



St. John the Baptist
Catholic Church
Misconduct Policy



Created In The Image of God

*Being in the image of God the human individual
possesses the dignity of a person,
who is not just
something, but someone.*

*And he is called by grace to a covenant with his Creator,
to offer him a response of faith and love
that no other creature can give in his stead.*

(CCC 358)



*It is man - that great and wonderful creature, more precious
in the eyes of God than all other creatures! (CCC 358)*

St. John the Baptist Catholic Church MISCONDUCT POLICY

St. John the Baptist Catholic Church believes that all people are created in the image and likeness of God. We celebrate each individual and understand the importance of the dignity of the human person. It is our policy to maintain a safe and professional work and ministry environment free of harassment for all employees, volunteers and those being ministered to. St. John the Baptist Catholic Church strictly prohibits all forms of misconduct of any kind based upon a person's race, color, religion, ethnicity, national origin, age, disability, sexual orientation or pregnancy. We are committed to the prevention of any and all misconduct and conduct which denies others dignity. To this end, our position on any type of misconduct is one of "zero tolerance."

This policy applies to all persons employed by or lay ministers (volunteers) representing St. John the Baptist Catholic Church. Misconduct can apply to conduct outside the parish as well as in the parish office setting or within ministry as a volunteer. In cases of misconduct by clergy, St. John the Baptist Catholic Church follows the *Instruction for Identifying, Reporting and Responding to Sexual Misconduct* promulgated by the Bishop of the Diocese of Winona.

Sexual Harassment:

Unwanted sexual advances, including conduct or language, between co-workers or volunteers in the Church setting, which create an intimidating, hostile or offensive environment or which are made as a condition for continued employment, advancement or placement in ministry.

Sexual Harassment can take the following forms:

- Sexual remarks, jokes, or other sexual conduct that interferes with another person's work or ministry performance or creates an intimidating, hostile or offensive work or ministry environment;
- Display of sexually suggestive objects or pictures;
- Personnel decisions by employees or volunteers in supervisory roles regarding promotions, raises or scheduling based on an individual's submission to or rejection of sexual advances; or
- Submission to a sexual advance used as a condition of keeping or getting a job or placement in a ministry, whether expressed in explicit or implicit terms.

Other Forms of Misconduct:

Misconduct can include ethnic slurs or racial epithets, name-calling, jokes, cartoons, pictures, gestures, unwelcome physical touching, and other conduct based on a person's race, color, religion, ethnicity, national origin, age, disability, sexual orientation or pregnancy.

Misconduct can occur between an employee, a non-employee, volunteer, customer or vendor. It can occur between any employee and/or volunteer, male or female, whether in a supervisory role or not, or between an employee, parish member, visitor, vendor representative or other non-employee.



Grievance Procedure:

All employees and volunteers have a right to work without misconduct. If any employee or volunteer feels that they are being harassed by a co-worker, supervisor, parish member, volunteer, or vendor, they should make an effort to immediately tell the harasser to stop the offensive behavior.

All employees and volunteers are advised that no employee or layperson in a supervisory role, regardless of their title, is authorized to condition tangible employment or ministry actions (i.e. promotion, demotion, raise in wage, etc.) upon submission or opposition to misconduct of any kind. A threat or an attempt by anyone in a supervisory role to take such an action should be reported immediately, if possible, before any tangible employment or ministry action takes place.

St. John the Baptist Catholic Church has an “open door” policy. This means that any employee or volunteer who feels harassed is required to immediately and personally report the misconduct. This report can be made initially as a verbal complaint. A written statement should also be completed and submitted which outlines the offense(s), which occurred. Make a report to one of the following individuals:

- Pastor
- Parish Administrator
- Supervisor
- Parish Trustee
- Pastoral Council President

An employee or volunteer is not required to first report the misconduct to a supervisor or ministry leader if the alleged harassment is from that supervisor or ministry leader. If any employee or volunteer witnesses another person being harassed, that employee or volunteer has the right and a responsibility to report the harassment to one of the people listed above.

If a complaint is filed against a clergyman, employees should follow the steps outlined in the *Instruction for Identifying, Reporting and Responding to Sexual Misconduct* published by the Diocese of Winona.

Retaliation:

Reprisals or retaliation against the persons reporting the allegation of misconduct is illegal and will not be tolerated. The person reporting the allegation of misconduct will be kept updated as to the investigative process regarding the complaint and the final outcome.

Investigations:

All reports will be investigated thoroughly and as promptly as possible according to our investigative procedure. The facts of each case will determine the response to each allegation. Appropriate disciplinary action, up to and including termination of employment or ministry, will be taken if it is determined that an employee or volunteer has violated the Misconduct Policy of St. John the Baptist Catholic Church.

All information regarding any specific incident will be kept confidential within the necessary boundaries of the fact-finding process.

(Rev.11/05)





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St. John's Parish Statement for Those Working In Ministry

The community and Pastoral staff of St. John the Baptist Church are committed to providing a safe environment to help all the people of God to learn to love and follow Jesus Christ.

Our parish community believes that it is vitally important to take decisive steps to ensure that all ministries are safe and provide a joyful experience for all people. The following statements reflect our commitment to provide protective care for all people when they participate in any parish sponsored ministry or event.

- ◆ Volunteers who work with designated vulnerable individuals such as youth or elderly, must be approved for ministry by satisfying a background check and Safe & Sacred annual training requirements.
- ◆ All ministry volunteers must observe the “two-person rule” avoiding one-on-one situations with vulnerable individuals whenever possible.
- ◆ Individuals who have committed misconduct of any kind, whether or not convicted, cannot work in any parish sponsored ministry program or event.
- ◆ Opportunities for training in the prevention and recognition of abuse will be provided to parish staff and volunteers in ministry at least twice in a calendar year. All staff and volunteers are mandated by the diocese of Winona to participate in such training.
- ◆ Volunteers and staff members must report to the pastor or administrator any incidents of misconduct. Upon notification, the pastor or administrator will take appropriate action and report in compliance with diocesan guidelines and civil authorities.

St. John the Baptist Catholic Church

Misconduct Acknowledgement and Receipt

I hereby acknowledge that I have received a copy of the St. John the Baptist Catholic Church Misconduct Policy. I understand and am aware that this policy contains certain rights to which I am entitled, as well as certain obligations to which I must adhere. I understand that it is my responsibility to familiarize myself with all of the terms of, and to abide by, this policy. Among other aspects of the policy, the reporting and disclosure procedures, as well as the protections against any retaliation have been explained to me.

Detach Here

Employee/Volunteer Signature

Date

Annual *Safe & Sacred* training is a mandated training for all lay ministers serving the people of God in all parishes of the diocese of Winona.





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