

## **In Addition:**

*All Employees of the Diocese and  
Diocesan Entities who drive for  
business related purposes*

and

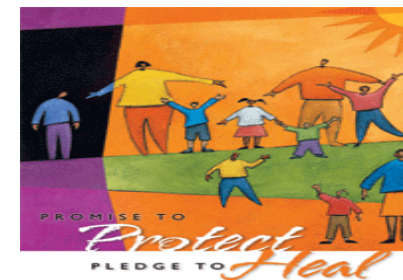
*All drivers for any  
church/school/organization  
sanctioned event must:*

- ◆ Be 21 years of age or older
- ◆ Have completed a “Volunteer Driver Information Sheet”
- ◆ Have been cleared through the diocesan driver’s license check
- ◆ Have \$100,000/\$300,000 insurance liability on the car they are driving
- ◆ Not have any medical condition nor be taking any medications that would impair their ability to operate a motor vehicle
- ◆ Each passenger must be in his or her own seat (not sitting on laps!)
- ◆ Each passenger must wear a seat belt.



Diocese of Pensacola –Tallahassee  
P.O. Drawer 13284  
Pensacola, FL 32591  
Phone: (850) 435-3500  
Fax: (850) 436-6424  
Abuse Hotline Number 1-800-962-2873

REVISED FROM 2005 OCTOBER 1, 2008



## *BISHOPS’ CHARTER REQUIREMENTS*

*Diocese  
of  
Pensacola-Tallahassee  
2008*

**1. All Employees of the Diocese and Diocesan Entities must complete:**

- ◆ Fingerprinting
- ◆ Criminal Background Check
- ◆ Diocesan Abuse Prevention Workshop
- ◆ Read Diocesan Code of Conduct for Church Personnel and Volunteers and sign the required form
- ◆ Read Policy and Procedural Guidelines Relating to Sexual Abuse by Church Personnel and Volunteers and sign the required form

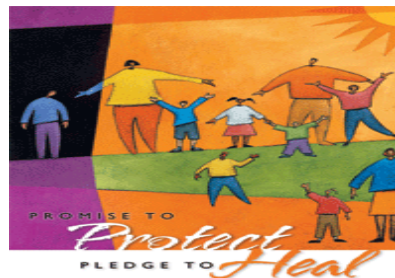
**2. Support Volunteers working with children, youth, elderly, and vulnerable adults must complete:**

- ◆ Fingerprinting
- ◆ Criminal Background Check
- ◆ Diocesan Abuse Prevention Workshop
- ◆ Read Diocesan Code of Conduct for Church Personnel and Volunteers and sign the required form
- ◆ Read Policy and Procedural Guidelines Relating to Sexual Abuse by Church Personnel and Volunteers and sign the required form.

**3. Any adult (18 and over, paid or volunteer) responsible for the instruction and guidance of children and young people including Catholic school teachers and aides, parish catechetical leaders, catechists, youth ministers and youth advisors and coaches must complete:**

- ◆ Fingerprinting
- ◆ Criminal Background Check
- ◆ Diocesan Abuse Prevention Workshop
- ◆ Safe Environment Teaching Prevention Workshop
- ◆ Read Diocesan Code of Conduct for Church Personnel and Volunteers and sign the required form
- ◆ Read Policy and Procedural Guidelines Relating to Sexual Abuse by Church Personnel and Volunteers and sign the required form

\*All Catholic School Teachers must also complete the “Lures” Program



**4. Annual Safe Environment Sessions**

- ◆ Each parish religious education and youth ministry program and each school shall provide an opportunity for parents/guardians to take part in an educational program in the prevention, recognition and reporting of sexual abuse of children and youth.
- ◆ It is critical that we educate our children and young people regarding their personal safety. Age appropriate information shall be provided to all children and youth involved in Catholic Schools, Parish Religious Education and Youth Ministry programs in the diocese.

**5. Speakers and groups from outside the diocese working with children and youth:**

- ◆ Individuals and groups coming into the diocese for ministry with children and youth must present proof from their diocese or organization that they have had a criminal background check and have been cleared to work with children and youth.
- ◆ Clergy coming into the diocese are to be background checked and screened before they can conduct workshops, presentations, or celebrate sacraments.