

# ARCHDIOCESE OF BOSTON

## Weekly Mailing

Week Ending May 29, 2015

Recommended  
Recipient

### Description

### New Items

- Due 6/5
- 1. Winter Claims: Request for Information** (Due 6/5) ..... Pastor / Administrator / Business Mgr  
**Massachusetts received a Major Disaster Declaration making federal funding available under FEMA's Public Assistance Program as a direct result of the January 26-28, 2015 Blizzard.**  
*From the Office of Risk Management*
  - 2. Risk Management Quarterly** ..... All  
*From the Office of Risk Management*
- Past Due
- 3. Parish Safe Environment Questionnaire** (Due 5/15) ..... Pastor / Administrator  
*From the Offices of Child Advocacy and Background Screening*

### Events

- 4. Faith Formation Leadership Day** (6/10) ..... Faith Formation Leaders  
*From the Office for Lifelong Faith Formation and Parish Support*
- 5. Annual Gathering for Pastoral Visitors** (6/13) ..... Pastoral Visitors  
*From the Office of Chaplaincy*

### Administrative

- 6. Questionnaire** ..... Pastor / Finance & Ops Mgr / Business Mgr  
*From Finance*
- 7. ConnectNow Training** (6/4+) ..... Business Mgr / Finance & Ops Mgr  
**ParishSoft ConnectNow Web-Based**  
*From Parish Services*

### Bulletin Announcements

- New
- 8. Jesus in Boston: Young Adult Event** ..... Bulletin Editor  
*From the Office for Lifelong Faith Formation and Parish Support*
  - 9. Pastoral Planning: June** ..... Bulletin Editor  
*From the Office of Pastoral Planning*
  - 10. Pastoral Care for the Sick and Homebound Workshop** ..... Bulletin Editor  
*From the Office of Chaplaincy*

### Business Resources

- 11. Prayer Cards for Pope Francis' Upcoming Visit and the Canonization of Blessed Junípero Serra**  
*From the Catholic Media Secretariat*

## MEMORANDUM

To: Pastors and Business Managers  
From: Office of Risk Management  
Date: May 28, 2015  
Re: **Request for documentation regarding winter claims by June 5, 2015**

On April 13th, 2015, the Commonwealth of Massachusetts received a Major Disaster Declaration making federal funding available under FEMA's Public Assistance Program as a direct result of the January 26-28, 2015 Blizzard. Public Assistance is available for emergency work and permanent repair and replacement of facilities affected by the Blizzard. In addition, some locations may be eligible for Snow Assistance under FEMA guidelines for a 48-hour period.

The Office of Risk Management would like to assist our parishes in seeking public assistance from FEMA. In order to do so, we ask that you send us documentation related to any non-reimbursed expenses you incurred as a result of the 2015 Blizzard. **In order for us to make the FEMA deadline, please send all documentation to us by June 5, 2015.** There are three ways in which you can submit this information. Please choose from one of the following:

- 1.) Use our online form: <https://rcab.formstack.com/forms/mema> ; **OR**
- 2.) Mail documentation to Kent Wilkins, Office of Risk Management, Pastoral Center, 66 Brooks Drive, Braintree, MA 02184; **OR**
- 3.) Fax documentation to Doreen Rearden at Fax: 617-977-9779

### **Please include the following in your documentation:**

- Primary point of contact at each parish, including name, title, phone number, and email address.
- Photographs of damages caused by event (pre and post event if available).
- A brief narrative of the sequence of events before and after the storm, including preparations for the event and responses subsequent to event.
- Copies of any quotes, invoices and payments for performing work in preparation of or response to the event.
- Copies of any quotes, invoices and payments for repairs made to all facilities damaged by the event. Please separate by building if possible.
- Documentation (pictures, reports, assessments) of any "latent" damages that are currently a problem that were not visible at the time of the event.
- A list of the buildings at each site, the physical address, building use at the time of the event and a brief statement of the damages sustained (whether visible at the time of the event or a latent defect).

If you have any questions about this process, please contact:

Kent Wilkins, Claims Manager  
Tel: 617-746-5743 | Email: [ormclaims@rcab.org](mailto:ormclaims@rcab.org)



# RCAB Risk Management Quarterly

## Parish and School Edition

[Website](#)  
[Contact](#)

### Coming Soon!



The Archdiocese of Boston will be introducing an initiative for parishes to adopt a "Secure Bag" system. [Read more...](#)

### Congratulations!



Congratulations to 22 participants of our Food Safety Training who are now ServSafe Certified as food managers! [Read more...](#)

## June/ July 2015

### Carnivals and Fairs: Know the Risks



Carnivals and fairs are a lot of fun, but they also present unusual risks that must be effectively managed. To help you ensure a safe time for all, please consider the following recommendations.

[Read More...](#)

### Winter Claims Update



The brutal winter is finally (and blessedly) a memory now, but the Office of Risk Management is still dealing with the aftermath of an unprecedented number of claims for losses exceeding \$8 million.

[Read More...](#)

### Summer Camps: Safety Considerations



Is your parish hosting a day camp or vacation bible school this summer? If so, please read the following tips to ensure a safe and fun time for all.

[Read More...](#)

### Allergies or a Cold? Know the Difference



Your head is aching, your nose is runny and you feel fatigued. Do you have a cold? Or could it be allergies? How can you tell the difference?

[Read More...](#)

## Risk Management Quarterly

Publisher: Roman Catholic Archdiocese of Boston, Office of Risk Management

Editor: Doreen Rearden

If you have any questions, comments or topic requests for future newsletters, please email [doreen\\_rearden@rcab.org](mailto:doreen_rearden@rcab.org).

Weekly Meeting: 100-29-173

Offices of Child Advocacy and Background Screening  
Archdiocese of Boston  
Pastoral Center  
66 Brooks Drive, Braintree, MA 02184

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PHONE: (617) 746-5994

FAX: 617-779-4575

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**To:** Pastor  
**From:** Offices of Child Advocacy and Background Screening  
**Subject:** Parish Safe Environment Questionnaire 2014-2015  
**Date:** April 14, 2015

The Offices of Child Advocacy and Background Screening would once again like to thank you for your role in creating a safe environment for our children by adhering to the Archdiocesan Policies and Procedures for the Protection of Children.

It is again time to collect verification from each Archdiocesan parish and school as to compliance with the USCCB Charter for the Protection of Children and Young People.

**Please complete the Parish Safe Environment Questionnaire 2014-2015 and return it to the Office of Pastoral Support and Child Protection by May 15, 2015.** Please keep a copy for your records.

The annual audit takes two formats: either a paper audit or an on-site audit. ***This year the Archdiocese of Boston will participate in a paper audit.*** The compliance period began July 1, 2014 and concludes June 30, 2015.

We have done our best to streamline this process by compiling one form for your convenience. In an effort to assist each parish we have included a checklist to assist you in meeting child protection compliance requirements. **Please include information regarding ALL ministries and apostolates affiliated with your parish.**

If you have any questions regarding completion of the 2015 Safe Environment Questionnaire, the Offices of Child Advocacy and Background Screening are available to assist you.

Thank you for your on-going efforts to protect those among us who are our most vulnerable.

Maureen DiMilla  
Director  
Office of Child Advocacy  
617-746-5996

Lisa Cutulle  
Director  
Office of Background Screening  
617-746-5840

**Archdiocese of Boston**  
**Office of Child Advocacy and Background Screening**  
**Parish Safe Environment Questionnaire 2014-2015**

Parish: \_\_\_\_\_ City: \_\_\_\_\_

Pastor: \_\_\_\_\_

Parish Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Parish E-mail: \_\_\_\_\_

Safe Environment Contact Person: \_\_\_\_\_

E-mail address \_\_\_\_\_

Active Virtus/PGC Facilitators: *Please list on back or separate sheet*

**Please use the following categories to assist you in your answers. Categories are defined by the Catholic Conference of Bishops audit instructions.**

**Priests/Deacons:** Include any religious order or diocesan priest/deacon in active or supply ministry (including “retired” priests and/ or deacons who continue to celebrate the occasional Mass, wedding baptism, etc.) since these activities put them in a position to be around children.

**Parish Employee:** Paid persons (other than priests/deacons or educators) who are employed by and work directly for the parish. Examples may include rectory personnel, business manager, director of religious education, youth minister, etc.

**Volunteer:** The number of non-salaried persons\* who assist the parish when needed. Examples may include catechist, monitors, child care providers, coaches, members of the Music Ministry, Extraordinary Ministers, etc.

**Child:** Person under the age of 18.

\*If a person receives any payment including a stipend they are considered to be a parish employee **not** a volunteer.

1. Does the parish maintain current copies of the Policies and Procedures for the Protection of Children and the Archdiocesan Code of Ministerial Behavior?

Yes  No

2. Have all new clergy, employees and volunteers who minister, work, or serve in a capacity involving contact with children under age eighteen signed the Archdiocesan Code of Ministerial Behavior?

Yes  No

If you answered “no” to this question, please explain why not?

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3. Does the parish maintain copies of signed Archdiocesan Code of Ministerial Behavior forms?  
 Yes  No
4. Were all clergy, employees and volunteers **new** to the parish this year who minister, work, or serve in a capacity involving contact with children under age eighteen trained in Virtus/Protecting God's Children?  
 Yes  No

*If you answered "no" to this question please include:*

The number of individuals **remaining** to be trained per category for fiscal year 2015.

#Clergy  #Employees  # Volunteers

- a. Please provide the dates of **all** Virtus/PGC trainings conducted fiscal year 2015 and planned for fiscal year 2016. (All trainings completed or scheduled between 7/1/14 and 6/30/16)

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**Safe Environment Awareness for Children**

<b>GRADE</b>	<b>Number of students</b>	<b>Safety Instruction Yes or No?</b>	<b>List Curriculum Used: TAT, SS, KCS PreK-3 / KCS 4-8 RCL-Benziger Family Life, Vocations of Love, Created for Love, Theology of the Body, Jason Everet</b>
Pre K - K			
Grade 1			
Grade 2			
Grade 3			
Grade 4			
Grade 5			
Grade 6			
Grade 7			
Grade 8			
<b>Total pre K - 8</b>		XXXXXXXX	XX
Grade 9			
Grade 10			
Grade 11			
Grade 12			
<b>Total 9 - 12</b>		XXXXXXXX	XX
<b>Total Children</b>		XXXXXXXX	XX

Does your parish inform parents of the annual safety curriculum lessons? Y \_\_\_ N \_\_\_

How many children have been opted out of the safety curriculum by their parents this year? \_\_\_\_\_

*For those parents who choose not to have their child participate in the safety curriculum:*

Does the parish keep documentation of the signed parental opt out forms? Y \_\_\_ N \_\_\_

Does the parish provide these parents with safe environment materials? Y \_\_\_ N \_\_\_

If the parent will not sign a parental opt out form has a record been maintained by the parish? Y \_\_\_ N \_\_\_

1. Have all new clergy, employees and volunteers who minister, work, or serve in a capacity involving contact with children under age eighteen, elderly adults and/or disabled adults submitted a CORI for this fiscal year?

Yes  No

If you answered "no" to this question, please explain why not?

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Please list the number of individuals **remaining** to submit a CORI: \_\_\_\_\_

Please provide the date any outstanding CORI Forms will be submitted: \_\_\_\_\_

My signature confirms compliance with the USCCB Charter for the Protection of Children and the CORI Policy of the Archdiocese of Boston. All assigned parish clergy and any other clergy who either reside or minister at the parish have submitted a current CORI form either directly to the Office of Background Screening or if applicable through their religious order of institution.

\_\_\_\_\_  
Signature of the Pastor

\_\_\_\_\_  
Date

**Please return this entire form by May 15, 2015 to:**

Office of Child Advocacy

Archdiocese of Boston Pastoral Center

66 Brooks Drive, Braintree, MA 02184

Fax: 617-779-4575 OR email [Child\\_Advocacy@rcab.org](mailto:Child_Advocacy@rcab.org)

*PLEASE KEEP A COPY FOR YOUR RECORDS*

# ARCHDIOCESE OF BOSTON

Bulletin Announcement

## Jesus in Boston - Young Adult Event

All Young Adults and College Students are invited to join us on Friday, June 26<sup>th</sup> @ 7:30pm for our monthly “Jesus in Boston” event. We will be at St. Leonard’s Parish in the North End for Eucharistic Adoration followed by Holy Mass and then a social gathering afterwards. It’s a great way to meet new people and strengthen your interior life. For more information please email Mike Drahos at [MDrahos@rcab.org](mailto:MDrahos@rcab.org).

## Pastoral Planning

### June 7 - Solemnity of the Most Holy Body and Blood of Christ (Corpus Christi)

Each of the readings today, Exodus, Hebrews, and Mark’s Gospel uses the word covenant - promise. Jesus’ promise to be with us always is fulfilled in the Eucharist. At the Passover meal, Jesus took the bread; blessed it, broke it, gave it to his disciples, and He gave it to us. We are blessed to eat the Bread of Life when we gather for Mass as a faithful, faith-filled community, but Eucharist doesn’t end at the closing hymn. We are sent forth to spread the Good News: Go!

### June 14 – Eleventh Sunday in Ordinary Time

Oh such beautiful images! Trees, branches, birds, seed, fruit. The mustard seed is our paradigm for evangelization. “The smallest of all the seeds on the earth. But once it is sown, it springs up and becomes the largest of plants” One person sharing his/her faith with one person, who shares with one person, who shares... Stories of God working in our lives, of prayers made and answered, of feeling the presence of Jesus – this is evangelization that builds the Kingdom of God. We walk by faith; have the courage to speak about it.

### June 21 – Twelfth Sunday in Ordinary Time

From Job to Mark, we are at sea today. God stills the “proud waves” and Jesus calms the stormy sea. And, in between, Paul reminds the young Church of Corinth, “behold, new things have come”. “Disciples in Mission” the Pastoral Plan for parish collaboratives is a new thing. Building on the good work has been, and is being done, in parishes, the Archdiocese has set sail on uncharted, sometimes turbulent, waters, clinging to Jesus’ words, ““Why are you terrified? Do you not yet have faith?”

For more information about the collaborative process, go to [www.disciplesinmission.com](http://www.disciplesinmission.com)

### June 28 - Thirteenth Sunday in Ordinary Time

“And they ridiculed him” The sentence is breathtaking. Jesus’ assurance that Jairus’ daughter was only asleep, not dead, was beyond belief to the gathered crowd, and they responded with ridicule. Today, in many parts of the world, people who proclaim Jesus are killed for being His followers. They go to their death believing in Him, proclaim Jesus Christ, Lord. As disciples, we are being asked to share with others how much Jesus means to us. Pray for the 21st century martyrs, and for ourselves. Ask for the courage to speak the name Jesus in your circle of family, friends, and co-workers.



# ARCHDIOCESE OF BOSTON

Bulletin Announcement

## Pastoral Care for the Sick and Homebound Workshop

We are planning and scheduling parishes to sponsor/host Pastoral Care to the Sick and Homebound Workshops for the Fall and the Spring for all five regions in the Archdiocese. The 12 hour workshops are six weeks long and meet once a week for two hours. Please let us know if your Parish is interested by emailing Karen Farrell at [kfarrell@rcab.org](mailto:kfarrell@rcab.org). Thank you.