



Our Lady of Guadalupe

Reflections of the Past, Visions of the Future

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DATE: February 25, 2010
TO: Ministry Leaders
SUBJECT: Ethics and Integrity in Ministry Policies

On August 19, 2001, the Diocese of Austin issued policies on *Ethics and Integrity in Ministry* (EIM) which became effective, January 1, 2002. We have made great strides in monitoring those in ministry who fall under the guidelines of the Diocese. In the past five (5) years, we have seen that many of our parishioners initially volunteer in a ministry that does not require them to comply with the Diocesan guidelines. However, soon after becoming active in one ministry they become active in another that requires them to be in compliance with the EIM policies. As a result, that information is not always provided to the parish office in order to obtain clearance for that volunteer in that ministry.

In order for our parish to ensure that all individuals involved in ministry are in compliance and specifically, for the protection of everyone, Our Lady of Guadalupe Parish is requiring that everyone involved in ministry, at all levels, complete the two-part Ethics and Integrity in Ministry requirements, which are:

- Submit a Ministry Application to the Diocese of Austin (*this will automatically generate a background check*).
- Attend the Protecting God's Children Workshop.
(*Log on to www.olgaustin.org and follow the link to the Diocesan Website on Ethics & Integrity for information on submitting the application and for workshop dates*)

As a ministry leader at this parish, we ask that you submit a roster of your ministry's membership as soon as possible for our June 1st deadline. Upon receipt of this information, the office will perform a compliance check of each member and provide you with a status report. Those members not in compliance will need to fulfill this obligation in order to continue to be active in ministry. In addition, we ask that you notify the office as soon as you have a new member join your ministry. Please inform your membership that once they have complied with these EIM policies, every 3 years, refresher workshops will be required and criminal background checks will be re-checked routinely by the Diocese of Austin.

These EIM policies are intended to provide a welcoming and safe environment for all individuals. The Diocesan guidelines are available on their website at www.austindiocese.org. Please submit your roster using the EIM Verification log to Goldie at goldie@olgaustin.org or by regular mail by the above mentioned due date. Feel free to contact the parish office with any questions at (512) 478-7955.

Friar Francisco Muñoz Villegas, OFMConv., Pastor



"He has sent me to evangelize the poor. The poor are being evangelized." -OBLATE MOTTO