

Seminary Personnel Agreement

Policy on Pastoral Conduct - Seminary of Christ the King

As a person in a position of trust and authority, I will:

1. Act in accord with the Archdiocese of Vancouver's directives of the Policy on Pastoral Conduct for Priests and Deacons, adapted, as needed, in certain special situations involved in seminary formation.
2. Treat everyone with respect, integrity, courtesy, dignity, consideration, and cultural sensitivity.
3. Maintain respectful relationships and clear, appropriate and professional boundaries in all pastoral situations.
4. Ensure that all communications including verbal, handwritten and electronic, will be for professional reasons only and never include offensive or suggestive material.
5. Respect the confidentiality of information shared with me unless failure to properly use or disclose the information could pose a threat to the minor or to others (e.g. in the case of abuse or neglect).
6. Maintain the Seal of Confession, which is always inviolable.
7. Except for hearing Confessions and meeting for spiritual direction, maintain an "open-door" policy when alone in a room with a minor or vulnerable adult (i.e. the door must be open, or there must be clear visibility through windows). Exempt from this "open-door" policy are the following situations in the seminary:
 - a. counseling meetings of the rector or another seminary authority with an individual seminarian;
 - b. the tutoring of an individual seminarian in his studies by a member of the faculty.
8. Apart from circumstances beneficial to a student's formation like those mentioned above, avoid situations when I may be alone with a minor or vulnerable adult, whether during church activities or not.
9. Ensure that minors and vulnerable adults are properly supervised in a safe environment, including compliance with the Archdiocese's Safe Environment Policy.
10. Ensure that all physical contact is appropriate.

Examples of **appropriate touch** include, but are not limited to:

- a. affirming someone with a pat on the hand, shoulder, or back
- b. placing a hand gently on someone's hand or forearm
- c. shaking another person's hand in greeting
- d. holding hands in a prayer or song
- e. short hugs
- f. "high fives"

Examples of **inappropriate touch** include, but are not limited to:

- a. kissing someone on the lips, or in any way suggestively, or coaxing him or her into kissing you or an inappropriate third party
- b. lengthy hugs or forceful frontal hugs

- c. cuddling
 - d. tickling
 - e. piggy-back rides
 - f. lap-sitting
 - g. wrestling
 - h. stroking another person's hair
 - i. touching the breast, buttocks or genital area.
11. Review regularly and familiarize myself with the *Archdiocese's Safe Environment Policy* and *Policy on Sexual Misconduct by Clergy*, as well as with the *Seminary Policy on Sexual Misconduct* and act accordingly.
 12. Notify the Abbot immediately if any complaint is received of any misconduct by me.
 13. Cooperate fully in any investigation of abuse of a minor or vulnerable adult.
 14. Have a valid driver's license and insurance and at least one seatbelt and/or car seat per passenger when driving a minor or vulnerable adult.
 15. Not drive an individual minor or vulnerable adult except in an emergency, or if medical reasons or travel require transportation to a hospital, to a doctor, or to the airport.
 16. Wear appropriate and modest attire.

As someone in a position of trust and authority, I will not:

1. Touch anyone in a sexual or other inappropriate manner.
2. Tell sexually suggestive jokes nor engage in sexually orientated conversations unless it is a part of a legitimate lesson in an approved program, in accordance with the Church's teaching.
3. Be under the influence of alcohol or other intoxicants at any time while ministering.
4. Use, possess, or be under the influence of illegal drugs at any time.
5. Strike, spank, shake, or slap anyone.
6. Use any discipline that frightens or humiliates anyone.
7. Humiliate, ridicule, threaten, or degrade anyone.
8. Make demeaning comments relating to anyone's physique or body development.

Moreover, in regard to minors (under 19 years of age) or vulnerable adults, as someone in a position of trust and authority, I will not:

1. Be alone with them, except in counseling or for seminary formational purposes mentioned in nos. 7-8 on page 1.
2. Interact with them in the residential or other non-public parts of Archdiocesan property.
3. Take overnight trips alone with or sleep in the same bed with them.
4. Shower with or in the immediate presence of them.
5. Purchase or provide access to alcohol, drugs, tobacco products, inappropriate videos, media, or reading material to them.
6. Buy gifts for, or accept expensive gifts from, them.

7. Give money to them, except in the case of an unforeseen emergency for immediate necessities or services, or for a purpose approved by the Abbot, a parent, guardian or other competent authority.
8. Ask them to keep secrets from his or her parents or guardians.
9. Make derogatory remarks about their family.
10. Involve them in personal problems or issues of adults.

This policy is not intended to apply to the appropriate actions of the seminary formator or staff person in regard to members of his immediate family.

When uncertainty exists about whether any situation does or does not violate this policy, the matter is to be referred to the Abbot or his Delegate.

Any request for exemption from a provision of this policy must be submitted in writing to the Abbot or his Delegate.

I understand that this policy on pastoral conduct is binding on me as a cleric/religious/lay person serving at the Seminary of Christ the King. If I serve elsewhere in the Archdiocese of Vancouver, I will fully abide by the archdiocesan Policy of Pastoral Conduct for Priests and Deacons or by any other applicable policy.

Signature	Print Name

Date: _____

YYYY MM DD

**Approved: 2018 June 23
+ John Braganza, OSB
Abbot of Westminster Abbey**