (especially those who are trained in CPR and First Aid) should go to the problem area to supervise as best they can.

### **Active Shooter**

- **Profile:**
  - An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.
  - Victims are selected at random.
  - The event is unpredictable and evolves quickly.
  - Law Enforcement is usually required to end an Active Shooter situation.
- **How to Respond:**
  - **Evacuate (Run)**
    - Have an escape route in mind.
    - Leave your belongings behind.
    - Keep your hands visible.
  - **Hide Out (Hide)**
    - Hide in an area out of the shooter's view.
    - Block entry to your hiding place and lock the doors. iii. Silence your cell phone.
    - iv. Be aware of possible dangers and take note of the two exits nearest you.
  - **Take Action (Fight)**
    - As a last resort and only when your life is in imminent danger.
    - CALL 911 WHEN IT IS SAFE TO DO SO. Attempt to incapacitate the shooter.
    - Act with physical aggression and throw items at the Active Shooter.
- **When Law Enforcement Arrives:**
  - Remain calm and follow instructions.
  - Put down any items in your hands (i.e., bags, jackets).
  - Raise hands and spread fingers.
  - Keep hands visible at all times.
  - Avoid quick movements toward officers such as holding on to them for safety.
  - Avoid pointing, screaming or yelling.
  - Do not stop to ask officers for help or direction when evacuating.
- **Information to Provide to Law Enforcement:**
  - Location of the Active Shooter.
  - Number of shooters.
  - Physical description of shooters.
  - Number and type of weapons held by shooters.
  - Number of potential victims at the location.

### **Trespassing/Intruder/Hostage Situation**

- **If you encounter a Trespasser/Intruder:**
  - Remain calm.
  - Determine the location of the intruder.
  - Assess the situation.
  - Inform the Parish Manager or his/her designee of the situation.

- Talk with the intruder in a low, non-threatening manner.
- Keep your distance.
- Do not attempt to deceive or threaten the intruder.
- Maintain order among people.
- Be constantly alert and prepared for violence.
- **Note:** If any site becomes involved in a hostage situation, the primary concern must be the safety of people and staff. Individuals who take hostages are frequently emotionally disturbed, and it is important to not antagonize them. Communication must be handled in a calm, quiet, nonthreatening, non-joking manner, always remembering that it may take very little to cause such people to become violent.
- **If you are a witness to a hostage situation and the hostage-taker is unaware of your presence:**
  - **DO NOT INTERVENE!**
  - Determine the location of the person(s) and his/her description
  - Assess the situation. Do not put yourself in more danger.
  - Call 911. Give the dispatcher the details of the situation.
  - Inform the Parish Manager or his/her designee of the crisis situation.
  - If the situation warrants declare a lock down.
  - Seal off the area near the hostage scene.
  - Meet with Law Enforcement and direct them to the Crisis Scene.
  - When the situation is stabilized, and with the approval of the ranking Law Enforcement Officer, declare an “All Clear”.

#### **Lockdown Situations**

- **If a Lockdown Situation occurs, the following procedures should take place:**
  - Immediately declare a “Lockdown”.
  - **Call 9-1-1** (if necessary).
  - Isolate the lockdown area.
  - Lock all doors.
  - Cover all windows.
  - Turn off the lights.
  - Depending on the severity of the crisis situation, use any available OBJECTS to build a barricade as quickly as possible at the door (e.g., bookcases, desks, chairs, other solid items).
  - Spread everyone out around the room, trying to keep out of the line of sight of windows and doors.
  - Await the arrival of emergency responders.
  - Provide assistance as needed.
  - Co-ordinate with and follow the directions of police and/or medical personnel.
- **During a lockdown, all buildings will be locked, and no one would be allowed to enter or leave.**
  - The safety of our students, volunteers and staff is our utmost priority. While we always hope that these incidents never occur, we still must be prepared.
  - If an incident occurs, Church Safety Team and Leadership will be in constant communication with emergency personnel at the scene. From that point, emergency personnel and church leadership determine the appropriate course of action.
  - Although family members may feel compelled to come to the church during a lockdown (in particular to the preschool or Faith Formation classes), we want to assure them that their children are relatively safe during the lock down. Allowing anyone (including parents) to enter or exit the buildings during this time could expose the children and everyone else inside to a potentially dangerous situation.
  - Catechists, Church Safety Team and/or staff are in charge of safety. Please allow emergency personnel/staff to safely assess and execute our safety plan. If family members come to the property, emergency personnel will be overwhelmed and will not be able to help those under lockdown.
  - In the event of a lock down, once Church Safety Team and Leadership receive word from emergency personnel that the danger has passed, the lock down would be lifted.

### Drive-By Shooting

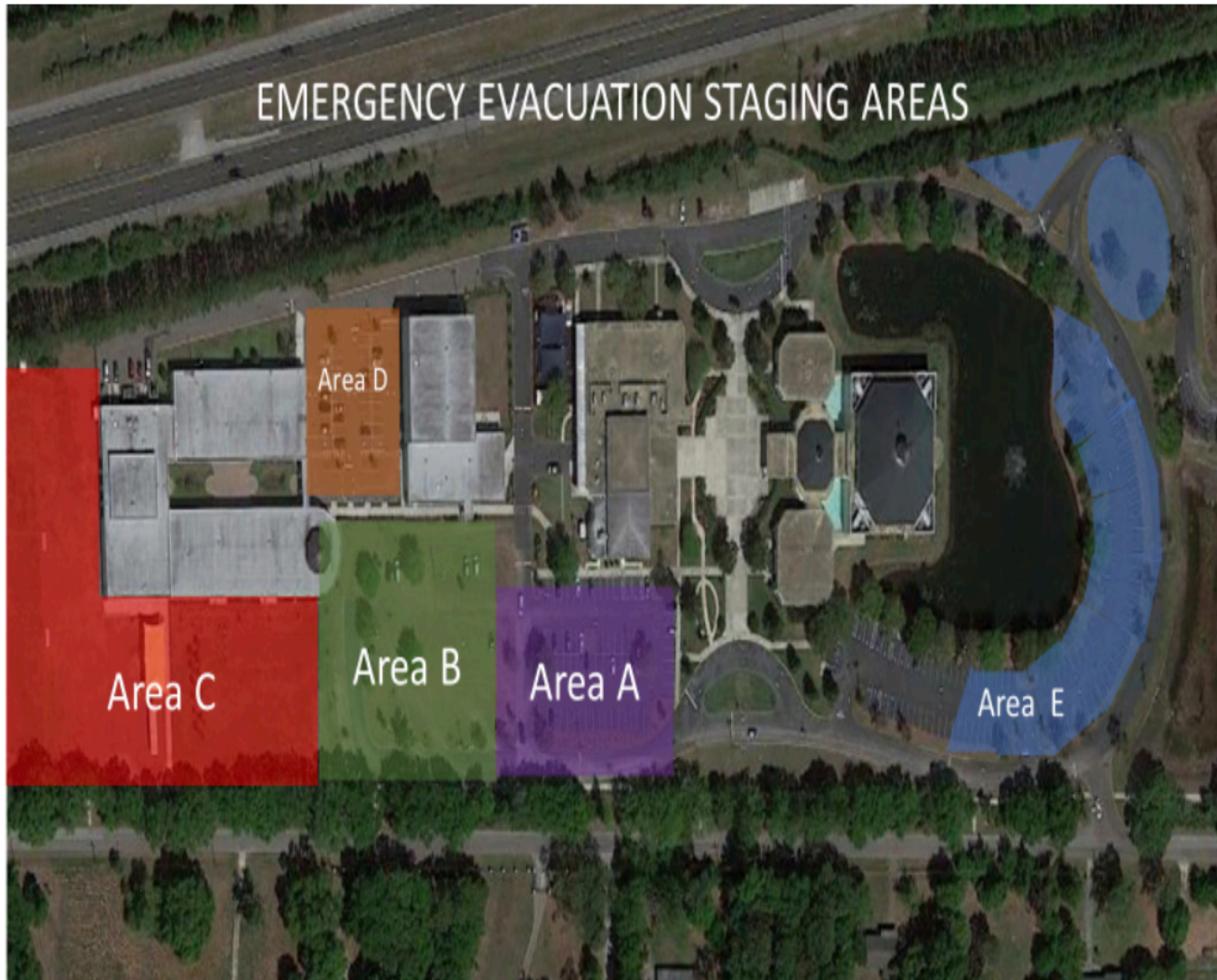
- **In the event that a drive-by shooting occurs on Campus property or adjacent to the site, the following procedures should be followed:**
  - Remain Calm – Evaluate the Situation – Take Action
  - **Call 911 or local Law Enforcement**, then inform the Parish Manager, Supervisor or his/her designee of the incident.
  - Identify the problem and location. Secure and isolate the area.
  - Assist the police in locating and identifying the possible suspect(s) and/or victim(s).
  - Secure emergency information on suspect(s), victim(s), witness(es) if possible.
  - Provide Law Enforcement and EMS with emergency information.
  - The Parish Manager or his/her designee should declare a lockdown of all Campus Buildings if the situation appears threatening to the Campus Buildings and its occupants.
  - If inside, secure the room, and **DROP to the floor, take COVER and HOLD** until the danger has passed.
  - If in an open area, move people to a safe area, rooms or any cover possible
  - Initiate DROP and COVER if it is not possible to safely reach an enclosed area until the emergency is over.
- **Drive-by shootings usually happen very quickly. Try to get as much information as possible without putting yourself in danger.**
- **Provide Law Enforcement and/or EMS First Responders with as much information as possible.**

### Flooding/Water Leaks

- **If a water leak occurs:**
  - Remain calm
  - Contact the Parish Manager or his/her designee and report the exact location and severity of the leak.
  - The Parish Manager or his/her designee will dispatch St. Timothy Maintenance Staff members to the location of the leak to monitor and seek out the source of the leak.
  - If there are electrical appliances or outlets near the leak, the use of extreme caution is advised.
  - Unplug appliances and/or shut off electrical power as soon as safely as possible
  - If there is any possible danger of electrical shock or fire, begin to evacuate the area immediately
  - All St. Timothy Staff should be prepared to assist as directed in protecting equipment/objects that are in jeopardy. Take only essential steps to avoid or reduce immediate water damage, such as covering with plastic or moving small/light objects and equipment out of danger
- **If flooding begins to occur:**
  - Make sure that all electrical equipment that may become submerged, if left in the area, is unplugged.
  - If possible, move equipment/objects to a higher elevation.

## EXHIBIT C

### EVACUATION STAGING AREAS – ST. TIMOTHY CAMPUS



# *APPENDIX VI: Social Communications Policy*

## **DOSP Social Communications Policy**

March 21, 2019

### **Introduction**

These guidelines are offered as a synthesis of best practices. Suggestions and comments are welcome at [communicate@dosp.org](mailto:communicate@dosp.org).

### **Guiding Principles**

“Communication is a means of expressing the missionary vocation of the entire Church; today the social networks are one way to experience this call to discover the beauty of faith, the beauty of encountering Christ. In the area of communications too, we need a Church capable of bringing warmth and of stirring hearts.” (Pope Francis, 48<sup>th</sup> World Communications Day Message)

The Church is called to engage social media in a manner that is safe, responsible and civil and approach social media as a powerful means of evangelization. We are also called to have a prominent role in providing a Christian perspective to digital literacy.

### **The Church and Social Media: An Overview**

Wikipedia defines social media as “... media designed to be disseminated through social interaction, using highly accessible and scalable publishing techniques.”

A longer and perhaps more philosophical definition is offered on [weblogsky.com](http://weblogsky.com): Social Media is a fundamental transformation in the way(s) people find and use information and content, from hard news to light entertainment. It’s an evolution from broadcast delivery of content – content created by a few and distributed to many – to network delivery, where content can be created by anyone and published to everyone, in a context that is “many to many.”

Stated another way, publication and delivery by professionals to mass audiences has changed – now publication and delivery can be by anyone, professional or not, to niche audiences through networks of many channels. This is because the means of production are broadly accessible and inexpensive. As a result of all this, attention and mindshare are fragmented, there’s emphasis on relationship, new forms of media are conversational, and transaction costs for communication approach zero.

Social media offers both opportunities and challenges to Catholic organizations in three primary areas: Visibility, Community and Accountability.

#### **Visibility:**

Social networks offer excellent forums for the Church's visibility and evangelization. Careful consideration should be made to determine the particular strengths of each platform (blogs, social networks, apps, text messaging, etc.) and the needs of a ministry, parish or organization. The strengths should match the needs. For instance, a blog post may not be the most effective way of reminding students of an event. However, a text message to all students and their

parents telling them that the retreat begins at 9:00 a.m. may be very effective. Church Personnel should seek to meet people where they are. If your target audience uses Twitter, learn about this tool and be not afraid.

#### Community:

Social media can be a powerful tool for strengthening community, although social media interaction should not be viewed as a substitute for face-to-face gatherings. Social media can support communities in a myriad of ways: connecting people with similar interests, sharing information about in-person events, providing ways for people to dialogue, etc. A well-considered use of social media has the ultimate goal of understanding the human longing for meaningful community.

#### Accountability:

Social media provides a tool for building community. Membership in communities also requires accountability and responsibility. Users of social media expect site administrators to allow dialogue, to provide information and to acknowledge mistakes. The explosion of information available to social media consumers has meant that they often only use information from trusted sites or sites recommended by those whom they trust. While not every demand or inquiry can be met, it is important that creators and site administrators of social media understand how different social media is from mass media and the expectations of its consumers. Many communication experts are describing the adaption of social media as a paradigm shift in how humans communicate, as important a development as that of the printing press and the discovery of electronic communication.

#### Definitions:

The following definitions are used for the purposes of this document.

**Blog:** A blog (a contraction of the term "web log") is a type of website, usually maintained by an individual with regular entries of commentary, descriptions of events, or other content such as graphics or video.

**Church Personnel:** A bishop, priest, deacon, religious sister or brother, lay employee or volunteer who provides ministry or service or is employed by an entity associated with the Catholic Church.

**Cleric:** an ordained bishop, as well as a priest or an ordained deacon who is incardinated in the Diocese of St. Petersburg, as well as a religious priest, or a priest or deacon incardinated in another diocese, who is engaged in a ministry under the control or auspices of the Diocese of St. Petersburg or an entity.

**Employee:** any person who is employed by an entity of the Diocese of St. Petersburg. An employee may be a cleric or a lay person who may also be a member of a religious institute.

**Micro-blog:** A term which describes platforms such as Twitter, which is limited to a few characters. These platforms are very useful for distributing quick updates, reminders, or a hook with a link to a blog or website with more information.

**Ministry Account:** A digital channel, such as social media account, website or blog, created by employees, clerics and volunteers for the sole purpose of conducting diocesan/ entity business. Ministry accounts are your "pastoral outreach" and it is important that Church personnel are clearly identified if they are vowed religious and/or members of the clergy by using the appropriate title (Fr., Deacon, Sr., Br., etc.) and including the religious community (CSC, OSB, OSF, SJ, etc.) in the displayed profile name bears witness to that outreach. Photos, especially profile photo; links; and other items included in social media are to be appropriate for ordained ministers and/or vowed religious.

**Social Media Network:** A Web 2.0 site that is entirely driven by content of its members. Individuals are allowed flexibility in privacy settings, in posting text, photos, video, links and other information, and in level of interaction with other members. Examples include Facebook, LinkedIn, Snapchat and Twitter. YouTube and Flickr are often also included in lists of social networking sites, although sometimes YouTube and Flickr are designated as multimedia sharing sites, while Twitter is currently more often designated as a micro-blogging application.

**Other Electronic Communication:** Electronic communication technologies that are not defined as social media/website (e.g., cell phone, email, texting, etc.)

**Personal Account:** An Internet tool, such as social media, website or blog created by employees, clerics, and volunteers primarily to share personal communication with friends and family.

**Video Conferencing:** This refers to technology that enables people to communicate by real-time audio and video from disparate geographic locations. It includes systems that project an image to many locations (one-way video), or those that enable participants at different locations to interact with each other (multipoint conferencing). In addition to the transmission of live camera-generated images, video conferencing includes tools that make it possible to communicate a wide variety of information formats from many sources, such as documents and images.

**Volunteer:** an adult who works without financial or material gain on behalf of the Diocese of St. Petersburg or its entities who is not an employee or a cleric (for example, an intern, catechist, scout leader, coach, student teacher and others in similar capacities).

**Acknowledgement:** The Diocese of St. Petersburg gratefully acknowledges the generosity of the United States Conference of Catholic Bishops and the Archdiocese of Cincinnati, Diocese of Pensacola-Tallahassee, Diocese of Orlando and the Diocese of Dallas in granting the use of its social networking policies and guidelines as a resource in the development of this policy.

## Catholic Identity

The Diocese of St. Petersburg and its entities recognize that in today's environment, with the increasing prevalence of the Internet, Wi-Fi and mobile devices, church personnel will use the Internet to conduct ministry work and to communicate with associates and friends. The Internet provides various ways for individuals to interact and has changed the way we communicate and share information.

The Diocese of St. Petersburg views the Internet as an important educational and evangelizing tool to promote school and ministerial programs. The Diocese encourages administrators, pastors and principals to support Internet use and to give employees, clerics and volunteers the necessary training and tools to interact safely and responsibly online. The same responsibilities that you have to create a safe environment in your physical space extend to your social media sites including:

- ☐ Everything said in social media should be thought of as being said in public.
- ☐ Once published, Internet and Web content cannot be taken back. You may remove it, but it is already out there and has been seen and electronically recorded.
- ☐ Ensure the accuracy and appropriateness of all information prior to its publication. If you have any doubts about the suitability of an item, seek a second opinion, but it is probably best to leave it out.

Maintaining a Catholic identity is critical to social media interactions. Therefore, information posted on any form of technology in the name of the Church must adhere to the following guidelines:

- ☐ Content or information should be appropriate and affirm the teachings of the Catholic Church and its Magisterium.
- ☐ The content must be professional, respectful and courteous
- ☐ Questions related to Catholic Church teaching or policies should be taken offline for a more personal and meaningful dialogue.
- ☐ A supervisor must monitor content on a regular basis.
- ☐ There shall be no offensive or disruptive messages, initiated either by the administrator or users.
- ☐ Political activity is prohibited – no form of social communications should ever be used to engage in political activity; that is, expressing opinions, support, endorsements or other commentary for candidates seeking political office. Such conduct is strictly prohibited.
- ☐ Lobbying is limited. The Church's support regarding political issues and legislation is limited, and must only be done upon approval of the administrator. Any questions should be made to the director of communications for the Diocese.

Among those which are considered offensive include, but are not limited to, messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment which offensively addresses someone's age, sexual orientation, belief system, national origin or disability.

Furthermore, social communications may not be used by Church Personnel for: 1) conducting or promoting any outside or personal business, 2) defaming the character of any individual or institution, 3) causing embarrassment to the Diocese of St. Petersburg or its entities or 4) divulging any personal information about children that would jeopardize their safety or well- being in any way.

## Communications Integration

Do not pressure or require the use of social media. All announcements or communications made through social media should be available in alternate forms that do not require social media (e.g. website, email subscription, postal mailing)

- Email distribution through a service such as Constant Contact or FlockNote is an ideal method to communicate information to a large number of people as compliance with laws regarding bulk email is handled by the service.

## Privacy and Legal Concerns

Respect the privacy of individuals while using social media platforms.

- ☐ Written permission in the form of a media release must be obtained before any photos or videos of children may be used. In the case of adults, this permission is implied by the submission of media via email or posting online or by participation in large public events, such as festivals. If church personnel are taking photos, it is suggested that an announcement is made regarding the usage of the photo and adults should be allowed to opt out.
- ☐ During large events, signage may be placed around the venue stating:  
By entering these premises and attending this event you understand that your likeness and/or voice may be photographed, recorded, filmed or videotaped. Upon entry you consent to the unqualified right to use such pictures and/or recordings and grant to the Diocese of St. Petersburg the perpetual right to use your likeness, image, photograph without compensation for broadcast or exhibition in any medium and to put the finished pictures/recordings to any legitimate use without any limitation and releases the Diocese from any such use and waives any claims that may arise as a result of such use.

Maintain appropriate records of all communications through social media.

- History kept by the social media service such as Facebook will be sufficient.
- Before deleting any entries from social media, a copy should be preserved and the date and time of removal noted within the record by the social media administrator. (e.g. If you use Facebook Inbox to communicate in the course of your employment or ministry, you may not delete any conversations without first creating a record of that conversation).

Monitor your ministry's online presence. Search Google to know if false information is being disseminated.

Consider paid services which do not insert ads or other content into your social media websites to maintain better control over the content of your page.

Social media is not suitable as a means of "official communication" for correspondence such as permission slips or communications with parents of young people. As examples: permission slips may be distributed electronically, but they must still be collected in physical copy. Likewise, a Facebook message is not appropriate as a means of communicating a concern about a child to his or her parent.

Honor copyright, fair use and financial disclosure laws. Copying any photographs from a website is prohibited, unless permission of the administrator for that website is obtained.

#### Confidential and Proprietary Information:

Church personnel are prohibited from disclosing via the Internet information that is understood to be held in confidence by the Diocese of St. Petersburg or its entities. Employees, clerics and volunteers are prohibited from disclosing via the Internet any information that is proprietary to the Diocese of St. Petersburg or its entities, except by explicit written permission of the appropriate authority.

#### Trademarks and Logos:

Church personnel may use diocesan or entity trademarks or logos on ministry websites only in ways that clearly promote or call positive attention to diocesan events, websites or organizations associated with the trademark or logo. Church personnel may not use diocesan or entity trademarks or logos on their personal accounts in any way that could reasonably suggest diocesan or entity sponsorship or agreement with any views expressed.

#### Inappropriate Language and Images:

The Diocese of St. Petersburg and its entities will not tolerate church personnel who post obscene, harassing, offensive, derogatory, defamatory or otherwise potentially scandalous comments, links and/or images which reflect discredit or cause embarrassment to the Diocese of St. Petersburg or its entities, employees, vendors, partners, agencies, schools and others. Any activity via social media or other electronic communication that contains any of the above and/or reflects negatively on the Diocese of St. Petersburg or its entities, employees, vendors, partners, agencies, schools, or others is prohibited.

#### Separate Account for Ministry:

Social media accounts must be formed independently of a person's personal social media account and personal email address. The email address used for the establishment of the account must correspond with an entity email domain. A generic email, such as [socialmedia@dosp.org](mailto:socialmedia@dosp.org), should be used for this purpose. An exception may be made through the Diocesan Office of Communications for the use of a personal account, which will be limited to individuals deemed to be public figures as determined by the Diocese.

## Protection of Children & Vulnerable Adults

### Minors and Social Media:

Any media can pose dangers to individuals, particularly in a social setting. The technology which allows young people to foster friendships can also lead to cyberbullying and make them vulnerable to predators. It is everyone's responsibility to safeguard our vulnerable populations. It is suggested that each Diocesan entity educate adults, youth, parents and students about best practices when using social media. This education should remind parents and caregivers to be aware of the online activities of their children and vulnerable adults and to select the highest privacy settings possible.

When posting images of a minor, a signed and written media consent from a parent/ guardian is required and should be included in the basic permission slip for the event or participation in parish and school activities.

- ☐ Whenever possible, only first names should be used to identify minor individuals in photos or videos.
- ☐ Encourage parents of young people to become active in the social media lives of their children. This will not only inform them of the activities of your ministry but will help improve the on-line safety of their children.

### Safe Environment Policies:

Church personnel will comply with all aspects of the [Diocese of St. Petersburg's Safe Environment policies and procedures](#).

### Recording/Photography by Family/Friends:

A parish/school/entity of the Diocese cannot be held responsible for recorded materials (e.g. audio, still and/or video) transmitted or placed without its knowledge or permission through electronic or other means or in external media of any type. Parents, guardians, family members and friends who photograph or otherwise record school/parish/entity events should respect the privacy of others and should not identify another child by more than a first name in any transmission (e.g. mail, email or internet website), unless authorized by the parent or guardian of that child.

- In a public space or at a large, open event such as festival, there is a limited expectation of privacy.

### Password-Protected Sites or Member Only Sites:

Both ministry accounts and personal accounts may involve the use of a username/password, invitation or other such means to access all or portions of the site, such as a Facebook Group. In the event that church personnel gives a minor access to a website that is not otherwise openly accessible to the public, that same access must also be provided to the child's parent/guardian, if the parent/guardian so desires.

### When Communicating with Minors Using Social Media or Other Electronic Communication:

The primary purpose of such communication shall be for providing information related to a ministry or event and not for socialization or other personal interaction.

- ☐ Parents must be notified of the methods of communication which are used in each particular ministry and must be granted access in such communications.

### Maintaining Appropriate Boundaries

When using a ministry account, adults must not initiate or accept "friend" requests with minors. Adults must be mindful not to violate boundaries between ministers and youth. There are risks with social communications, especially with blurring boundaries of professional and personal relationships. Appropriate boundaries are essential to all who serve in a ministerial role and are to be observed in regard to social media as well. Therefore, the following guidelines must be followed:

- The role of ‘minister’ is distinct from ‘counselor’, ‘friend’ and ‘parent’. One ministering with young people should never take on the role of ‘surrogate parent’. For this reason, ministers should not ‘troll’ social media with the intent of seeking personal details of a young person’s life. While online statements are not private, it is the parents’ role to monitor their child’s behavior, and a minister is not to usurp this role. Intentionally monitoring where youth have shared intimate thoughts violates privacy in the same way that it would to read a journal.
- Any information encountered within social media that creates a pastoral concern in regard to a minor should be immediately reported to appropriate authorities. Parents are to be informed immediately and legal authorities should be contacted as necessary.
- Healthy boundaries between youth and adults are essential. To be a ‘friend’ to a youth in a ministerial role is to be ‘friendly’ but is not to establish a peer relationship. A minister serves as a mentor and guide, walking with a young person on their journey in faith.

### Transparency

It is essential to the nature of ministry that parents/guardians are fully aware of all media being used to keep in contact with their young person for ministerial purposes. Social media networks and other tools that do not allow transparency because posts are instantly deleted, such as Snapchat, are prohibited.

The intent of any communication policy is to give witness to the Good News in such a way that we create a safe environment for all vulnerable populations. This environment is open, transparent and involves the parents/guardians of the young people as partners. It is important that ministry is not used to establish private one-on-one relationships with youth and our methods of communication must reflect this.

Unusual circumstances of a pastoral nature should be documented and shared with the pastor or one’s supervisor as soon as feasible. The documentation of any such circumstance should involve a copy of any applicable communication from all types of communication medium.

When communicating to a minor through any correspondence such as regular mail, email, text or other technological opportunities for correspondence, such as educational programs, etc., the correspondence must be accompanied with a corresponding copy to the parent.

All correspondence must be professional in nature and appropriate for the ministry from which it was sent

As a general rule, neither personal nor ministry accounts should be used to interact with minors individually, such as through instant message. In those unusual cases where one-on-one communication is needed, Church personnel should maintain copies of all such messages.

Acceptable hours for communication with minors via other electronic communications shall be between 8:00 a.m. and 9:00 p.m. Communication outside of the acceptable hours may be used only in emergency situations or to communicate time sensitive information related to the ministry or ministry related event.

Online “chatting” with minors is not permitted unless it is part of the Student Information System Platform.

Profile names should clearly identify the individual, no anonymity or pseudonyms are permitted.

For trips off of church property it is appropriate that minors be given the cell phone numbers of the adult leaders to have in case of emergency, e.g. on an excursion to a theme park. It is also appropriate that, after parents/guardians have been informed, youth cell phone numbers are collected for use that day to ensure safety, following the guidelines of transparency.

Text messaging to minors should follow the guidelines applicable to other forms of communication, including integrating the principles of transparency. Ministry leaders and ministry team members should avoid private text communication with any minors. Communicating with minors regarding a ministry event should include copying a text message to the parent/guardian or forwarding the text message to the parent/guardian of the youth through email. Communicating with a group of youth through text messaging may be done as long as parents/guardians are included in the text recipients or are sent an email with the content of the text message, e.g. sending out a reflection or scripture of the day to all youth or providing information on an upcoming event.

It is suggested that you subscribe to a text messaging service such as Flocknote or Remind which hides the personal cell phone numbers of the adult ministers.

## Procedures

### Personal Account:

In the event an employee or cleric identifies himself/herself as, or is manifestly understood to be, an employee or cleric of the Diocese of St. Petersburg or its entities on a personal blog (or other account such as social media or website with a similar purpose), to help reduce the potential for confusion, the employee is required to put the following notice in a reasonably prominent place on the account:

“The views expressed on this account are mine alone and do not necessarily reflect the views of the Diocese of St. Petersburg (or other employer if an entity).”

### Intellectual Property:

All contacts, content, and media developed by Church Personnel and engaged in social media ministry accounts are the intellectual property of the Diocese of St. Petersburg.

### Approval:

Church personnel must obtain approval from a pastor, principal, or appropriate supervisor prior to the creation of any and all social communication accounts to be used as part of your ministry. Instructions and support may be needed to help these supervisors properly access social communications. There must be at least two adults with administrative rights for each ministry account and one must be an employee of the Diocese of St. Petersburg.

### Facebook Groups:

The use of a group allows for communication with and association with people without “friending” them. This allows for the social media relationship to better reflect the ministerial relationship without diminishing the power of Facebook as a communication tool. Groups are recommended for particular ministries or organizations within a parish, school or diocesan community.

- All groups must have moderated membership, i.e. an administrator must approve the request of an individual to join the group and gain access to the content of the group’s social media.
- Care should be taken in deciding whether to permit non-administrators to write or post content on the wall, and administrators must monitor any posted content for appropriateness and remove content as necessary.

### Pages:

Public persons, such as a school administrator or radio talent, may decide that a “fan page” is a more appropriate presence for them on Facebook. Fan pages allow for the public presence of an individual to be separated from the personal profile and not open the profile to the entire community. The personal profile of an individual with a public figure page must be hidden from search.

### Use of Inbox or Chat in Place of Email:

Many people use Facebook Messenger instead of email as a regular means of electronic communication. Your diocesan or entity provided mail account (e.g. @dosp.org) is not to be replaced by Messenger for regular communication.

### Events:

Events are to be hosted by your group or your page, not by an individual member of the group or administrator of the page.

### Managing Comments:

For blogs, YouTube Channels, and other social media platforms care and consideration should be taken in determining whether user-generated content will be permitted. As the two-way dialogue is intrinsic to the nature of social media, it cannot be completely excluded. Therefore:

- ☐ Comments, wall posts, and similar tools must be moderated if published. If comments are not to be published, they should nonetheless be permitted, reviewed, and answered as appropriate through return e-mail or in general in future posts.
- ☐ When possible, select the option to moderate comments before they are posted.
- ☐ There should be a comment policy on the social media site that explains what is allowed in terms of commenting. An administrator should block anyone who violates the comment policy or displays any inappropriate conduct. If there is an option to have comments or notification or alerts sent to your email, choose this so you will be aware of comments in a timely manner.
- ☐ Comment monitoring means that you check your social media site on a regular basis and if someone has left a comment, you formulate a response and reply.
- ☐ If there is a legitimate and critical concern that is raised via a person's comment, the administrator should provide a phone number and contact name for the individual to address their concerns offline.
- ☐ If there is an inappropriate comment, you may remove it and depending the severity of the offense, you may block the user (per your comment policy).
- ☐ You can also filter certain keywords and block profanity on Facebook. Instructions can be found [here](#).

### Diocese of St. Petersburg Comment Policy:

The purpose of any a social media page is to provide an interactive forum where readers can gather and discuss information about the wide range of issues addressed by the work and mission of the Catholic Church, specifically through the Diocese of St. Petersburg. Followers are encouraged to post questions, comments and concerns, but should remember this is a moderated online discussion hosted by the Diocese of St. Petersburg. The Diocese of St. Petersburg appreciates healthy, constructive debate and discussion; that means we ask that comments be kept civil in tone and reflect the charity and respect that marks Christian discourse. Comments that may be deleted include those that contain:

- Personal attacks/inflammatory remarks against a person or group
- Content/comments off topic
- Spam
- Links to sites that contain offensive material or attack the Church's hierarchy and its mission
- Promotion of services, products, political organizations/agendas
- Information that is factually incorrect
- Vulgar Language

The Diocese of St. Petersburg reserves the right to remove posters who violate this policy. All sites must state that “Comments left by others on this page do not necessarily reflect the views of the Diocese of St. Petersburg.”

### Related Content

- ☐ Restrict related content that is displayed to other content which you have published when possible.
- ☐ When restriction is impossible (e.g. YouTube), disable related content display.

### Social Media Associations:

Some public social media sites allow you to follow others as a form of social engagement. Ministry accounts should exercise care in choosing who to follow as this association is an implied endorsement. They should not link to other online sites that support or oppose candidates or political parties. Consult with the diocesan attorney or the Florida Conference of Catholic Bishops before posting any political content or links to political content on web or social media sites. It is acceptable to follow other accounts that are not in conflict with the teaching and the Magisterium of the Roman Catholic Church. Acceptable links fall into these three main areas:

- ☐ Official Church sites, such as the Vatican, U.S. Conference of Catholic Bishops, state conferences, archdioceses and dioceses;
- ☐ Parts of the Diocese such as parishes, schools and ministries operated by the Diocese or approved resources associates with those ministries; and
- ☐ Those under the oversight of a bishop or religious congregation or listed in the *Official Catholic Directory*. Church leaders should use prudence in evaluating links to other commercial opportunities on its site. It is the entity's responsibility to evaluate its hosts' advertisers and sponsors on a regular basis

Ministry websites are requested to follow diocesan social media accounts such as:

#### Facebook:

- ☐ Bishop Gregory Parkes: <https://www.facebook.com/bishopparkes/>
- ☐ Diocese of St. Petersburg: <https://www.facebook.com/DioStPete/>
- ☐ Evangelization and Lifelong Faith Formation: <https://www.facebook.com/DOSPEvangelization/>
- ☐ Good Samaritan Project: <https://www.facebook.com/DOSPgoodsamaritan/>
- ☐ Life, Justice & Advocacy Ministry: <https://www.facebook.com/DOSPLife/>
- ☐ Ministerio Hispano: <https://www.facebook.com/hispanicministrydosp/>
- ☐ Pastoral Juvenil: <https://www.facebook.com/DOSPpastoraljuvenil/>
- ☐ Young Adult Ministry: <https://www.facebook.com/dospyoungadult/>
- ☐ Youth Ministry: <https://www.facebook.com/dospyouth/>

#### Twitter:

- ☐ Bishop Gregory Parkes: <https://twitter.com/BishopParkes>
- ☐ Diocese of St. Petersburg: <https://twitter.com/DioStPete>
- ☐ Good Samaritan Project: <https://twitter.com/goodsamproject>
- ☐ Lay Pastoral Ministry Institute (LPMI): <https://twitter.com/LPMIDOSP>
- ☐ Life Ministry: <https://twitter.com/DOSPLife>
- ☐ Vocations: <https://twitter.com/DOSPVocations>
- ☐ Young Adult: <https://twitter.com/DOSPYoungAdult>
- ☐ Youth Ministry: <https://twitter.com/DOSPYouth>

#### Instagram:

- Bishop Gregory Parkes: <https://www.instagram.com/bishopparkes/>
- Diocese of St. Petersburg: <https://www.instagram.com/diostpete/>
- Good Samaritan Project: <https://www.instagram.com/goodsamproject/>

**Flickr:** <https://www.flickr.com/photos/diostpete/sets/>

**Pinterest:** <https://www.pinterest.com/dioceseofstpete/>

**YouTube:** <https://www.youtube.com/user/dioceseofstpete>

**Vimeo:** <https://vimeo.com/dosp/videos>

### **Enforcement:**

The Diocese of St. Petersburg, its entities and their respective administrators intend to enforce the policy set forth here and expect church personnel to comply. Supervisors shall be responsible for monitoring and enforcing this policy among those over whom they have charge. Furthermore, the creation of a public social media presence and/or the disclaiming of a personal opinion or statement does not in any way limit or restrict the ability of the employing entity to discipline or terminate an employee or volunteer based on the content of personal social media. Failure to comply with any of the provisions of the Social Media Policy may be grounds for discipline, up to and including termination, for an employee or cleric, or removal from position, if a volunteer. The Diocese of St. Petersburg and its entities reserve the right to make changes to this policy at any time and at its sole discretion and interpret and administer the policy in light of changing circumstances and events.

# APPENDIX VII: Safe Environment

## *DOSP Policy for the Protection of Children and Vulnerable Adults*

*(Revised and Approved October 2021)*

### INTRODUCTION

The Diocese of St. Petersburg is committed to the well-being of those served by the Church. The People of God have a right to be able to trust those who minister to them in God's name. The violation of this trust through Sexual Abuse by any Church Personnel is a source of great physical, mental, spiritual and emotional pain for those involved and for the entire Church community. The Diocese published its first policy for the protection of Children and Youth on June 10, 1991, which required both Employees and Volunteers who work with Children and Youth in any parish or Catholic School program to complete written employment or Covered Volunteer applications respectively for service with accompanying references. Beginning April 15, 1992, the diocese required background screening and fingerprinting of all Employees who have the care, responsibility, and/or supervision of Children and Youth.

In July 1997, the Province of Miami required all dioceses to add Vulnerable Adults to the protected classes of Children and Young People. Background screening, reference checking, fingerprinting, and written employment and Covered Volunteer applications were now required of those desiring to work or volunteer with Children, Youth, and Vulnerable Adults. In November of 2001, contractors and vendors were added to the list of those requiring background screening. In June 2002, the United States Conference of Catholic Bishops (USCCB) adopted the Charter for the Protection of Children and Young People (Charter), which required background screening and Safe Environment Program training for all who may have the care, responsibility, and/or supervision of Children and young people. The USCCB obtained confirmation by the Holy See for the Essential Norms for Diocesan/Eparchial Policies dealing with Allegations of Sexual Abuse of Minors by priests or deacons in November 2002. The Diocese of St. Petersburg revised its policy to comply with the Charter and the Essential Norms in December 2002 and again in May 2006 in response to the first revision of the Charter in 2005. The diocese publishes this revision as a response to the second revision of the Charter in 2011 and of its current policy as part of a continuing commitment to its pastoral responsibilities and to the gospel. This revised policy in combination with procedures and guidelines provides for the implementation and enforcement of a safe environment for our Children, Youth, and Vulnerable Adults.

### POLICY AND SCOPE

A. **Policy to Protect.** The Bishop of the Diocese of St. Petersburg will make every reasonable effort to prevent Sexual Abuse of Minors and Vulnerable Adults, and to respond promptly to all credible Allegations of abuse. As such, the Diocese of St. Petersburg will comply with all obligations of civil and canon law and will promote healing where it is needed, provide education, training and guidance when it is appropriate, and endeavor to prevent any Sexual Abuse of Minors and Vulnerable Adults with firm justice and mercy towards all. No person, including Clergy, who has been determined to have engaged in Sexual Abuse of a Minor or Vulnerable Adult, will be allowed to remain in active ministry. Such actions violate Christian principles and are outside the scope of duties and employment of all Church Personnel. The diocese will not tolerate such behavior. This policy applies to all diocesan entities and their Contractors and Vendors to include parishes, schools, early childhood centers, retreat centers and associated activities within the diocese. Care will always be taken to protect the rights of all parties involved, particularly those of the person claiming to have been sexually abused and the person against whom the charge has been made. When the accusation has been proved to be unfounded, every reasonable step will be taken to restore the good name of the person falsely accused.

B. **Policy to Respond to Allegations.** The Diocese of St. Petersburg will respond promptly to any Allegation

where there is reason to believe that Sexual Abuse of a Minor has occurred. The diocese will utilize an objective outside investigator to investigate any such Allegations. The diocese will maintain a Victim Assistance Coordinator to facilitate assistance for the immediate pastoral care of persons who report Sexual Abuse incidents that occurred when they were Minors by Clergy or other Church Personnel. The procedures for those making a complaint are readily available on the Internet via the Diocese of St. Petersburg website at <http://www.dosp.org/safe-environment/how-to-file-an-abuse-complaint/>

***Toll Free Contact Number for the Diocesan Victim Assistance Coordinator: 1-866-407-4505***

**C. Policy to Report.** The Diocese of St. Petersburg will report an Allegation of Sexual Abuse of a person who is a Minor or Vulnerable Adult to the appropriate civil authorities. The diocese will comply with all applicable civil laws with respect to the reporting of Allegations of Sexual Abuse of Minors and Vulnerable Adults and will cooperate in the civil authorities' investigation in accord with Florida state law<sup>1</sup>. The diocese will cooperate with civil authorities about reporting cases even when the alleged victim is no longer a Minor. In every instance, the diocese will advise those who allege abuse of their right to make a report to civil authorities and support this right.

***Call in all reports of actual or suspected abuse to the local law enforcement agency (911) or to the state Department of Children and Families (DCF) Abuse Hotline Registry: 1-800-96ABUSE (1-800-962-2873).***

Any person who knows or suspects child abuse, abandonment, or neglect and who knowingly and willfully fails to report it, or who knowingly and willfully prevents another person from doing so, commits a felony of the third degree, punishable by one year in jail and a \$5,000 fine.

**D. Policy on the Diocesan Review Board.** The Diocese of St. Petersburg Diocesan Review Board functions as a confidential consultative body to the bishop. The majority of its members will be lay persons not in the employ of the diocese in accordance with Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons, 2006. This board will assist the Diocesan Bishop in assessing Allegations and fitness for ministry and will regularly review Diocesan Policies and Procedures for dealing with Sexual Abuse of Minors and Vulnerable Adults. Also, the Board can act both retrospectively and prospectively on these matters and give advice on all aspects of responses required in connection with these cases.

**E. Policy on Removal of a Priest or Deacon from Ministry.** 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). Those who habitually lack the use of reason, regardless of age, are to be equated with Minors (CIC, c.99). The Congregation for the Doctrine of the Faith (Motu proprio, Sacramentorum sanctitatis tutela, 2001, revised 2010) has reserved this jurisdiction because of the seriousness of this matter. Even after 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 and the Essential Norms, the offending priest or deacon is to be permanently removed from ministry and, if warranted, dismissed from the clerical state. If an Allegation of Sexual Abuse of a Minor is made against a bishop, the instructions provided in Pope Francis' motu proprio Vos Estis Lux Mundi and the Essential Norms for its implementation issued by the USCCB, are to be followed. The Diocese of St. Petersburg will follow the requirements of the universal law of the Church and the Essential Norms approved by the USCCB, along with all state and federal laws concerning the protection of Children, Youth and Vulnerable Adults.

**F. Policy on the Standards of Ministerial Behavior.** The Diocese of St. Petersburg will maintain 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 the care, responsibility, and or supervision of Children, Youth or

Vulnerable Adults. This policy can be viewed on the diocesan website at <https://www.dosp.org/wp-content/uploads/2021/01/Practical-Standards-of-Professional-Responsibility-for-Priests-Dec.-2020.pdf>

**G. Policy on Standards of Conduct for Church Personnel and Volunteers.** The Diocese of St. Petersburg will maintain standards of ministerial behavior and appropriate boundaries for paid personnel and Volunteers of the church in positions of trust who have the care, responsibility, and or supervision of Children, Youth or Vulnerable Adults. This policy can be viewed on the diocesan website at <https://www.dosp.org/wp-content/uploads/2021/11/Code-of-Conduct-for-Working-with-Minors-Revised-October-2021.pdf>

**H. Policy on Communications.** The Diocese of St. Petersburg will be open and transparent in communicating with parish, other church communities, and the public about Sexual Abuse of Minors and Vulnerable Adults within the confines of respect for the privacy and the reputation of the individuals involved.

**I. Policy on Distribution.** A copy of this policy will be distributed to all diocesan entities in printed form for posting to the general public. This policy will also be posted on the diocesan website at <http://www.dosp.org/safe-environment/policy-for-the-protection-of-children-and-vulnerable-adults/>

**J. Policy on Background Screening.** The Diocese of St. Petersburg require that all Church Personnel, Covered Volunteers, candidates for ordination, Contractors, and Vendors, who may come in contact with Children undergo a Level 2 FDLE/FBI Criminal History Background Screening, currently using the Volunteer, Employee Criminal History System (VECHS) and must meet the Diocese of St. Petersburg Minimum Standards of Moral Conduct. Employees must also receive a Level 2 background check as a condition of employment. The Safe Environment Program Office is responsible for administering the background screening function for the diocese.

The FBI requires that background checks only be used for the purpose intended. Therefore, the diocese does not accept FBI background checks or background checks run by other entities for other purposes. The diocese does not accept proof of Level 2 background checks or letters from other entities certifying a Level 2 background check.

All Church Personnel, Covered Volunteers, candidates for ordination, Contractors and Vendors who may come in contact with Children will be required to undergo a Criminal History Background Screening conducted by the Florida Department of Law Enforcement (FDLE) and the FBI Volunteer & Employee Criminal History System (VECHS) every five years.

Church Personnel who move from one entity to another within the Diocese of St. Petersburg with no break in service must submit a personal request in writing to the Safe Environment Program Office asking that proof of his or her background check be transferred from the losing entity to the gaining entity or entities. If there is a break in service, a re-screening must take place.

Background Screening Reports and Clearance Letters for employees and covered volunteers will be secured in locked containers at the respective parishes, schools, or other diocesan entities. Only the parish pastor, the school principal, diocesan entity head or their specifically authorized delegates will have access to these records. Copies of Contractor Criminal History Records and Background Screening Reports will be kept on file and secured at the Diocesan Safe Environment Program Office. Contractor/vendor employers will only receive clearance or non-clearance letters for their employees.

**K. Policy on the Diocesan Safe Environment Program (SEP) Training.** Under Article 12 of the Charter, the Safe Environment Program Office is responsible for the administration of Safe Environment Program Training. The

Diocese of St. Petersburg will require SEP training of all Church Personnel, Covered Volunteers, Contractors, Vendors, and candidates for ordination who may be entrusted with the care of Children, Youth or Vulnerable Adults. These individuals must complete the required SEP training, which is offered online. This training expires five years from the initial date of training and also qualifies the recipient for employment or volunteer ministries which involve the care, responsibility, or supervision of Vulnerable Adults. SEP training re-certification is required every 5 years thereafter.

Extraordinary Ministers of Holy Communion to the Sick and Homebound and Pastoral Care Providers who wish to have the care, responsibility, and or supervision of Vulnerable Adults must complete the online Safe Environment Program, in addition to the training required for those who exercise this ministry. This training expires 5 years from the initial date of training and also qualifies the recipient for employment or volunteer ministries which involve the care, responsibility, or supervision of Children. SEP re-certification is required every 5 years thereafter.

The diocese does not accept safe environment program training from other archdioceses, dioceses or eparchies because state laws, policies, procedures, and program jargon differ. Individuals coming into the Diocese of St. Petersburg must complete the online Safe Environment Program training.

The Safe Environment Program Office will oversee training and education in cooperation with parents, civil authorities, educators, and community organizations. It will require education and training for Children, Youth, parents, ministers, educators, Volunteers, Contractors and Vendors to make and maintain a safe environment for Children, Youth and Vulnerable Adults.

The Diocesan Safe Environment Program Office is also responsible for maintaining a central database that will track the training and background screening status on all program participants. Appropriate staff members of parishes, schools and other diocesan entities are to inform those persons requiring 5-year recertification training prior to the expiration of their 5-year certification period.

In addition, the Diocesan Safe Environment Program Office is responsible for ensuring that all volunteers, teachers, and staff members of schools and/or parishes participating in trips as chaperones with school children or youth groups are within the required 5-year compliance period for both Safe Environment training and Level II background screening in order to attend a trip with minors. This tracking is done through the Adult Chaperone Verification Form and must be submitted 15 days prior to the trip's departure to ensure signature by the Bishop of the Diocese of St. Petersburg. For the trip to be 100% compliant, all adult to youth ratios must be met prior to the trip. Priests, Deacons (unless the Deacon is the youth minister) and Seminarians **are not** to be included in the ratios as chaperones.

For the trip to be in compliance with this Policy, the request for approval must show the number of chaperones for the intended trip provide reasonable supervision appropriate for the age of the youth attending. A lower ratio is expected for early childhood youth as compared to a high school youth. Please contact the Safe Environment Program Office (727-344-1611, ext. 5377) for guidance.

A best practice recommended by the Safe Environment Office is to have at least two (2) chaperones of the same gender in case one gets sick, is injured or has an emergency with a child in the group.

Clergy and religious who will be engaging in ministry within the Diocese of St. Petersburg for a period of 30 days or less, including those charged with the care, responsibility and supervision of Children, Youth or Vulnerable Adults, must comply with this Policy, unless a statement of suitability from the individual's diocese or religious institute, with verification of his/her completion of that diocese's or institute's Safe Environment

Program training and background screening with no criminal history is submitted to the Diocese of St. Petersburg prior to engagement in ministry.

Lay presenters who will be engaging in ministry for 30 days or less by providing seminars, workshops or retreats in the Diocese of St. Petersburg and will be charged with the care, responsibility or supervision of Children, Youth or Vulnerable Adults, must comply with the requirements of this Policy, unless a statement of suitability from their diocese with verification of his/her completion of that diocese's Safe Environment Program training and background screening with no criminal history is submitted to the Diocese of St. Petersburg prior to engagement in ministry; or the lay presenter submits to the Diocese prior to engagement in ministry a copy of a Criminal History Background Screening acceptable to the Diocese, showing no criminal history and is current within 5 years.

Personnel or contractors who perform services under Title I or the Individuals with Disabilities Education Act (IDEA) and who are employed or contracted by the public school district to perform those services for parentally placed private school students are vetted and screened in compliance with § 1012.465 and 1012.467, Florida Statutes, the "Jessica Lunsford Act" (JLA), which requires Level II fingerprint and screening by the public district. This screening consists of a Florida Department of Law Enforcement (FDLE)/Federal Bureau of Investigations (FBI) search. All such individuals are required to have the statewide JLA badge and appropriate, visible identification while present at any Catholic school to which they are assigned. The Diocese of St. Petersburg will accept a written statement from the public school district verifying that any and all personnel employed by or contracted through the public school district to perform these educational services have successfully completed this screening.

## Definitions

**Adult:** An individual who is 18 years or older and who is no longer in high school.

**Allegation:** A statement or accusation of abuse, especially Sexual Abuse

**Care, Responsibility and or Supervision:** Unsupervised access by members of the Clergy and/or Religious Institutes, Seminarians, Lay Persons, Employees, Covered Volunteers, Vendors or Contractors to any Child or Vulnerable Adult participating in any ministry or activity of the Diocese or any parish, school or other diocesan entity. This includes clergy, members of religious institutes, seminarians and lay persons.

**Child, Youth, or Minor:** A person less than eighteen (18) years of age unless emancipated by law. Minors and the combined term "Children and Youth" are used interchangeably.

## Church Personnel shall mean all of the following:

**Clergy:** All priests and deacons who possess or desire faculties for ministry in the Diocese of St. Petersburg.

**Contractors and Vendors:** This class of persons shall be understood for purposes of this policy and in accordance with the VECHS User Agreement to include Contractors, Vendors, Licensees, Consultants, and Memo of Understanding (MOU) personnel who have unsupervised access to Children, disabled or elderly persons for whom the diocese provides care, responsibility and/or supervision.

**Covered Volunteer:** Any unpaid person who is engaged or involved in any diocesan institution or parish activity, and who is entrusted with the care, responsibility, or supervision of Children or Vulnerable Adults. Covered Volunteers must be 18 years of age or older and are not in high school. Individuals younger than 18 years old are not permitted to assume the primary care, responsibility and/or supervision of Children, Youth or

Vulnerable Adults, although they may be permitted to assist an adult who meets the criteria to do so.

**Criminal History Background Screening:** An investigation of an individual's background that may be contained in the public record to include municipal, county, state, federal law enforcement, Social Security and state driving records. The Diocese currently conducts its screening through VECHS but reserves the right to use other third-party professionals.

**Employee:** Any lay individual who is employed by or engaged in ministry with the Diocese, Parish, School or other entity affiliated with the Diocese of St. Petersburg, who receives compensation for services (regardless of form) rendered in which the obligation to withhold for payroll tax (FICA, Medicare, and withholding) exists, whether part-time or full-time. All Employees, even those under 18 years of age (14 – 17 years of age) are subject to background screening as a condition of employment. Parental consent is not required in the state of Florida to sign the FDLE VECHS Waiver/Agreement. "Personnel" as defined herein, has reference only to the applicability of this policy and is not indicative of any agency or employment relationship between the diocese and the party whose compliance with this policy is sought.

**Pastoral Care Providers:** Volunteers who are entrusted with the care, responsibility and supervision of any Child or Vulnerable Adult, who provide various types of service and assistance to the sick and shut-in as a form of ministry. Types of ministry-in-service may include but are not limited to Vehicle Drivers, Errand Runners, Bereavement Ministers, Care Givers, Pastoral Ministers, Health Ministers, Helping with Chores, etc.

**Qualified Entity:** The Diocese of St. Petersburg is a Qualified Entity within the FDLE Employee, Volunteer Criminal History System (VECHS).

**Sexual Abuse:** Any act as defined by Chapter 39 and Chapter 415 of the Florida Statutes.

**Vulnerable Adult:** A person as defined by Chapter 39 of the Florida Statutes.

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#### End notes:

<sup>1</sup> *The statutory confidentiality of privileged communications established in Section 90.505, F.S., shall be observed when applicable to all reporting required under this paragraph. Section 90.505, F.S. establishes a privilege with respect to communications to Clergy, if made privately for the purposes of seeking spiritual counsel and advice from a member of the Clergy in the usual course of practice or discipline and not intended for further disclosure.*

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### **IMPORTANT CONTACT INFORMATION**

Diocesan Victim Assistance Coordinator (toll-free):	(866) 407-4505
Diocesan Safe Environment Program Office:	(727) 344-1611, ext.5377
Florida Department of Children & Families Abuse Hotline Registry (toll-free):	(800) 962-2873
Local Law Enforcement Agency:	911

I. Reference: <https://www.dosp.org/safe-environment>

## *APPENDIX VIII: Guidelines for Speakers*

### **DOSP GUIDELINES: Visiting Clergy/ Religious/ Lay Speakers**

#### **Clearance of Speakers ~ Update**

A Clearance Request Form should be submitted with all pertinent information, which would allow us to confirm the speakers' good standing within their diocese/parish/religious institute.

Request forms for clearance of such persons can be found below:

[Clearance guidelines and form—Clergy -Sept 2018](#) ~ fillable

[Clearance guidelines and form—Religious -Sept 2021](#) ~ fillable

[Clearance guidelines and form—Lay Presenters – Feb 2023](#) ~ fillable

In the case of local priests and deacons, it is not necessary to complete a Clearance Request Form if they are in good standing. This can be verified by checking our diocesan website under this link: <https://www.dosp.org/find-clergy/>.

If you have any questions about the suitability of a priest or deacon residing in our diocesan boundaries who is not listed on our diocesan website, please contact the Chancellor's Office at (727) 341-6832 or by [email](#) .

If the invited presenter will not be speaking on topics of faith and morals but rather on non-religious subjects or general topics related to other areas of a school's curriculum, then the approval should come from the pastor, the entity's administrator or, in the case of a school, from the school's pastor, president, principal or from the Superintendent of Catholic Schools.

*Media Release Form – [English](#) / [Spanish](#)*

## APPENDIX IX: Fees

Description	Fee	Notes
Church and/or Adoration Chapel	TBD	Needs Pastor Approval
Parish Center, Classrooms, Gym	Stipend*	
Mass Intentions	\$15 per weekday mass \$20 per weekend mass	3 masses per family, per year. 1 weekend mass only
Priest	Honorarium*	It is appropriate to provide an individual honorarium for each Priest participating in a sacrament or event
Deacon	Honorarium*	It is appropriate to provide an individual honorarium for each Deacon participating in a sacrament or event
Funeral	\$400 \$50 Livestream (Main Sanctuary)	Parishioner or Non-Parishioner
Wedding	\$700 \$1000	Parishioner Non-Parishioner
Convalidation	A) \$700 B) \$400 C) \$250	A) Within the Mass, with music (treated similar to first-time wedding) B) Outside the Mass, with music (with Chase, Sanctuary or Holy Family Chapel) C) Outside the Mass, no music (simple convalidation, Holy Family Chapel)
Marriage Prep Only	\$250	

**\*Honorarium** - The services of a Priest or Deacon is free. However, it is customary to offer an honorarium as a personal gift. No specific amount is suggested. When determining the honorarium, you may want to consider the time they devote to planning, participation in pre-event meetings, materials to be used during the event, rehearsal time, actual event, and homily preparation (if applicable).

**Stipends** – Facility use fees will be determined on a case-by-case basis. It is appropriate to include a stipend to offset the costs of maintenance, wear & tear, electricity, set-up and break down, etc.

## *APPENDIX X: Contact Information*

Title	Name	Contact	Description
Director Parish Life	Deacon Mike Ryba	deaconmike@sainttims.org	<input type="checkbox"/> Leadership Team <input type="checkbox"/> Start a new ministry
Parish Manager	Donna Jackson	donna.jackson@sainttims.org	<input type="checkbox"/> Leadership Team <input type="checkbox"/> Facility Usage escalation
Parish Secretary	Carrie Rush	carrie.rush@sainttims.org	<input type="checkbox"/> Communication <input type="checkbox"/> Meeting Schedules
Facilities Maintenance	Bob John Jim Tito	813-542-5927	<input type="checkbox"/> Facility Usage