

## **Mission Statement And Procedures**

### **Statement of Policy**

The operating procedures of the Diocesan Review Board ("Board") of the Diocese of Salina ("Diocese") are promulgated in compliance with the revised 2018 Charter for the Protection of Children and Young People ("Charter") and Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons ("Norms"). The following is the fulfillment of the requirements of Norms 4 and 5. The operating guidelines of the Board will be updated in accordance with any revisions, amendments, or other modifications to the Charter or the Norms or any other applicable document subsequently approved by the United States Conference of Catholic Bishops. These operating procedures regulate the organization and conduct of the Board in its execution of the responsibilities assigned to it by the Bishop of Salina ("Bishop") in Compliance to the Charter and Norms, as well as any particular law that is or may be established.

### **Mission of the Diocesan Review Board**

The Board functions "as a confidential consultative body to the bishop/eparch in discharging his responsibilities (Norms 4)." It is the mission of the review board to serve the People of God in the Diocese of Salina in this capacity with particular emphasis on the Bishop's responsibility for the protection of children and young people. In addition, they will advise the Bishop on all cases involving sexual abuse committed by members of the clergy, employees of the Diocese, and those volunteering for the Diocese. The Board will ensure the just handling of allegations of sexual abuse, the prevention of further abuse, the healing of those who have been injured, and the restoration of a sense of trust among the faithful and larger community. The Board does not set diocesan policy.

## **OPERATING PROCEDURES**

### **Section 1. Membership**

- 1.1 The Bishop of Salina shall appoint the members of the Board.
- 1.2 The Board will be composed of regular (voting) and ex officio (nonvoting) members. There will be at least six (6) persons of outstanding integrity and good judgment in full communion with the Church appointed as regular members. Regular members will be lay persons who are not in the employ of the diocese; at least one of which should have particular expertise in the treatment of sexual abuse of minors and one should be a priest who is an experienced and respected pastor

of the diocese. There may be no more than six (6) persons of outstanding integrity and good judgment in full communion with the Church appointed as ex officio members. Ex officio members will include the Victim Assistance Coordinator, the Chancellor. All other ex officio members may be determined by the Bishop.

1.3 Board members will be appointed for a term of five (5) years and may be reappointed.

1.4 The Bishop will appoint one of the ex officio members to be the Moderator of the Board.

1.5 The Bishop may, at any time, remove any member of the Board on his own initiative or at the request of the Chairperson at any time.

1.6 All Board members shall serve without compensation.

1.7 All Board members will complete the safe environment curriculum for the Diocese of Salina including the criminal background check.

1.8 Board members may make a request to the Moderator of the Board for reimbursement for extraordinary travel, lodging, meals, or other expenses when such expenses are incurred as part of their services to the Diocese as a member of the Board.

1.9 Quorum. A simple majority of the voting membership of the Board shall constitute a quorum for doing business.

## **Section 2. Officers**

2.1 The Board shall nominate one member to serve as Chairperson and one member to serve as Vice Chairperson. The names of these nominees will be presented to the Bishop who will consider the nominations and make a formal appointment of the positions or request additional nominees be presented.

2.2 The Chairperson and Vice Chairperson will serve three-year terms. In the third year of the term, the Bishop may reappoint the Chairperson, or the Board may submit a nominee for Chairperson to the Bishop. The Chairperson-designee shall then shadow the Chairperson during his or her third and final year.

2.3 The Chairperson shall preside at the meetings of the Board. The Vice Chairperson shall preside in the absence of the chairperson.

## **Section 3. Schedule of Meetings & Venue**

3.1 The Board shall have four (4) regularly scheduled meetings held quarterly (subject to change), with a minimum of meeting at least once annually.

3.2 The Board shall convene ad hoc meetings as necessary to carry out the duties and responsibilities of the Board that cannot be adequately addressed at a regularly scheduled meeting.

3.3 All formal meetings of the Board shall be conducted at the Chancery or in another Catholic facility within the Diocese, such as, but not limited to, parish meeting rooms, Catholic schools, etc.

3.4 The proceedings of all meetings shall follow a written agenda as set by the Moderator of the Board together with the Chairperson, and such agendas shall be kept on file with the Moderator as proof of meeting.

3.5 Written minutes and other records must conform to the confidentiality requirements of Section 6 of these operating procedures.

#### **Section 4. Duties of the Board Regarding Diocesan Policies**

4.1 The Board shall conduct an annual review of current policies and procedures of the Diocesan Safe Environment Office to assure full compliance with the Charter, the Norms, and, if possible, civil law.

4.2 The Board shall, at least annually, review any modifications or amendments to the Charter or to the Norms promulgated by the USCCB.

4.3 The Board may make recommendations to the Bishop regarding how the diocese may best ensure a safe environment throughout the diocese.

4.4 The Board may submit a Report addressed to the Bishop of Salina with the results of its review of Diocesan policies and submit the report to the Chancellor.

4.5 The Board does not set Diocesan policy.

#### **Section 5. Duties of the Board**

5.1 The Board shall receive a report from the Bishop, his delegate, or the diocesan investigator or the Victim Assistance Coordinator of all new allegations of abuse of minors or of vulnerable adults by priests, deacons, living or deceased. Cases may be current or historical.

5.2 All inquiries directed to the board regarding accusations shall be directed to the Victim Assistance Coordinator or the Chancellor.

5.3 Upon review of the information and materials gathered, the Board will provide consultation to the Bishop regarding the validity of allegations and suitability for ministry.

5.4 For all allegations, the board shall determine whether the diocesan safe environment policies have been followed regarding the reporting to civil authorities, the outreach to the victims, the outreach to parish communities, and the appropriate action, in accord with the civil and canon law and prudent judgement, toward clergy and lay persons alleged to have caused abuse.

5.5 In addition to cases involving the sexual abuse of minors, the Board, at the Bishop's discretion, may be asked to review other cases that do not involve acts of abuse committed against minors, or vulnerable adults.

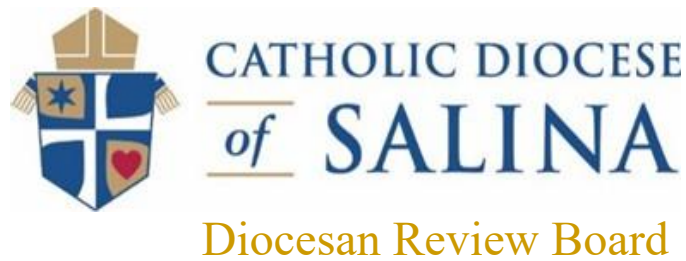
## **Section 6. Confidentiality**

- 6.1 Written minutes may be taken so as to indicate in a summary fashion the actions taken by the Board regarding the items on the written agenda; the agenda and the minutes may be kept on file with the Moderator of the Board as proof of meeting and in order to compose reports.
- 6.2 The Moderator, prior to the end of any meeting, shall collect the minutes, the agendas, and all notes and records, save a copy of the minutes and the agenda allowed to the Moderator.
- 6.3 No electronic copies of the minutes or agenda shall be made or communicated.
- 6.4 The Chancellor shall make available for the Moderator hard copies of any requisite confidential information necessary for the Board to make prudent and accurate recommendations.
- 6.5 Access to records shall be limited to persons authorized by the Bishop of Salina as dictated by canon law, civil law, or applicable policies of the Diocese.
- 6.6 All information regarding allegations discussed during Board business is confidential.
- 6.7 No member of the Board shall voluntarily release any information regarding the Board or the business of the Board to the public and/or the media.
- 6.8 No member of the Board shall participate in a formal meeting of the Board before signing the Code of Ethics Agreement.

*Chancery for the Diocese of Salina*

*Office of the Chancellor*

*Rev. 07.30.2019; 09.07.2021; 12.07.2021*



## Code Of Ethics Agreement

### **The Code of Ethics Agreement is as follows:**

1.1 Board members will not, at any time, display favoritism or preferential treatment of one case, case individual, or group of case individuals over any other, with the goal of impacting the result of such matter through favoritism or preferential treatment. Notwithstanding the foregoing, preference may be given to a particular case, case individual or group of case individuals, based on the significance of the facts surrounding the same. A case individual is defined as anyone directly or indirectly named in a case or anyone who has a material relationship with anyone directly or indirectly named in a case.

1.2 No member may maintain a relationship with a case individual that could, as determined by the Chairperson in his/her reasonable discretion, materially:

1.2.1 Conflict with the performance of the members' duties and responsibilities on the Board; or

1.2.2 Affect the member's independence or judgement.

1.3 Board members will not interact with any case individual except in a professional manner in accordance with the diocesan Safe Environment Policies, as the same may be amended from time to time.

1.4 Board members will never accept for themselves, any member of their family living in the same household as such member, or close associates, any personal (tangible or intangible) gifts, favors, or services from a case individual; from a member of a case individual's family living in the same household as such case individual; or close associate; no matter how trivial the gift or service may seem. No board member will give any gifts, favors, or services to case individuals, their family members living in the same household as such case individual, or close associates.

1.5 Board members will not knowingly enter into any direct business relationship with case individuals or their family members living in the same household as such case individual (i.e., selling, buying, or trading personal property) while such matter is pending before the Board.

1.6 No Board member will have outside contact (other than incidental contact) with a case individual, his/her family, or close associates while said case is under review, except for those activities which are an approved, integral part of the process of the Board.

1.7 Board members shall disclose any material relationship with case individuals to the Chairperson that would contravene the terms of this Agreement. The Chairperson shall determine, with reasonable discretion, if a personal conflict exists. If the Chairperson determines

that a personal conflict does exist, the Chairperson shall notify such Board member. Upon receipt of such notification, the Board member must immediately remove him/herself from all further proceedings in a given case.

1.8 Board members will abstain from voting in any case, in which he/she has not heard or examined substantially all the evidence made available to all other Board members.

1.9 Subject to other Diocesan policies and applicable law, all information and documents received during the review of cases is confidential. Subject to other Diocesan policies and applicable law, case information will not be disclosed or repeated to non-members of the Board. Subject to other Diocesan policies and applicable law, all files, records and other documents containing confidential information shall be returned to the Moderator upon the conclusion of the meeting.

1.10 Subject to other Diocesan policies and applicable law, the remarks of other Board members made during formal discussions or deliberations are confidential and shall not be repeated outside formal meetings unless permitted by the Bishop of Salina.

1.11 Subject to other Diocesan policies and applicable law, Board members shall not make any public statements or remarks concerning diocesan business without the permission of the Bishop of Salina.

1.12 The exercise of care and confidentiality will continue after members complete their term(s) on the Board.

1.13 Board members will not engage in any conduct which is criminal in nature, or which would bring discredit upon the Diocese of Salina.

1.14 Board members will avoid misconduct, and/or the appearance of misconduct, which is morally reprehensible in accordance with the teaching of the Catholic Church and that would inhibit (or have the appearance of inhibiting) such member's ability to fully perform their obligations to the Board.

1.15 Board members are required to immediately report any violation of these restrictions to the Chairperson and to the Moderator of the Board. Any violation or attempted violation of this Code of Ethics Agreement may result in removal of such members from the Review Board.



Board members are bound by this Code of Ethics Agreement and may not perform any of the prohibited actions directly or indirectly.

I, \_\_\_\_\_(Board member), hereby acknowledge and accept the appointment to serve on the Review Board ("Board") of the Diocese of Salina ("Diocese"). I understand and am aware that my service as a Board member will be a matter of public record and shall be subject to and governed by the terms of this Agreement.

REVIEW BOARD MEMBER:

WITNESS:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

All copies of the signed Code of Ethics shall be kept on file  
at the Chancery for the Diocese of Salina.

*Office of the Chancellor*  
*Rev. 07.30.2019*