

Forming a Safe Environment Team for your Parish/School

The following steps are intended to assist you in the selection and support of the Safe Environment Team at your parish/school. For further guidance and assistance, contact the Director of the Program for Protection of Children and Young People.

1. Study the Tasks of the Safe Environment Team.
 - a. Read the Safe Environment Team Task List
 - b. Review relevant materials on Child Protection and Safe Environment Programs (diocesan, state, national, etc.)
 - c. Identify the size of the team which could accomplish these tasks for your parish/school (one team may serve multiple ministry sites)
2. Select volunteers/staff from the parish/school to be on Safe Environment Team.
 - a. Ensure that they are people of deep faith and great integrity
 - b. Select people who would be well suited to the tasks identified for the Safe Environment Teams
 - c. Select staff & volunteers taking into consideration the various populations of the parish/school they represent (race, gender, age, etc.)
 - d. Extend a personal invitation to them to join the Team
 - e. Identify one member as the lead contact of the Team.
3. Complete the Safe Environment Team Enrollment Form and submit to the Office for Child and Youth Protection (OCYP) **on or before October 31, 2003.**
4. Introduce the Safe Environment Team and its role to the parish/school community.
 - a. Consider posting their names in the bulletin, commissioning them at an appropriate time or finding other ways to recognize them
 - b. Encourage the parish/school to support, encourage, and pray for them and for the success of their efforts.
5. Support them in their efforts
 - a. Inform them of meetings, resources, and programs that would enhance their ability to accomplish the tasks
 - b. Promote their programs, resources, etc. to your community
 - c. Make funding available to the team and the community for resources, training, materials to implement the Safe Environment Program
 - d. Find appropriate ways to affirm members for their service to the Safe Environment Team
6. Replace members as needed
 - a. Develop a term of service for Team members (e.g. 3- 5 years)
 - b. Refill positions as vacancies become available or as circumstances dictate and notify the Director of such changes

Safe Environment Team Enrollment Form

Thank you for forming a Safe Environment Team in your parish, school, and/or ministry site. Please complete the form below and return to the Director of the Program for Child and Youth Protection **on or before Friday, October 31st, 2003**. For further information, contact the Director of the Program for Protection of Children and Young People

Parish Name: _____
Parish City: _____
Pastor: _____
Phone Number: _____
E-mail: _____

If this Safe Environment Team is intended to serve **additional ministry sites**, please list those sites below:

Site Name: _____ Site City: _____ Phone #: _____
Site Name: _____ Site City: _____ Phone #: _____
Site Name: _____ Site City: _____ Phone #: _____

Safe Environment Team Membership (use additional pages if necessary)

Lead Contact for Safe Environment Team

Name: _____
Address: _____ City: _____ ZIP: _____
Phone: _____ E-mail: _____
Employee/volunteer: _____ Title or role: _____
Ministry Site (if other than primary site): _____

Members of the Safe Environment Team

Name: _____
Address: _____ City: _____ ZIP: _____
Phone: _____ E-mail: _____
Employee/volunteer: _____ Title or role: _____
Ministry Site (if other than primary site): _____

Name: _____
Address: _____ City: _____ ZIP: _____
Phone: _____ E-mail: _____
Employee/volunteer: _____ Title or role: _____
Ministry Site (if other than primary site): _____

Name: _____
Address: _____ City: _____ ZIP: _____
Phone: _____ E-mail: _____
Employee/volunteer: _____ Title or role: _____
Ministry Site (if other than primary site): _____

Safe Environment Team Membership Change Form

Use this form to notify the Director of the Program for Child and Youth Protection of any changes to the Safe Environment Team.

Parish Name: _____
Parish City: _____
Pastor: _____
Phone Number: _____
E-mail: _____

Please add the following ministry site(s) to this Safe Environment Team

Site Name: _____ Site City: _____ Phone #: _____

Please remove the following ministry site(s) from this Safe Environment Team

Site Name: _____ Site City: _____ Phone #: _____

Please make the following changes to the Safe Environment Team:

Remove the following names:

Name: _____

Ministry Site (if other than primary site): _____

Name: _____

Ministry Site (if other than primary site): _____

Add the following name(s):

Lead Contact for Safe Environment Team

Name: _____

Address: _____ City: _____ ZIP: _____

Phone: _____ E-mail: _____

Employee/volunteer: _____ Title or role: _____

Ministry Site (if other than primary site): _____

Members of the Safe Environment Team

Name: _____

Address: _____ City: _____ ZIP: _____

Phone: _____ E-mail: _____

Employee/volunteer: _____ Title or role: _____

Ministry Site (if other than primary site): _____

Name: _____

Address: _____ City: _____ ZIP: _____

Phone: _____ E-mail: _____

Employee/volunteer: _____ Title or role: _____

Ministry Site (if other than primary site): _____