



The Catholic Diocese of Cleveland Review Board which assesses the credibility of allegations of sexual abuse of minors is seeking a new member to fill an unscheduled vacancy.

An original and one copy of the application should be sent to:

Review Board  
1027 Superior Ave.  
Cleveland, Ohio 44114  
Attn: Search Committee

Applications must be received by July 15, 2005 or be postmarked by July 15, 2005, no later than 4:30 p.m.

## **APPLICATION GUIDANCE**

### **I. BACKGROUND**

#### **A. Description of Review Board:**

The Review Board is a predominantly lay board composed of a variety of people appointed by the Bishop to serve in a consultative and advisory capacity. It will have no final, decision-making authority, which authority will continue to reside exclusively with the Bishop. The Board expects to meet at least once per month for 2-3 hours. However, when new allegations are made, considerably more time is required for preparation and meeting time.

#### **B. Review Board Functions are:**

- a. To assess the credibility of allegations of sexual abuse of minors that have been made against Church leaders or volunteers, and to advise the Bishop of its conclusions.
- b. To monitor, in each particular case, allegations of sexual abuse of minors that have been made against church leaders or volunteers in order to ensure that this policy has been followed.
- c. To review this policy and its procedures and to provide the Bishop with its recommendations for any modifications to this policy.
- d. To make recommendations concerning the continuation of ministry or service of priests, deacons, seminarians, religious and anyone who has canonical appointment by the Bishop against whom a credible allegation of sexual abuse of a minor has been made.
- e. In regard to non-clerics, the Review Board will not make a recommendation as to whether a violation of this policy has been established. In such cases an administrative decision will be made regarding the removal of the individual in accord with existing personnel policies within the diocese. However, a report of the administrative personnel action taken with regard to a non-cleric shall be provided to the Review Board so that it can perform its function of monitoring the compliance with this policy

#### **C. Description of Review Board Members:**

The Review Board will be composed of 11 members:

- A clinician with experience in the detection and/or treatment of child sexual abuse offenders;
- A survivor of child sexual abuse who has completed a course of treatment;
- A parent (of child currently attending or has attended parochial school);
- A parish priest;
- A canon lawyer;
- An attorney;
- An individual with investigation experience;
- An individual with experience in human resources.
- An individual trained in administrative law/dispute resolution.
- Other

**D. Eligibility Criteria – Pursuant to the Diocesan Policy on the Sexual Abuse of Minors**

- Members of the Review Board will be Catholics in communion with the Church.
- Members of the Review Board, except for the parish priest and the canon lawyer, will not be employees of the Cleveland diocese.
- Members of the Review Board shall not concurrently serve on the Response Team. (See Policy)

**E. Appointment**

- Members of the Review Board will be appointed by the Bishop and will not receive compensation, but they will be reimbursed for necessary expenses.
- Members of the first Review Board were appointed to terms of up to five years.
- Terms will be staggered with no more than three persons' terms expiring in any given year.
- No member will be appointed for more than two consecutive terms.

**II. SELECTION PROCESS**

**A. The review Board will make recommendations to the Bishop for additional or replacement Review Board members.**

**B. Timetable**

<b>May 20, 2005</b>	<b>Review Board Committee announces request for applications</b>
<b>June 17, 2005</b>	<b>Search Committee receives applications</b>
<b>June 17 – June 30, 2005</b>	<b>Search Committee reviews applications and based upon established criteria selects applicants for interview process</b>
<b>July 4 – July 28, 2005</b>	<b>Search Committee interviews selected applicants and conducts background and screening checks per Section 1B of the policy</b>
<b>August 1, 2005</b>	<b>Search Committee makes recommendations to the Review Board and to the Bishop</b>

**C. Applicants Selected for Interview:**

Applicants selected to participate in the interview process will be notified before July 4, 2005. A waiver for background and screening checks will be sent to the candidate at that time.

**D. Due date and submission of applications**

Applications must be received by The Search Committee of the Review Board or be postmarked by June 17, 2005, no later than 4:30 p.m. An original and one copy of the application should be sent to:

Review Board  
1027 Superior Ave.  
Cleveland, Ohio 44114  
Attn: Search Committee

**E. Late Applications**

Applications will be considered to be "on-time" if they are:

Post marked on or before June 17, 2005 or are received on or before that date.

An established postmark is a legible, dated U.S. Postal Service postmark or a legibly dated receipt from a commercial carrier. Private metered postmarks shall not be acceptable as proof of timely mailing.

**Applications received late will not be considered for review.**



Select position you are eligible to fill (as many as appropriate):

- A clinician with experience in the detection and/or treatment of child sexual abuse victims
- A clinician with experience in the detection and/or treatment of child sexual abuse offenders
- A survivor of child sexual abuse who has completed a course of treatment
- A parent (of child currently attending or has attended parochial school)
- A parish priest
- A canon lawyer
- An attorney
- An individual with investigation experience
- An individual with experience in human resources
- An individual trained in administrative law/dispute resolution
- Other

What qualities or skills do you bring to the Review Board position?

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Describe your interest in becoming a member of the Review Board:

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What do you consider to be the most important aspects of Review Board membership?

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Do you have any personal knowledge of the facts or circumstances, past or present, surrounding an alleged case of sexual abuse involving the Cleveland Diocese?

Yes \_\_\_\_ No \_\_\_\_\_

If yes, please explain:

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Are you able to make up to a 5-year commitment to the Review Board:

Yes \_\_\_\_ No \_\_\_\_\_

Please indicate the time(s) you will be able to serve on the Review Board

(check most appropriate):

\_\_\_\_ 4 to 6 hours per week    \_\_\_\_ 4 to 6 hours twice a month    \_\_\_\_ 4 to 6 hours a month

List any other information about yourself you think would be important to share:

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Have you ever been convicted of a misdemeanor or a felony?

(other than a minor traffic violation)?    Yes    No

If yes, please explain the nature of the offense:

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*Conviction of a crime will not necessarily disqualify an applicant.*

Date, City and State of the Conviction :

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Disposition:

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Please list THREE references (non-family members)

1.) NAME \_\_\_\_\_ Home # \_\_\_\_\_ Work # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

This reference is a: Friend / Co-worker / Work Supervisor / Other: \_\_\_\_\_

2.) NAME \_\_\_\_\_ Home # \_\_\_\_\_ Work # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

This reference is a: Friend / Co-worker / Work Supervisor / Other: \_\_\_\_\_

3.) NAME \_\_\_\_\_ Home # \_\_\_\_\_ Work # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

This reference is a: Friend / Co-worker / Work Supervisor / Other: \_\_\_\_\_

I hereby certify that the facts set forth in this application and any attachments are, to the best of my knowledge and belief, true and correct and that I have not knowingly withheld any pertinent facts or circumstances. I understand that any omission or misrepresentation of fact in this application may result in refusal of selection for or dismissal from Review Board service upon discovery thereof.

I hereby consent to permit the Review Board Selection Committee to contact anyone it deems appropriate to investigate or verify any information provided by me to discuss my suitability for a Review Board position, including my background, volunteer experience, education or related matters. I expressly give my consent to any discussions regarding the foregoing.

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Applicant Signature

Date