

DIOCESE OF NEW ULM

POLICY BULLETIN

May 6, 2019

Administration
Diocesan 13.3

**CRIMINAL BACKGROUND CHECKS FOR ALL PASTORAL LEADERS
AND THOSE WHO WORK WITH MINORS**

To the Priests, Religious, and People of the Diocese of New Ulm:

All clerics, incardinated in the diocese or elsewhere, and other pastoral leaders in the Diocese of New Ulm will have a comprehensive background check processed every five (5) years. The diocese will cover the cost of background checks for incardinated clerics and pastoral leaders.

All diocesan, parish, and Catholic school employees, whether or not they work with minors, are required to have a background check processed and clearance confirmed before beginning employment. The diocese will cover the cost for background checks processed on all diocesan employees; parishes/Catholic schools will cover the cost for all parish/Catholic school employees, and all volunteers who are assigned duties to work with minors. An employee is any individual receiving monetary payment for the work he or she completes for the diocese, parish, Catholic school, or other diocesan entity regardless if it is part-time, seasonal, or on a regular basis.

A volunteer is someone who has been asked or entrusted by the diocese, parish, or Catholic school to teach, supervise, coach, chaperone, drive, or assume other assigned duties without monetary compensation while being with minors in or out of the diocese.

Seminarians, those enrolled in the Permanent Diaconate Formation Program, and others who coordinate a diocesan/parish/Catholic school ministry will be treated as employees for the purposes of the Safe Environment program. They will be required to have a comprehensive background check.

The Diocese of New Ulm will adhere to all MN Statutes pertaining to background checks for Catholic school employees and applicable volunteers.

Clerics from other dioceses are welcome in the New Ulm Diocese, whether for a single event (i.e., to witness a marriage) or for a lengthy substitution. For the purpose of Safe Environment, they are required to provide an appropriate Letter of Good Standing from their ordinary or superior. Prior to beginning ministry, they must receive permission for their ministry by the Bishop of New Ulm through the Bishop's Delegate in Matters Pertaining to Sexual Misconduct or the diocesan Safe Environment Coordinator. The visiting cleric or the diocesan hosting entity is required to request permission to minister at least one (1) month prior to the date ministry begins. Please see the diocesan Safe Environment Manual.

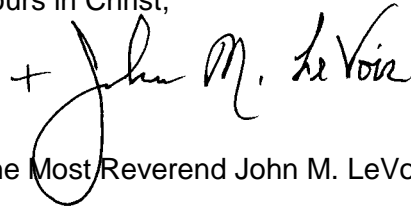
Outside clerics, religious, and lay speakers to the diocese, whether or not they will be unsupervised with minors, must be pre-approved by the diocesan Safe Environment Coordinator and the Chancery. Please see the diocesan Safe Environment Manual and the diocesan Speaker Approval Policy for procedures.

Additionally, all persons serving on councils and/or committees concerning minors will be required to complete the volunteer background check consent form and have appropriate background clearance.

At the discretion of the Bishop's Delegate in Matters Pertaining to Sexual Misconduct or the diocesan Safe Environment Coordinator, other volunteers may be required to sign the Acknowledgement and Consent Form, and to undergo comprehensive background checks. Repeat background checks may be requested at the discretion of the Bishop's Delegate in Matters Pertaining to Sexual Misconduct or the diocesan Safe Environment Coordinator for an individual pastoral leader, diocesan/parish/Catholic school employee, or volunteer.

The Diocese of New Ulm will maintain a diocesan Background Check Manual for detailed information pertaining to the comprehensive background check processes of the diocese.

Yours in Christ,

A handwritten signature in black ink that reads "John M. LeVoir". The signature is written in a cursive style with a large initial 'J' and a cross at the beginning.

The Most Reverend John M. LeVoir



Msgr. Eugene L. Lozinski
Chancellor