

DIOCESE OF HAMILTON

Protocol and Policy in Cases of Alleged Sexual Misconduct

PREAMBLE

The Roman Catholic Diocese of Hamilton respects and upholds the dignity of every person as a child of God. Moreover, we hold as a sacred responsibility the protection of every person within our sphere of influence, with particular concern for minors and other vulnerable persons. The sexual integrity of each and every individual is inviolable. The perpetration of sexual abuse by Church representatives - clergy or laypersons, employees or volunteers - is especially abhorrent, since it violates not only the person but the sacred trust which the Church discharges.

The policies set out in this document provide for the just and timely resolution of complaints of sexual misconduct. The Diocese will intervene promptly to stop such acts of abuse by clergy, staff, or volunteers and to prevent a reoccurrence of such misdeeds. Moreover, the Diocese will offer meaningful assistance to those who have suffered as a result of such abuse and will ensure that they are treated with compassion and respect.

Specific allegations of abuse or misconduct made to officials of the Diocese of Hamilton will be thoroughly investigated according to the norms set forth in this document. Care will be taken never to interfere with on-going investigations by child welfare or law enforcement agencies.

Some forms of abuse are crimes according to the civil law and the Diocese recognizes its duty to cooperate fully with civil authorities when allegations of such crimes are made. Where the law requires it (for example, when the abuse involves a person under the age of sixteen), an immediate report will be made to the appropriate Children's Aid Society.

Adult complainants of abuse (past or present) sometimes wish to preserve their privacy and would not report abuse if it were to be disclosed to civil authorities. Since they have the right to privacy (can. 220) and because the Diocese wishes to encourage disclosure of abuse, the decision to approach civil authorities will be left to the adult complainant. The Bishop's Delegate will advise complainants of their right to approach the police or civil authorities and will offer assistance to facilitate contact. If, however, the adult complainant of abuse raises the possibility that a minor is currently at risk, the Diocese will consult with the appropriate civil authorities.

In certain cases of abuse and misconduct (as noted in Appendix 3) the Bishop is required by Church law to send the results of the investigation to the Congregation for the Doctrine of the Faith for direction on the next canonical and pastoral steps. This ecclesiastical process does not replace, nor is it intended to eliminate, the legal obligation of the Diocese to report to civil authorities, where such a requirement exists.

These protocols are an integral part of the Safe Environment policy of the Diocese of Hamilton, which also includes Volunteer Screening Procedures.

These protocols apply to all priests and deacons serving in the Diocese, whether incardinated in Hamilton Diocese or members of a religious order. These protocols also apply to religious sisters and brothers under vows in religious orders, to staff and volunteers of the Diocese of Hamilton.

These protocols do not apply to corporate bodies that have a Catholic identity such as schools and school boards, social welfare agencies and hospitals. Staff and volunteers of these entities are subject to their own institutional policies.

This policy will be reviewed every four years by the Bishop's Delegate in consultation with the Advisory Committee.

DEFINITIONS

For the purposes of this protocol, the following definitions apply.

Advisory Committee means a group of not fewer than six persons, including the Bishop's Delegate and Deputy Delegate, which shall advise the Bishop on all matters involving allegations of sexual misconduct. The lay members of this committee shall be chosen to provide expertise on legal, child welfare and mental health issues. (See # 42 below.)

Bishop means the Roman Catholic Bishop of the Diocese of Hamilton or, in his absence or incapacity, the lawful administrator of the Diocese according to canon law.

Bishop's Delegate & Deputy Delegate means those individuals, clergy or lay, appointed by the Bishop of Hamilton to deal with all allegations of sexual misconduct. The Delegate / Deputy Delegate will receive the complaints and initiate the necessary procedures outlined in this protocol.

Clergy means ordained deacons, priests and bishops of the Roman Catholic Church

Code of Canon Law means the 1983 compendium of laws for the Western (Latin) Catholic Church, promulgated by Pope John Paul II, and as amended from time to time. Individual laws are referred to as **canons**.

Complainant means any person who brings to the attention of the Diocese of Hamilton an act of sexual misconduct by a member of the clergy, an employee or a volunteer within the Diocese.

Diocese shall mean the Episcopal Corporation of the Diocese of Hamilton in Ontario unless otherwise stipulated.

Faculties mean the grant by a higher ecclesiastical authority enabling a priest or deacon to act in ways that the recipient would not otherwise be empowered to act (e.g. a priest authorized to hear sacramental confessions.)

Incardination means the action by which a cleric, at ordination as a deacon, becomes affiliated with a particular diocese or religious order and subject to the bishop or superior respectively.

Minor means a person under the age of eighteen, as defined both in Ontario Law and the Code of Canon Law. The *Child and Family Services Act of Ontario (1984)* imposes a legal duty to report suspected abuse when it involves a minor under the age of eighteen.

Religious Order means an independent, self-governing religious institute or secular institute that is recognized by the Catholic Church and governed by her laws.

Respondent means a member of the clergy, a religious sister or brother under vows in religious orders, staff person, or volunteer alleged to have committed an act of sexual misconduct.

Sexual Misconduct is defined and specified according to the following terms:

Sexual Abuse is the sexual involvement or attempted sexual involvement with a person identified by local jurisdictions as a minor.

Sexual Exploitation is use of one's position of power or trust to have sexual contact or attempted sexual contact with another person.

Grooming includes a variety of behaviours such as spending large amounts of time with an individual, affording special privileges or providing gifts, trips, or other expressions of special attention. These behaviours are often designed to establish a bond of trust and affection between the groomer and the targeted individual and may lead the individual to feel indebted to the groomer. This atmosphere may set the stage for sexual advances. Grooming, whether intentional or not, is by its very nature seductive behaviour. As well as being a signal of possible future sexual activity, grooming is in itself inappropriate.

Pornographic Offence refers to the possession, creation, or distribution of any photographic, film, video, or other representations of a person or persons engaged in inappropriate sexual activity. It includes any written material that advocates or counsels inappropriate sexual activity. **Child Pornography** refers to visual, written, or audio material that depicts sexual activity or the sexual organs of a person under the age of eighteen. It is a criminal offense to possess, produce, or distribute child pornography.

Public Misconduct is inappropriate behaviour that becomes public or known. This could include actions that are considered to be crimes, such as indecent exposure or lewd activity. It might also include immoral actions that may not be crimes but which become known. Priests and deacons without spouses, because they promise to live celibately, must never view sexual activities as appropriate for them.

Staff/Employees means laypersons employed by the Diocese, its parishes, or by a religious order in respect of its activities in the Diocese, but does not include independent contractors or others who are not employees of the Diocese, its parishes, or religious orders. The Bishop's Delegate may apply this Procedure to others, in all cases with the goal of ensuring that the responsible agency addresses complaints in the appropriate manner.

Superior means the local head of a religious order.

Volunteer means persons who undertake some task of ministry or assistance with the sanction and supervision of the Diocese, clergy, staff, or religious orders. Volunteers do not include self-appointed individuals who operate without the sanction or direction of the Diocese, clergy, staff, or religious orders.

Vulnerable Persons means minors or persons of any age who by reason of their condition suffer from physical, mental, or emotional disabilities.

PROTOCOLS

Reporting Abuse and Misconduct

1. Persons can make an allegation of abuse or misconduct directly to the Diocese of Hamilton through its offices at 700 King St. West, Hamilton, Ontario, L8P 1C7, 905-528-7988; bishopsdelegate@hamiltondiocese.com. Persons may also make the allegation through a member of the clergy or parish staff, who then must report the matter to the Bishop's Delegate.
2. Where a duty to report exists under the Child and Family Services Act (see articles 28, 29, 33) the recipient of the allegation is to report it immediately, directly and personally to the nearest Children's Aid Society. Failure to report promptly on such complaints

risks exposing the young person to harm and exposes the individual who fails to report to potential prosecution.

3. The recipient of any allegation of sexual misconduct should assure the complainant that the Diocese takes these matters seriously and that a prompt and effective response will be forthcoming. He/she must inform the Bishop's Delegate of the allegation as soon as possible and inform the complainant that this will be done.
4. As our primary concern is for the complainant, the person who first hears the complaint is to treat the individual with respect, concern, and compassion.

Protocol for Responding to Complaints of Sexual Misconduct

5. The Bishop's Delegate shall, as soon as possible, inquire into the allegation as a matter of priority, endeavouring to learn the relevant facts and circumstances. Care is to be taken that this does not violate the privacy of the complainant or unnecessarily call into question anyone's good name (can. 220). (This article is subject to article 28 regarding the involvement of the Children's Aid Society.)
6. Care must be taken that the Diocesan investigation in no way interferes with investigations by the Children's Aid Society or law enforcement agencies. The Bishop's Delegate will ensure that the Diocese cooperates fully with all civil authorities.
7. Since the right to face one's accuser is a fundamental legal principle, anonymous complaints will be documented but will not be investigated. The following exceptions to this principle are noted:
 - (a) Anonymous complaints which involve the welfare of a minor under the age of sixteen will be reported to the Children's Aid Society.
 - (b) Where a second anonymous allegation from an apparently different source is made about the same set of circumstances, the Bishop's Delegate will make discreet inquiries to clarify the matter.
8. The Bishop's Delegate may act personally or through an individual appointed to investigate the matter. (For ease and clarity, these policies will refer only to the Bishop's Delegate.)
9. If the allegation is made against a cleric or another member of a religious order, the Bishop's Delegate will refer it immediately to the competent Superior (Appendix 1).

10. If the respondent is deceased, the investigation will proceed as far as possible, with all reasonable efforts made to seek confirmation of the facts from sources that reasonably would be expected to have information about the matter.
11. The Bishop's Delegate will have access to all files and archives of the Diocese pertaining to the Respondent.
12. The Bishop's Delegate will notify the Diocesan Business Administrator who will contact the appropriate insurance carriers about a potential claim.
13. If the matter is public, the Bishop's Delegate will consult the Bishop who will designate the appropriate person to speak to the media on behalf of the Diocese. This individual will be the only person to address the matter with the media.
14. The Bishop's Delegate will meet with the person or persons making the allegation and then meet individually with others who may be witnesses or have knowledge of the facts.
15. All such meetings shall be conducted in the presence of another individual, who will help to ensure the accurate recording and transcription of what is said during the meeting. It is advisable that the auditor be a lay person, particularly if the respondent is a member of the clergy.
16. The respondent will be advised of the nature of the complaint and the identity of the complainant, subject to any directives from the Children's Aid Society. The Bishop's Delegate will meet with the respondent and listen to his/her response. Any witness named by the respondent will also be contacted and interviewed.
17. The Bishop's Delegate will then meet with the Advisory Committee to formulate a recommendation to the Bishop. If the allegation is determined to be credible, both the complainant and respondent will be informed of the subsequent steps. If the allegation is determined to be unfounded, the inquiry will be closed and the complainant and respondent so advised. In respect of any allegation relating to criminal behaviour, the complainant will always be advised to contact the civil authorities.
18. During any stage of the process, in the interests of safeguarding justice and preventing scandal, the Bishop may elect to take one or more of the following actions:
 - (a) A cleric-respondent may be placed on administrative leave (can. 1722): this is always to be done when the allegation concerns a minor. An employee may be suspended from his or her job. Volunteers may be suspended from ministry.
 - (b) In the case of a cleric, an appropriate residence may be assigned pending the outcome of an investigation.

(c) Specific provision may be made regarding the cleric's faculties to preach and hear confessions.

(d) The respondent may be instructed to have no further contact, direct or indirect, with the complainant or any other person involved in the matter.

Care for Complainants

19. The complainant will at all times be treated with respect and compassion, with due regard for his/her privacy. If the adult complainant has chosen not to approach civil authorities, the Bishop's Delegate will (in writing) remind the person of the right to do so and will assist the complainant in making contact, if so desired.
20. Where the Bishop's Delegate has determined there may be substance to the allegation of abuse, he will offer the complainant assistance from the Diocese in obtaining certified counselling services. Since the Diocese recognizes the unique relationship between patient and therapist, freedom is to be given the complainant in choosing the counsellor. In establishing financial remuneration for therapy, the Bishop's Delegate will set a reasonable duration for these services. Counselling at the expense of the Diocese may also be extended to family members of the complainant. The Advisory Committee may provide input to the Bishop's Delegate on these matters, pertaining both to the type and the duration of the counselling.
21. The Bishop's Delegate shall provide the complainant with periodic updates about the progress of the investigation.

Care for Respondents (Subject of an Allegation)

22. The respondent has a right to his/her own defence, to be presumed innocent until the contrary is proven, and to engage his/her own counsel whether civil or canonical.
23. In cases where civil authorities have intervened or are likely to do so, the respondent will be advised to seek legal counsel in order to be properly informed about his/her rights.

Where the alleged conduct involves a minor or vulnerable person, the respondent will immediately be relieved of all duties and removed from the premises. Where the alleged misconduct does not involve a minor or vulnerable person, whether or not the respondent is to be relieved of duties and responsibilities will depend on the circumstances, pending further investigation.

25. The Bishop's Delegate shall, in consultation with the accused cleric, determine a just arrangement for the compensation of his legal counsel in civil or criminal court. This arrangement is always to include a financial contribution from the respondent, unless it is demonstrated that he is utterly lacking the means. At the discretion of the Bishop the Diocese may contribute to criminal defence costs only as long as the cleric enjoys the presumption of innocence.
26. The Bishop's Delegate, in consultation with the Diocesan Business Administrator, will determine remuneration according to the Diocesan salary scale for the duration of the cleric's suspension from ministry.

Care for Parish Communities

27. Parishes may be affected in a variety of ways by allegations of sexual misconduct, whether the alleged abuse has taken place on the premises or not. Parishes will be especially impacted when a priest who is currently serving or has formerly served the community, becomes the subject of an allegation. Where misconduct has been reported and become public, the Bishop's Delegate will consult with the Bishop and other diocesan officials about a pastoral plan to respond to the needs of the parish.

Allegations Involving Minors under the Age of Sixteen

28. Section 72 of the *Ontario Child and Family Services Act* places urgent reporting obligations on individuals who, in the course of professional or official duties, have reasonable grounds to suspect that a child is or may be suffering, or may have suffered, abuse. The obligation to report relates to children who have not reached their sixteenth birthday at the time the allegation is made (s. 37(1)). Under the Act abuse may be physical, emotional, mental, or sexual in nature (s. 37, s. 72) and includes sexual exploitation through child pornography. The obligation arises whether or not the abuse is said to have been committed by clergy, staff, or volunteers.
29. No clergy, diocesan employee, or volunteer can absolve themselves from this duty to report directly to the Children's Aid Society by rationalizing that they do not have first-hand information, that the information is hearsay, that they lack certainty, or that someone else will make the report.
30. Accordingly, whenever a member of the clergy, an employee, or a volunteer has reasonable grounds to suspect that a person **currently** under the age of eighteen is or may be suffering or may have suffered abuse, that person shall:

- (a) Report the suspicion and the information on which it is based to the Children's Aid Society. This report is to be made **immediately**, that is, within one hour or as soon thereafter as circumstances will reasonably permit.(Contact information is in Appendix 2). The obligation to report arises again if a person has additional reasonable grounds for suspicion, even if a person has made a previous report (s. 72 (4));
 - (b) Then advise the Bishop's Delegate that a report has been made. The Delegate in turn will notify the Bishop of the Diocese and the Superior, if the respondent is a member of a religious order. In order not to interfere with the Children's Aid Society Investigation, he will not inform anyone else, but will confer with the Bishop on appropriate action under article 18. This may require notification of the individual responsible for priest personnel.
31. Priests are reminded that the confessional seal is inviolable in any and all circumstances (can. 983, 984). What is revealed outside of sacramental confession is subject to the Ontario *Child and Family Service Act* regarding the legal obligation to report.

Allegations Involving Minors Age Eighteen and Older

32. According to Ontario law, the duty to report applies when the complainant is under the age of sixteen. While we will respect the wishes of complainants sixteen and older who do not wish to disclose allegations to the civil authorities, the Bishop's Delegate will take special account of those who are ages sixteen or seventeen (i.e. still minors). Sensitivity must be shown when dealing with people whose adult maturity is not fully formed. Embarrassment and shame may be especially powerful deterrents to such people in disclosing these matters to the appropriate civil authorities. The Bishop's Delegate will be diligent in helping minors sixteen and seventeen to understand their rights and to facilitate their contact with the proper civil authorities.
33. There is a legal obligation to report suspected abuse of a minor who is a Crown Ward (under the care of a Children's Aid Society) and who has not yet reached the age of eighteen.

Provisions in Dealing with Clergy-Respondents

34. All provisions in this section are subject to civil reporting laws, where a legal obligation to report exists.
35. After meeting with the respondent, the Bishop's Delegate in consultation with the

Advisory Committee will determine whether further action is warranted with regard to an allegation: the Delegate will report to the Bishop of the Diocese who retains final decision-making authority.

36. Where the respondent admits to all or part of the allegation or declines to contest it, in addition to the possible steps outlined in # 18 above:
- (a) The Bishop's Delegate will confirm the admission or non-contestation, preferably in writing.
 - (b) The respondent may be referred to a treatment facility for appropriate evaluation. The respondent will sign a release form so that the report given by the treatment centre will be delivered to the Bishop and his Delegate. Where prudent, the contents may be made known by the Delegate to the Advisory Committee.
 - (c) If those who have done the evaluation recommend a program of treatment for the respondent, the Bishop's Delegate will:
 - i. In consultation with the Bishop, refer the respondent to a treatment centre.
 - ii. Refer the evaluation to the competent Superior for action, where the respondent is a member of a Religious Order.
 - (d) Successful completion of the recommended program of treatment will not automatically restore the respondent to ministry or employment where he was previously assigned.
 - (e) The 2001 Apostolic Letter of Pope John Paul II, *Sacramentorum Sanctitatis Tutela* modified by Pope Benedict XVI on May 21, 2010) states that certain cases of misconduct as noted in Appendix 3, including sexual abuse of minors, must be referred to the Congregation for the Doctrine of the Faith in Rome for their examination and decision about the next canonical and pastoral steps.
37. Where the respondent denies the allegations and the Bishop's Delegate in consultation with the Advisory Committee has determined that further inquiry is necessary to clarify the facts, in addition to the steps possible in #18 above, it may be their recommendation to the Bishop that he appoint an Investigator (can. 1717). If the Advisory Committee determines that further investigation would be unlikely to clarify the matter, they may elect to offer the Bishop their assessment of the veracity of the parties and the credibility of the allegation.

Provision in Dealing with Respondents Who Are Employees or Volunteers

38. The Diocese will adhere to all civil reporting laws with respect to any employees or volunteers who face an allegation. The Diocese will also adhere to all provincial employment statutes. The Bishop's Delegate will apply the parts of this policy that are relevant to any respondents who are employees or volunteers of the Diocese. It will be the Delegate's responsibility to monitor the outcome of any criminal or civil proceedings against such respondents. The Bishop's Delegate will consult with the Diocesan Business Administrator, the Diocesan Comptroller, and the respondent's pastor or employer with respect to any relevant issues.

Miscellaneous

39. A written record will be kept of all the steps taken from the moment the allegation is first received. The record is not to be destroyed at any time, even upon the death of the respondent. The record shall be used to verify that proper procedure was followed, that the complainant was treated fairly, and that the respondent's canonical rights were respected. Care is to be taken to protect the confidentiality of this documentation.
40. The Diocese will never enter into a settlement agreement which includes a confidentiality clause, even at the request of the complainant.
41. At no time should the Bishop, his Auxiliary Bishop(s), the Bishop's Delegate, or any priest involved in this procedure hear the sacramental confession of the respondent.
42. The Advisory Committee shall consist of the Bishop's Delegate and Deputy Delegate and suitably qualified lay persons. It should include a canon lawyer (who must not be the Judicial Vicar). The Diocesan Business Administrator will act in a consultative capacity as a resource person to the committee. The members of the Committee shall be appointed for a renewable term of three years.
43. The Bishop's Delegate and Advisory Committee may make use of such experts and consultants as they deem necessary, including physicians, psychiatrists, psychologists, and other mental health providers, civil and canon lawyers, child welfare workers or other professionals.
44. The Bishop's Delegate, in consultation with Diocesan legal counsel, shall arrange for a representative of the diocese to monitor and observe criminal or civil trials involving its clergy and employees, whenever this is deemed to be appropriate and prudent.
45. Where appropriate, the Bishop's Delegate and the Advisory Committee may recommend the re-employment of lay personnel or the return of a cleric or volunteer to ministry. Such reinstatement will not be considered until an appropriate treatment or program has been completed and the respondent fully and positively evaluated.

Any recommendation of a return to ministry or employment must provide for a practical means of monitoring the individual.

46. If there is doubt about whether sexual misconduct has occurred, a return to ministry or employment may be possible. It is for the Bishop, in consultation with the Bishop's Delegate and Advisory Committee, to determine any eventual return to ministry or employment. The Diocese's firm commitment to ensuring safe environments will be the overriding consideration in making such a determination.
47. When an accused cleric admits that he has sexually abused a minor or has been found guilty of such in criminal court, he will not be returned to active ministry. A plan for his future activities will be determined by the Bishop in consultation with the Bishop's Delegate and the Vicar for Priests.
48. Any lay employee or volunteer who is found guilty of or pleads guilty to the sexual abuse of a minor will not be returned to employment or ministry.
49. All persons carrying out responsibilities under this procedure will cooperate with civil authorities fulfilling statutory responsibilities, with due regard for the inviolability of the sacramental seal (canons 983-984).
50. When a priest or deacon working but not incardinated in the diocese of Hamilton has been determined to be guilty of misconduct, or even when a credible allegation of misconduct has been made, the Bishop's delegate will immediately inform the cleric's Bishop or Superior. Similarly, if an accusation of misconduct has been credibly made against a priest or deacon of this diocese who is on loan for ministry outside the diocesan territory, the Bishop's Delegate will immediately inform the Bishop where the cleric is doing ministry.
51. No cleric incardinated in the Diocese of Hamilton who has had a credible allegation of sexual abuse will be transferred to another Diocese/Eparchy or religious order – even temporarily - without a full disclosure of the facts surrounding the allegation.
52. No diocesan or religious priest will be accepted for ministry or residence in a parish in the Diocese of Hamilton without the recommendation of his Bishop or Superior, a complete curriculum vitae, and full disclosure by the Bishop or Superior regarding any allegation of misconduct.
53. The Bishop's Delegate will inform any newly-appointed Bishop of Hamilton of all cases in his files once the new Bishop has been installed. A new Bishop's Delegate will be informed of all such cases either by the Bishop or the outgoing Delegate.
54. In the absence of the Bishop's Delegate, or at his request, the Deputy Delegate may act in his place.

APPENDIX 1

Allegations of abuse or misconduct made against a member of a Religious Order

The Diocese of Hamilton expects that whenever the Bishop's Delegate informs a Religious Superior of a complaint regarding the conduct of a member of his or her religious institute, within 24 hours the Superior will:

1. Invoke the Religious Institute's own procedures for dealing with such matters.
2. Utilize this procedure, taking the place of the Bishop's Delegate.
3. Consent to the application of this procedure to the respondent by the Bishop's Delegate in respect of the allegation.

The Superior will then advise the Bishop's Delegate accordingly.

Where the Superior agrees to the application of the Procedure under # 3, the Bishop's Delegate will be allowed immediate access to the files and archives of the Institute pertaining to the respondent and will report the outcome of the investigation to the Superior.

Where the Superior proceeds under # 1 or # 2, the Superior or his or her delegate:

- (a) Will answer such inquiries as the Bishop's Delegate may make and will report to the Delegate from time to time.
- (b) Will comply with time-lines set by the Bishop's Delegate and approved by the Bishop.

If the Superior fails to deal with the matter in a manner satisfactory to the Bishop's Delegate, then the delegate may resume jurisdiction over the allegation if the Bishop consents.

APPENDIX 2

Contacting the Children's Aid Society

There are seven Children's Aid Societies providing service in the geographical area of the Diocese of Hamilton. It is recommended that individuals contact their local agency.

Hamilton

Catholic Children's Aid Society of Hamilton

905-525-2012
(905-522-8053 emergency after hours)

The Children's Aid Society of Hamilton

905-522-1121
(905-522-8053 emergency after hours)

Halton

Halton Children's Aid Society 905-333-4441

Brant

Brant Children's Aid Society 519-753-8681

Kitchener-Waterloo, Cambridge

Family and Children's Services of the Waterloo Region 519-576-0540

Wellington

Family and Children's Services of Guelph and Wellington County 519-824-2410
1-800-265-8300

Bruce-Grey

Bruce-Grey Child and Family Services 519-371-4453

APPENDIX 3**Allegations of Abuse or Misconduct Requiring a Report to the Holy See**

Sacramentorum Sanctitatis Tutela, was issued by the Holy Father on April 30, 2001 and modified on May 21, 2010. The norms of that document state that, once a preliminary investigation has acquired sufficient evidence that an offence has been committed, the Bishop must in some cases refer the matter to the Congregation for the Doctrine of the Faith for direction regarding the next steps to be taken. This applies to certain cases of offences against the Sacraments and also to some cases of immoral behaviour that are dealt with in this protocol document.

These norms refer to canonical procedures to be undertaken and in no way substitute for or absolve from the obligation to report to civil authorities, where such legal obligations exist.

APPENDIX 4**Screening and Evaluation Procedures for Candidates for the Priesthood**

The Diocese takes seriously the obligation to screen, form, and evaluate its candidates for ordination to the priesthood. Accordingly, the following steps will be taken to determine the suitability and monitor the progress of all such candidates:

- (a) An interview or interviews with the Diocesan Vocation Director prior to an individual's recommendation for admission to the seminary (Major Seminary or Pre-Theology);
- (b) An interview and assessment process by the Seminary staff itself prior to an individual's admission. This process includes a comprehensive psychological evaluation at the stage of entering Major Seminary;

- (c) Annual evaluations of a candidate by the Seminary staff, assessing his maturity, intellectual ability, spirituality, emotional health, and general suitability for priestly ministry;
- (d) A thorough evaluation by the individual's pastor-supervisor at the conclusion of his one-year pastoral internship;
- (e) A recommendation by the Seminary staff prior to an individual's admission to Holy Orders.

Approved for Publication
Most Reverend Douglas Crosby, OMI

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