



## **Policies on Ethics and Integrity in Ministry Diocese of Austin**

### **Section 4. Compliance with EIM Policies and Procedures**

#### **A. EIM Compliance.**

1. To be EIM-compliant, an individual must:
  - a. submit an EIM application for ministry through the diocesan EIM database before beginning any service in ministry;
  - b. authorize the diocese to obtain an initial criminal background check and to rerun a criminal background check at least every three years or more often as needed;
  - c. attend the EIM Workshop no later than the 60th day after beginning service in ministry, and repeat attendance at least once every three years throughout the individual's service in ministry;
  - d. adhere to the Diocese of Austin Policies on Ethics and Integrity in Ministry; and
  - e. be classified in the diocesan EIM database as
    - (1) approved to engage in ministry; or
    - (2) approved with restrictions.
2. EIM compliance is required as set forth in this policy without regard to the mental or physical condition of the person serving in ministry.
3. Compliance with safe environment requirements in another diocese does not qualify as EIM compliance in the Diocese of Austin.
4. If the diocese, a parish, or other diocesan organization determines that an individual who must be EIM compliant is not compliant, the diocese, parish, or other diocesan organization will notify the individual that he or she may not serve in ministry until compliance is reestablished.

#### **B. Adults Required to Maintain Compliance.**

1. The following adult individuals must maintain EIM compliance:
  - a. clergy;<sup>i</sup>
  - b. seminarians and deacon aspirants and candidates;<sup>ii</sup>
  - c. religious brother and sisters;<sup>iii</sup>
  - d. employees of any parish, Catholic school, or other diocesan agency;
  - e. independent contractors who regularly provide services where minors, elderly adults, or adults with disabilities may be present;
  - f. members of any Catholic school board;
  - g. pastoral council members;
  - h. finance council members;
  - i. EIM Review Board members;
  - j. any person who is considered to be a leader of a ministry, program, or organization;
  - k. members of any independent Catholic organization that may serve youth of a parish, Catholic school, or other diocesan agency, even if the primary function of the organization is not necessarily to serve youth (e.g., ladies or men's clubs, Catholic Daughters of America, Knights of Columbus, Knights of Peter Claver, and organizations promoting vocations);

1. individuals who serve in any ministry, program, or organization that provides services to or at which minors, elderly adults, or adults with disabilities may be present, including but not limited to:
    - (1) any activity in a Catholic school;
    - (2) religious education;
    - (3) youth ministry;
    - (4) parish nursery and mother's day out or pre-school programs;
    - (5) parish or school sponsored scouting groups;
    - (6) homeschooling organizations that use church property;
    - (7) liturgical ministries (e.g., hospitality, ushers, extraordinary ministers of Holy Communion, lectors, choir, or music ministry);
    - (8) homebound ministry;
    - (9) St. Vincent de Paul Society conferences; and
    - (10) hospital ministry; and
  - m. any other individual as required by a pastor, principal, or director of a diocesan agency (e.g., requiring EIM compliance of all who engage in any type of ministry).
2. The following adult individuals need not maintain EIM compliance:
    - a. parents who solely observe programs and activities in which their children are involved, and who do not volunteer or otherwise serve in ministry for their children's programs and activities (e.g., join their child for lunch once or twice per year, attend class parties, Mass and school/athletic performances);
    - b. employees and contractors of companies that provide intermittent, non-ministry services (e.g., plumbing, electrical, and janitorial services) and who are supervised when on parish or school property and segregated from minors.

**C. Compliance Requirements for Minors.** Minors are not required to maintain EIM compliance.

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<sup>i</sup> Clergy includes:

- a. Clergy incardinated in the Diocese of Austin;
- b. Clergy who are members of religious institutes or in other forms of consecrated life, and who are assigned to pastoral work in the diocese or who are otherwise engaged, with the bishop's consent, in the care of souls, the public exercise of divine worship, or other works of the apostolate in the Diocese (c. 678);
- c. Clergy of other dioceses who the bishop assigns to pastoral work in this diocese; and
- d. Clergy residing within the boundaries of the diocese, with the consent of the bishop, including retired clerics and those engaged in part-time or supply ministry.

<sup>ii</sup> Seminarians and deacon aspirants and candidates include:

- a. All men enrolled in the seminary program of the diocese;
- b. All men enrolled in seminary programs of religious orders and who are temporarily serving in ministry in the diocese; and
- c. All men enrolled in the permanent diaconate formation program of the diocese.

<sup>iii</sup> Religious brothers and sisters include:

- a. Members of religious institutes, societies of apostolic life, or secular orders and movements engaged in the care of souls, the public exercise of divine worship, or other works of the apostolate (c. 678), legitimately operating in the diocese or living in the diocese as a retired religious; and
- b. Hermits and consecrated virgins legitimately residing within the diocese.

