



Diocese
of
Cleveland

Cathedral Square

OFFICE OF THE BISHOP

835/ 2007

10 December 2007

Dear Pastors, Administrators, and Parish Life Coordinators,

The Diocese of Cleveland is committed to doing all in its means to ensure the protection of our children and young people. The fulfillment of this pledge relies on the help of God and the support of the priests, deacons, religious and laity of this Diocese working together to ensure that in our parish activities no child will become victimized.

Accompanying this letter is a copy of the *Policy for the Safety of Children in Matters of Sexual Abuse: Revised, 2007*, a disk from which you can print additional copies for distribution, an "Acknowledgment Form" that you are to print and distribute with the *Policy*, and a letter (Protocol Number 835a) that you can print to accompany the materials that you distribute to your employees and volunteers who have contact with children. The *Policy* can also be read on a computer screen using the disk or over the internet from our diocesan website, www.dioceseofcleveland.org, from where you can also download and print it as necessary. A sample of this "Acknowledgment Form" is also included in your *Policy* booklet at Appendix 8.

It is your responsibility to: 1) distribute copies of this *Policy*, either in print or electronically, to all employees and all volunteers who have contact with children; 2) ensure that each of them returns a signed copy of the enclosed "Acknowledgment Form" to you by 1 February 2008; 3) maintain the "Acknowledgment Form" in the personnel or volunteer records for your parish; and 4) maintain a list of the names of all persons who have returned an "Acknowledgment Form."

After this time, in the same manner you must also provide new employees and volunteers who have contact with children with a copy of the *Policy*, retain their signed "Acknowledgment Form," and keep current the list of those who have signed the Form. These records will be necessary during annual audits conducted to ensure compliance with these and other safe environment requirements from the Child Protection (VIRTUS) Office of the Diocese. If you have any questions relative to these requirements, please contact Sister Rita Mary Harwood, SND, Secretary for Parish Life and Development, at 216-696-6525 extension 2200, who will provide you with the appropriate and necessary assistance.

Thank you for joining me in doing all that you can to ensure the protection of our children and young people. Please join me in praying daily for the young, that they will be protected from any harm. Pray too for those who have been affected by sexual abuse, that reconciliation and healing will be abundant for them.

Sincerely yours in Christ,

The Most Reverend Richard G. Lennon
Bishop of Cleveland



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835a/ 2007
10 December 2007

Dear Brothers and Sisters in Christ,

The Diocese of Cleveland is committed to doing all in its means to ensure the protection of our children and young people. The fulfillment of this pledge relies on the help of God and the support of the priests, deacons, religious and laity of this Diocese working together to ensure that under our care no child will become victimized.

Accompanying this letter is a copy of the *Policy for the Safety of Children in Matters of Sexual Abuse: Revised, 2007*. The changes in this document were recommended by the Review Board for the Diocese of Cleveland at my request. They have examined the efforts which were made in this Diocese during the past several years, as well as the policies and efforts of other dioceses throughout the United States. The Review Board has noted areas in which improvements could be made in the implementation of diocesan policies, and to the *Policy* itself. I appreciate their dedication to this work and their candid observations and suggestions. I accept their recommendations for this *Policy*, and having mandated it as particular law for the Diocese of Cleveland, it shall take effect on in 1 January 2008. A summary of the changes in the *Policy* is included as Appendix 1.

As an employee or a volunteer who works with children; you must carefully read the *Policy*. After you have carefully read the *Policy* you must sign and date the "Acknowledgment Form" indicating that you have received and carefully read it. Your signed "Acknowledgment Form" is then to be returned to the appropriate location listed on the back of this letter by 1 February 2008.

Thank you for joining me in doing all that you can to ensure the protection of our children and young people. Please join me in praying daily for the young, that they will be protected from any harm. Pray too for those who have been affected by sexual abuse, that reconciliation and healing will be abundant for them.

Sincerely yours in Christ,

The Most Reverend Richard G. Lennon
Bishop of Cleveland

**Signed Acknowledgement Forms
Are to be returned to:**

All Priests and Deacons:
to the Chancery, Diocese of Cleveland

All Parish Life Coordinators:
to the Chancery, Diocese of Cleveland

All Members of Pastoral Teams and any person with a Canonical appointment by the Bishop:
to the Chancery, Diocese of Cleveland

All Certified Pastoral Ministers:
to the parish or institution where you are employed & a copy to the Pastoral Ministry Office at the Center for Pastoral Leadership

All Parish employees & all parish volunteers who work with children:
to the parish office

All School employees and volunteers:
to the school office

All Catholic Charities employees:
to the Director of Human Resources of Catholic Charities

All Diocesan Office employees:
to your respective director



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835b/ 2007
10 December 2007

Dear Father,

The Diocese of Cleveland is committed to doing all in its means to ensure the protection of our children and young people. The fulfillment of this pledge relies on the help of God and the support of the priests, deacons, religious and laity of this Diocese working together to ensure that in our care no child will become victimized.

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You must carefully read the *Policy*. After you have carefully read the *Policy* you must sign and date the "Acknowledgment Form" indicating that you have received and carefully read it. **Your signed "Acknowledgment Form" is then to be returned to the Chancery of the Diocese of Cleveland by 1 February 2008.**

Thank you for joining me in doing all that you can to ensure the protection of our children and young people. Please join me in praying daily for the young, that they will be protected from any harm. Pray too for those who have been affected by sexual abuse, that reconciliation and healing will be abundant for them.

Sincerely yours in Christ,

The Most Reverend Richard G. Lennon
Bishop of Cleveland



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835c/ 2007

10 December 2007

Dear Deacon,

The Diocese of Cleveland is committed to doing all in its means to ensure the protection of our children and young people. The fulfillment of this pledge relies on the help of God and the support of the priests, deacons, religious and laity of this Diocese working together to ensure that in our care no child will become victimized.

Accompanying this letter is a copy of the *Policy for the Safety of Children in Matters of Sexual Abuse: Revised, 2007*. The changes in this document were recommended by the Review Board for the Diocese of Cleveland at my request. They have examined the efforts which were made in this Diocese during the past several years, as well as the policies and efforts of other dioceses throughout the United States. The Review Board has noted areas in which improvements could be made in the implementation of diocesan policies, and to the *Policy* itself. I appreciate their dedication to this work and their candid observations and suggestions. I accept their recommendations for this *Policy*, and having mandated it as particular law for the Diocese of Cleveland, it shall take effect on in 1 January 2008. A summary of the changes in the *Policy* is included as Appendix 1.

You must carefully read the *Policy*. After you have carefully read the *Policy* you must sign and date the "Acknowledgment Form" indicating that you have received and carefully read it. **Your signed "Acknowledgment Form" is then to be returned to the Chancery of the Diocese of Cleveland by 1 February 2008.**

Thank you for joining me in doing all that you can to ensure the protection of our children and young people. Please join me in praying daily for the young, that they will be protected from any harm. Pray too for those who have been affected by sexual abuse, that reconciliation and healing will be abundant for them.

Sincerely yours in Christ,

The Most Reverend Richard G. Lennon
Bishop of Cleveland



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835d/ 2007
10 December 2007

Dear Co-worker in Ministry,

The Diocese of Cleveland is committed to doing all in its means to ensure the protection of our children and young people. The fulfillment of this pledge relies on the help of God and the support of the priests, deacons, religious and laity of this Diocese working together to ensure that in our care no child will become victimized.

Accompanying this letter is a copy of the *Policy for the Safety of Children in Matters of Sexual Abuse: Revised, 2007*. The changes in this document were recommended by the Review Board for the Diocese of Cleveland at my request. They have examined the efforts which were made in this Diocese during the past several years, as well as the policies and efforts of other dioceses throughout the United States. The Review Board has noted areas in which improvements could be made in the implementation of diocesan policies, and to the *Policy* itself. I appreciate their dedication to this work and their candid observations and suggestions. I accept their recommendations for this *Policy*, and having mandated it as particular law for the Diocese of Cleveland, it shall take effect on in 1 January 2008. A summary of the changes in the *Policy* is included as Appendix 1.

You must carefully read the *Policy*. After you have carefully read the *Policy* you must sign and date the "Acknowledgment Form" indicating that you have received and carefully read it. Your signed "Acknowledgment Form" is to be kept on filed at your place of ministry and a copy submitted to the Pastoral Ministry Office, located at the Center for Pastoral Leadership by 1 February 2008.

Thank you for joining me in doing all that you can to ensure the protection of our children and young people. Please join me in praying daily for the young, that they will be protected from any harm. Pray too for those who have been affected by sexual abuse, that reconciliation and healing will be abundant for them.

Sincerely yours in Christ,

The Most Reverend Richard G. Lennon
Bishop of Cleveland



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835e/ 2007
10 December 2007

Dear Principal / Director of Religious Education,

The Diocese of Cleveland is committed to doing all in its means to ensure the protection of our children and young people. The fulfillment of this pledge relies on the help of God and the support of the priests, deacons, religious and laity of this Diocese working together to ensure that in our care no child will become victimized.

Accompanying this letter is a copy of the *Policy for the Safety of Children in Matters of Sexual Abuse: Revised, 2007*, a disk from which you can print additional copies for distribution, an "Acknowledgment Form" that you are to print and distribute with the *Policy*, and a letter (Protocol Number 835a) that you can print to accompany the materials that you distribute to your employees and volunteers who have contact with children. The *Policy* can also be downloaded and printed from our diocesan website, www.dioceseofcleveland.org. A sample of this "Acknowledgment Form" is also included in your *Policy* booklet at Appendix 8.

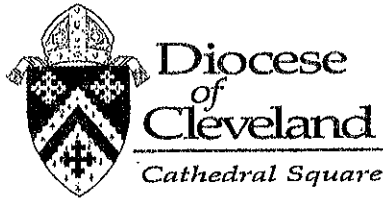
It is your responsibility to: 1) distribute copies of this *Policy*, either in print or electronically, to all employees and all volunteers who have contact with children; 2) ensure that each of them returns a signed copy of the enclosed "Acknowledgment Form" to you by 1 February 2008; 3) maintain the "Acknowledgment Form" in the personnel or volunteer records for your school or parish (in the case of Religious Education Programs); and 4) maintain a list of the names of all persons who have returned an "Acknowledgment Form."

After this time, in the same manner you must also provide new employees and volunteers who have contact with children with a copy of the *Policy*, retain their signed "Acknowledgment Form," and keep current the list of those who have signed the Form. These records will be necessary during annual audits conducted to ensure compliance with these and other safe environment requirements from the Child Protection (VIRTUS) Office of the Diocese. If you have any questions relative to these requirements, please contact Sister Rita Mary Harwood, SND, Secretary for Parish Life and Development, at 216-696-6525 extension 2200, who will provide you with the appropriate and necessary assistance.

Thank you for joining me in doing all that you can to ensure the protection of our children and young people. Please join me in praying daily for the young, that they will be protected from any harm. Pray too for those who have been affected by sexual abuse, that reconciliation and healing will be abundant for them.

Sincerely yours in Christ,

The Most Reverend Richard G. Lennon
Bishop of Cleveland



Form for Clerics
Acknowledging Receipt and Review of the Diocese of Cleveland
Policy for the Safety of Children in Matters of Sexual Abuse: Revised, 2007

This is to acknowledge that I have received and carefully read a copy of the Diocese of Cleveland's
POLICY FOR THE SAFETY OF CHILDREN IN MATTERS OF SEXUAL ABUSE: Revised, 2007

I understand that I am responsible for complying with the policy as stated.

I further understand that any questions regarding this Policy should be referred to the Diocesan Legal Office.

I further understand that the Diocese of Cleveland reserves the right to change, modify and/or revise any part of this policy at any time.

Signature _____

Name (Please print clearly) _____

- Priest
 - Diocesan
 - Extern
 - Religious _____
Community

- Deacon
 - Diocesan
 - Extern
 - Religious _____
Community

Parish/Assignment _____

Date _____

All clerics are to return this acknowledgment form to:
The Chancery
1027 Superior Avenue
Cleveland, Ohio 44114



**Acknowledgment of Receipt and Review of the Diocese of Cleveland
Policy for the Safety of Children in Matters of Sexual Abuse: Revised, 2007**

This is to acknowledge that I have received and reviewed a copy of the Diocese of Cleveland's

POLICY FOR THE SAFETY OF CHILDREN IN MATTERS OF SEXUAL ABUSE: Revised, 2007

I understand that I am responsible for complying with the policy as stated.

I further understand that any questions regarding this Policy should be referred to the Diocesan Legal Office.

I further understand that the Diocese of Cleveland reserves the right to change, modify and/or revise any part of this policy at any time.

Signature _____

Name (Please print clearly) _____

Parish/Assignment _____

Position (or volunteer activity) _____

Date _____