

Ministerial Policies to Ensure a Safe Environment

Consolata Missionaries

March 2020

TABLE OF CONTENTS

	Page
I. LETTER FROM THE SUPERIOR GENERAL.....	1
II. SEXUAL ABUSE OF MINORS: A PUBLIC RESPONSE BY CONSOLATA MISSIONARIES	3
III. STANDARDS OF CONDUCT FOR MINISTRY WITH MINORS	4
1. Prohibited Behavior	5
2. Appropriate And Inappropriate Physical Contact.....	7
3. Training for Brothers And Priests Who Work With Minors	8
4. Supervision of Programs That Involve Minors	10
IV. CONSOLATA MISSIONARIES POLICY FOR REPORTING MISCONDUCT WITH MINORS AND THE INVESTIGATION OF CLAIMS	10
1. Boundary Violations	10
2. Abuse When the Victim Is Currently A Minor	11
3. Abuse When The Victim Is Now An Adult.....	12
4. All Reports and Allegations.....	12
5. Initial Response Protocols.....	13
6. Response to Victims	14
7. Response to Brothers And Priests.....	16
8. Communication With Other Involved Parties	16
9. Investigations	17
10. Decision-Making.....	19
V. POLICY FOR RESPONDING TO ALLEGATIONS OF SEXUAL ABUSE OF MINORS BROUGHT AGAINST A BROTHER OR PRIEST OF CONSOLATA MISSIONARIES	21
1. Preamble.....	21
2. Pastoral Response To Allegations Of Sexual Abuse Of A Minor	22

VI.	POLICY FOR RESPONDING TO ALLEGATIONS OF SEXUAL EXPLOITATION OF AN ADULT BROUGHT AGAINST A BROTHER OR PRIEST OF THE CONSOLATA MISSIONARIES WHO IS IN A PASTORAL OR PROFESSIONAL RELATIONSHIP WITH HIM/HER.....	24
1.	Preamble.....	24
2.	Pastoral Response To Allegations Of Sexual Exploitation/ Harassment.....	25
VII.	INDEPENDENT REVIEW BOARD PROCEDURE FOR RESPONDING TO AN ALLEGATION OF SEXUAL MISCONDUCT WITH A MINOR.....	27
1.	Resource File And Coordination Of Communications.....	27
VIII.	THE PROTECTION OF MINORS: THE FORMATION AND EDUCATION OF MISSIONARIES WHO RETURN TO MINISTRY IN THE UNITED STATES	28
1.	Rationale	28
IX.	POLICY FOR ETHICAL MINISTRY WITH VULNERABLE ADULTS	29
1.	Awareness Of And Commitment To Ethical Ministry With Vulnerable Adults	31
X.	CONSOLATA MISSIONARIES POLICY FOR INFIRM AND RETIRED BROTHERS AND PRIESTS	32
XI.	CONSOLATA MISSIONARIES POLICY FOR RELIGIOUS/PRIESTS IN RESIDENCE.....	32
	APPENDIX I.....	1
	I. KEEPING YOURSELF SAFE	1
	APPENDIX II	3
	I. PREACH THE GOSPEL AT ALL TIMES	3
	1. Introduction.....	3
	2. Guidelines	4
	3. Conclusion	8

I. LETTER FROM THE SUPERIOR GENERAL

Brothers in Christ:

The policies and procedures of the Consolata Missionaries contained in this handbook are intended to serve as a practical and effective response to the sexual abuse crisis of our times. We hope they will deter any such abuse in the future, provide comprehensive and swift response to all reports of abuse, and result in the strong and just response that all abuse survivors deserve.

These policies and procedures indicate the deep commitment, full transparency and accountability, and strenuous efforts of the Consolata Missionaries to ensure the safety of everyone who falls under our pastoral mission but especially minor-age children, young people and vulnerable adults.

Our policies and procedures are the words on these pages put into action. They outline standards of conduct for ministry with minors, policies for reporting misconduct with minors and the investigation of claims, policies for ethical ministry with vulnerable adults, procedures, social media guidelines, and other aspects of ministerial conduct that ensure nothing less than safe environments for the most vulnerable populations.

Our child and vulnerable adult protection efforts are reviewed by an independent audit agency that conducts onsite record inspections, interviews leadership, and reviews every complaint and the investigations into same.

The Consolata Missionaries address every claim with the utmost respect and compassion, investigations will be comprehensive and independent, and swift action will be taken to permanently remove a brother or priest from all ministries when abuse claims are substantiated.

Policies that safeguard children and vulnerable adults are as effective as the commitment of those charged with implementing these practices. As Superior General of the Consolata Missionaries, and with the support of my leadership, we are steadfast in protecting children and vulnerable adults against sexual abuse, misconduct and unlawful behavior of any kind. Where abuse has occurred, we

are committed to pathways of spiritual, emotional and psychological healing for abuse survivors and their families. Our policies and practices will be effective because we will stand by them, and because we will vigorously apply them and follow the guidance of our independent legal, law enforcement, and compliance partners.

If you have information about alleged sexual abuse by a brother or priest of the Consolata Missionaries against a minor or vulnerable adult, I encourage you to report it by calling Father Timothy Kinyua Gatitu, our Assistance Coordinator at 732 297 9191, or by writing to Consolata Missionaries Assistance Coordinator PO Box 5550, Somerset, New Jersey 08875-5550.

All of our ministerial policies and procedures for ensuring a safe environment can also be found on our website at <http://www.consolata.us/>. Please join me in praying that through the power of the Holy Spirit remorse for these atrocities can be converted into healing and reconciliation for abuse survivors and their loved ones. And please say an extra prayer for all of our good, holy and faithful brothers and priests.

Fraternally,

Father Stefano Camerlengo, IMC
Superior General,
Consolata Missionaries

II. SEXUAL ABUSE OF MINORS: A PUBLIC RESPONSE BY CONSOLATA MISSIONARIES

The Consolata Missionaries (the “Order”) know of the profound suffering and harm which incidents of sexual abuse of minors by some priests and members of religious orders have caused innocent people and the Church community at large. As brothers to all and as ministers within the Church, we must work to ensure the safety of all the people we serve, especially the safety of children. In regards to the sexual abuse of minors, we know and affirm that:

Sexual abuse of a minor (under 18 years of age) by a brother or priest is contrary to our vowed life and our profession to live the Gospel. The Consolata Missionaries will not tolerate or excuse the sexual abuse of a minor by a brother or priest of our Order.

Sexual abuse of a minor by a brother or priest is a crime. The Consolata Missionaries will report to civil authorities all allegations of sexual abuse of a minor that are brought against a brother or priest of our Order if the alleged victim is a minor at the time that the allegation is being made. If the alleged victim is an adult at the time the allegation is being made, he/she will be advised by the Consolata Missionaries of his/her right to report the alleged abuse to the appropriate civil authorities. This shall be the case regardless of whether the accused brother or priest is living, or dead, or whether he is a current or former brother or priest, and regardless of whether the allegations are believed to be credible at the time they are received. The Consolata Missionaries will assist the civil authorities with their investigations into the reported allegations.

Sexual abuse of a minor by a brother or priest is a misuse of power and a violation of trust and excludes a brother or priest from functioning as a public minister. The Consolata Missionaries will make full disclosure of allegations of sexual abuse of minors by a brother or priest of the Order to the local dioceses in which brothers or priests of the Order work. If an investigation into the allegations has established that a brother or priest is guilty of sexual abuse of a minor, the Consolata Missionaries will not

request permission from a local bishop for this brother or priest to function as a priest or as a public minister.

Consistent with our heritage, the Consolata Missionaries are committed to listening respectfully to all allegations made by a person who believes that he or she has been harmed by the sexual abuse of a brother or priest of the Order. When an allegation of sexual abuse of a minor has been found to have a reasonable foundation, the Consolata Missionaries will provide pastoral care to the people who may have been injured, including: the person who makes an allegation that he or she is a victim of sexual abuse by a brother or priest; the local community of brothers or priests; if appropriate, the people we serve in a particular ministerial setting; and the brother or priest who has been accused of sexual abuse with full respect to his civil and canonical rights to due process.

Our Order has developed and published a policy for responding to allegations of sexual abuse of minors and vulnerable adults brought against a brother or priest of the Consolata Missionaries. The text of this policy statement is available upon request at 732 297 9191 and is also published on the Consolata Missionaries website at <http://www.consolata.us/>.

In order to report an incident of sexual abuse of a minor by a brother or priest of the Consolata Missionaries, please contact: Father Timothy Kinyua Gatitu, Consolata Missionaries Assistance Coordinator, PO Box 5550, Somerset, New Jersey 08875-5550, or call 732 297 9191.

III. STANDARDS OF CONDUCT FOR MINISTRY WITH MINORS

The sexual abuse of minors is contrary to civil law and to the teachings of the Church and is prohibited. Brothers and priests of the Consolata Missionaries have a responsibility to protect minors from all forms of sexual abuse. Therefore, the Order provides the following guidelines for establishing and keeping boundaries with minors and other relationships in which the brother or priest is primarily acting as a representative of the Order.

Annually each brother and priest (and candidates for admission to the Order, as part of their application) will sign the policies for boundaries with minors,

indicating he has received, read and understands the Consolata Missionaries' policies.

1. Prohibited Behavior

- a. Using, possessing, or being under the influence of alcohol or illegal drugs while in the presence of minors;
- b. Using, possessing, or being under the influence of alcohol or illegal drugs while supervising minors;
- c. Known or suspected possession, distribution, downloading and/or intentionally viewing real or virtual child pornography;
- d. Providing or allowing minors to consume alcohol or illegal drugs;
- e. Swearing in the presence of minors;
- f. Speaking to minors in a way that is or could be construed by any observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating;
- g. Discussing sexual activities with minors unless it is a specific job requirement and the brother or priest is trained to discuss these matters;
- h. Engaging in any sexually oriented conversations with minors unless the conversations are part of a legitimate lesson and discussion for teenagers regarding human sexuality issues. On such occasions, the lessons will convey to youth the Church's teachings on these topics. If youth have further questions not answered or addressed by their individual teachers, they should be referred to their parents or guardians for clarification or counseling;

- i. Being nude in the presence of minors;
- j. Possessing sexually oriented or morally inappropriate materials (magazines, cards, videos, films, clothing, etc.);
- k. Sleeping in the same beds, sleeping bags or tents with minors;
- l. Engaging in sexual contact with minors. For the purposes of this policy, sexual contact is defined as vaginal intercourse, anal intercourse, oral intercourse or the touching of another (including but not limited to the thighs, genitals, buttocks, pubic region or chest) for the purpose of sexually arousing or gratifying either person;
- m. Brothers and priests are prohibited from transporting minors that are not family members without the written permission of their parent or guardian;
- n. Minors should be transported directly to their destination. No unplanned stops should be made;
- o. Brothers and priests are prohibited from having minors stay at their residence. Requests for exceptions should be submitted to the local Superior in writing two weeks prior to the visit;
- p. Changing and showering facilities or arrangements for brothers and priests must be separate from facilities or arrangements for minors; and
- q. Brothers and priests should refrain from engaging in any inappropriate conversations or discussions with minors via electronic communications or social media.

2. **Appropriate And Inappropriate Physical Contact**

- a. Brothers and priests are prohibited from using physical discipline in any way for behavior management of minors. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by minors.

- b. Appropriate affection between members of the Order and minors constitutes a positive part of Church life and ministry. The following forms of affection are regarded as appropriate examples for brothers and priests in ministry roles with minors:
 - Side-hugs;
 - Pats on the shoulder or back;
 - Handshakes;
 - “High-fives,” hand slapping, and fist bumps;
 - Verbal praise;
 - Touching hands, faces, shoulders and arms of minors;
 - Arms around shoulders;
 - Holding hands while walking with small children;
 - Sitting beside small children;
 - Kneeling or bending down for hugs with small children;
 - Holding hands during prayer; and
 - Pats on the head when culturally appropriate.

- c. Some forms of physical affection have been used by adults to initiate inappropriate contact with minors. In order to maintain the safest possible environment for minors, the following are examples of affection that are not to be used by any brothers or priests:
 - Inappropriate or lengthy embraces;
 - Kissing on the mouth;
 - Holding minors over four years old on the lap;
 - Touching buttocks, chests or genital areas;

- Showing affection in isolated areas such as bedrooms, closets, staff-only areas or other private rooms;
 - Being in bed with a minor;
 - Touching knees or legs of minors;
 - Wrestling with minors;
 - Tickling minors;
 - Piggyback rides;
 - Any type of massage given by minor to adult;
 - Any type of massage given by adult to minor;
 - Any form of unwanted affection; and
 - Compliments that relate to physique or body development.
- d. Brothers and priests have an obligation to report known or suspected boundary violations and/or inappropriate forms of physical affection toward minors (see reporting procedures).
- e. It is the policy of the Consolata Missionaries to interrupt and intervene in boundary violations before the activity may progress into criminal activity.

3. Training for Brothers And Priests Who Work With Minors

- a. The Consolata Missionaries will educate brothers and priests regarding the prevalence, identification, and prevention of sexual abuse of minors, giving special attention to topics that are of unique relevance to religious.
- b. All brothers and priests who serve in public ministry, even those who only occasionally serve in public ministry, must participate in a minimum of three hours of education over a three-year period. This training must include the following:
- i. Information about both preferential and situational type sexual offenders. Warning signs of both types of offenders must be clearly stated in the materials;

- ii. Information regarding self-protection from false allegations of sexual abuse of a minor, including what to do if one is concerned about being falsely accused;
 - iii. Information about child pornography being a crime both in canon and civil law;
 - iv. Information regarding abuse with vulnerable adults, including its nature as an offense considered in the United States Conference of Catholic Bishops document, “Charter for the Protection of Children and Young People”; and
 - v. Information on how to make a report to the civil authorities of known or suspected sexual abuse of a victim who is currently a minor in the jurisdictions where the member is assigned.
- c. Educational programs may be provided at the local or national level, but they should not be a repetition of the same program two years in a row.
 - d. Ongoing training programs will be provided and may include a variety of topics that support the prevention of the sexual abuse of minors more broadly, including the appropriate use of electronic communications and social media.
 - e. Only the Superior General, in consultation with the Delegate Superior, may excuse a brother or priest from the education programs addressing sexual abuse of a minor due to physical or medical difficulties and who will not be involved in public ministry.
 - f. Brothers and priests shall review the “ Code of Conduct” and sign a statement that they have read and understood the policy.

- g. Visiting religious who are not members of the Consolata Missionaries are expected to abide by these policies while residing in a Consolata Missionaries community.
- h. Brothers and priests who are returning from ministry outside of the U.S. will undergo an individual educational plan to ensure they are properly trained on these issues.

4. Supervision of Programs That Involve Minors

- a. Programs for minors in which brothers and priests are involved must be supervised by at least two adults.
- b. Brothers and priests in leadership roles shall be aware of all programs for minors that are sponsored by their parish, school or agency. A list of these programs shall be maintained in the central office and include activities, purpose, sponsors or coordinators of the programs, meeting times and locations. Leaders shall examine these programs and consider whether there is adequate supervision.
- c. The Superior General or the Delegate Superior will annually communicate with any organization in which a brother or priest is employed or in public ministry. Such communication will include the contact information of the Superior General and/or the Delegate Superior.

IV. CONSOLATA MISSIONARIES POLICY FOR REPORTING MISCONDUCT WITH MINORS AND THE INVESTIGATION OF CLAIMS

1. Boundary Violations

- a. Brothers and priests must report when they suspect that another brother or priest has or is violating the Order's policy on

boundaries with minors or when another brother or priest exhibits warning signs of inappropriate behavior with minors.

- b. The Order shall immediately intervene in situations where there is a potential risk of harm to an identifiable minor.
- c. This report is made directly to the Superior General or the Delegate Superior who, with the Assistance Coordinator, coordinates appropriate assistance for the at-risk brother or priest and draws up a written plan to ensure the on-going cessation of problem behaviors.

2. Abuse When the Victim Is Currently A Minor

- a. Brothers and priests must report known or suspected sexual abuse of a victim who is currently a minor to the appropriate civil authorities of the state in which the abuse allegedly occurred within 48 hours regardless of state mandatory reporting laws.
- b. The brother or priest who has first-hand knowledge of the known or suspected sexual abuse of a minor must be the person to make the initial contact with the appropriate civil authorities. This task cannot be delegated or passed on to others.
- c. If the alleged victim is a minor at the time the allegation is received, his or her identity must be provided to the civil authorities.
- d. Brothers and priests must report known or suspected possession, distribution, downloading and/or intentionally viewing real or virtual child pornography to the appropriate civil authorities within 48 hours regardless of the state mandatory reporting laws.

3. Abuse When The Victim Is Now An Adult

- a. Brothers and priests must report known or suspected sexual abuse of a minor to the Superior General or the Delegate Superior, even when the victim is no longer a minor, in accordance with the civil laws of the state in which the sexual abuse of a minor was alleged to have occurred, regardless of whether the accused brother or priest is still living or not.
- b. Individuals who have approached the Consolata Missionaries to report the sexual abuse of a minor must be advised of their right to report to civil authorities and should be encouraged to make a report.
- c. If the alleged victim is an adult at the time the allegation is received and consents, his or her identity will be provided to the civil authorities, provided the alleged victim consents to have his or her identity disclosed. If the alleged victim does not consent, he or she will be informed that his or her identity may be disclosed if required by the civil authorities.

4. All Reports and Allegations

- a. In addition to reporting to civil authorities, reports of suspected or known sexual abuse of a minor may be made (unless otherwise required to be disclosed by canon law) to any of the following:
 - i. The Superior General;
 - ii. The Delegate Superior; or
 - iii. The local Superior.

- b. Allegations of sexual abuse will be reported to civil authorities regardless of whether the accused brother or priest is living or dead, or whether he is a current or former member of the Order.

Reports and allegations of sexual abuse may come from a variety of sources, including alleged victims or their family members, diocesan offices, members of the Order, a colleague in the workplace or from an alleged perpetrator.

Because each case is unique, the following is a general outline of the response system for allegations of abuse but is not necessarily a procedure that is to be followed in the same way for each case. The process may be modified according to the nature of the allegation, the needs of the alleged victim and the circumstances of the accused brother or priest.

In every case, the Order commits itself to dealing pastorally with, and protecting the rights of, all those involved.

5. Initial Response Protocols

- a. The Order shall identify an Assistance Coordinator, qualified by education, training or experience, to respond to reports and allegations of sexual abuse by a current, former and/or deceased brother or priest of the Order. The Assistance Coordinator will have written guidelines for fulfilling this role.
- b. The Order will have written protocols for responding to reports and allegations of sexual abuse of a minor, indicating who is responsible for each part of the Order's response, and will document adherence to these protocols.
- c. When an allegation of sexual abuse is first received, the Assistance Coordinator shall attempt to gather sufficient information to complete a written preliminary report. The report should include the following information:
 - i. Name of the alleged victim;

- ii. Age of alleged victim;
 - iii. Address and phone number of alleged victim;
 - iv. Name of alleged perpetrator;
 - v. Approximate dates of alleged abuse;
 - vi. Nature, type and location of alleged abuse; and
 - vii. Any additional relevant details.
- d. All reports and allegations of the sexual abuse of minors shall be investigated by an outside agency. The complaint and the investigation report will be submitted to an independent audit agency.

6. Response to Victims

- a. When a person comes forward with an allegation of being sexually abused as a minor, the Assistance Coordinator or a Representative of the Order will explain the procedure and provide a guide explaining the procedure the Order follows in responding to allegations.
- b. The Assistance Coordinator or a Representative of the Order will offer to meet in person with the alleged victim if he or she so desires. The Assistance Coordinator or Representative will maintain a compassionate and pastoral manner regardless of the demeanor of the alleged victim, recognizing that the experience of sexual abuse and difficulty of coming forward may bring out strong emotions during the disclosure process.
 - i. It is recognized that some individuals who have experienced being sexually abused as minors may first approach the Order through legal proceedings. While this situation presents difficulties for assisting in the healing of the individual, representatives of the Order will offer, through the legal counsel of the individual who alleges being sexually abused

as a minor, to meet with him or her, as may be appropriate for the situation.

- ii. While it is the sincere desire of the Order to meet and assist all who claim to be victims of sexual abuse as a minor, the Order understands that when a victim of sexual abuse is represented by legal counsel, these direct opportunities become limited. However, the Order will, through a victim's lawyer, extend an offer to meet or assist the victim with healing.
 - iii. It is understood that some individuals who have alleged being sexually abused as minors may choose to not accept a meeting with representatives of the Order.
 - iv. It is recognized that some unusual circumstances may cause a meeting or even an offer of a meeting with an individual who has alleged being sexually abused as a minor to be impossible. The Order will document these circumstances and any alternative form of pastoral assistance that has been offered.
- c. The Assistance Coordinator of the Order will document every attempt to assist in the healing of an individual who has approached the Order to report being sexually abused as a minor by a current, former, or deceased brother or priest.
 - d. The Superior General or the Delegate Superior may also assign an Assistance Coordinator to provide support for the immediate and ongoing needs of individuals who have experienced sexual abuse and their families.

7. Response to Brothers And Priests

- a. The Order provides all brothers and priests with a basic procedure so that they will have an understanding of pastoral response to an individual who alleges sexual abuse of a minor and to ensure that the individual will be treated with respect and dignity.
- b. The Superior General or the Delegate Superior will inform an accused brother or priest of his right to seek canonical and civil counsel before any further conversation takes place. The Order recognizes that a brother or priest may need assistance to engage such counsel.
- c. The Superior General or the Delegate Superior will maintain contact with the accused brother or priest throughout the entire process.
- d. When the Assistance Coordinator has received the completed investigation report, either he or the Order will present the results of the investigation to the brother or priest and provide an opportunity to respond.
- e. During investigations by civil authorities or by the Order, the brother or priest who is the subject of the investigation will be temporarily removed from public ministry responsibilities and duties.

8. Communication With Other Involved Parties

- a. The Order shall notify the diocesan bishop where the alleged abuse took place, and where the accused brother or priest is currently residing, as appropriate to the circumstances.

- b. The Order will notify the employer of the place where the alleged abuse took place, and where the accused brother or priest is currently employed, as appropriate to the circumstances.

9. Investigations

- a. All information that is provided to the Order must be investigated, to the extent possible, including information that is provided anonymously.
- b. The Order's Assistance Coordinator, with the knowledge of the Superior General and the Delegate Superior, and through the assistance of the Order's legal counsel, will hire when appropriate a trained professional investigator to independently gather information regarding an allegation.
- c. In the cases of an established or undisputed allegation, an investigation will be conducted to identify any other potential victims and to obtain information to utilize when creating the on-going supervision plans for the brother or priest who has abused.
 - i. The Investigator will advise any parties that he/she represents the Order and that conversations with the Investigator are not subject to any attorney/client privilege.
 - ii. The Investigator will advise the parties that, although pastoral care is available, the Investigator will not be the one to provide that care.
 - iii. The Investigator, who shall obtain statements from the parties and any witnesses, will keep the Assistance Coordinator, Superior General and the Delegate Superior informed regarding the status of the investigation.

- iv. The Investigator will produce a written report and submit it to the Superior General and the Delegate Superior.
- d. All cases of sexual abuse of a minor reported must have:
 - i. a documented investigation; or
 - ii. documentation of the reason(s) an investigation is not possible or is not necessary.
- e. A summary of the investigation findings will be stored in the personnel file of the current, former, or deceased brother or priest who is the subject of the investigation.
- f. The Superior General, the Delegate Superior and the Order will cooperate fully with any investigation by civil authorities.
- g. When it has been established that a brother or priest has sexually abused a minor, the Order will always seek to assist the victim by means of pastoral outreach and support.
- h. Once an accusation is made and is investigated and deemed credible, the report is forwarded to the Independent Compliance Review Board for their review and recommendation to the Consolata Missionaries Delegation Council.
- i. The Order protocols provide for the pastoral care and treatment of the credibly accused brother or priest, offering him fraternal support in whatever penalties are imposed upon him by the legal system and/or the restrictions imposed upon him by the Order.
- j. If an allegation could not be established, the Order will reinstate the accused brother or priest to ministry and will work towards the restitution of his good name.

- k. If sexual abuse of a minor has been established through an investigation, civil authorities shall be contacted again and a follow-up report will be submitted, if requested. If further investigation indicates that the allegation is not established, civil authorities will be contacted to provide the additional information.
- l. The Order will strive to maintain the rights of all concerned in the process of an investigation of sexual abuse of a minor.
- m. Documentation of allegations, reports, responses, and investigations are confidential and shall remain with the office of the Order.

10. Decision-Making

- a. Upon the conclusion of the investigation, the Independent Review Board makes its recommendation to the Superior General and the Delegate Superior who exercise their judgment in delivering an appropriate response. If the accused brother or priest has admitted to the alleged violation, or in those cases where the allegation has been established, the Order's response could include any of the following:
 - i. psychological and medical assessment and intervention;
 - ii. restrictions on community life and personal activities; and
 - iii. limitations imposed on ministerial activities, including total removal from public ministry.
- b. The Order will inform the leadership of any organization or ministry in which the brother or priest has admitted to the sexual abuse of a minor, or in which the brother or priest has an established allegation of the sexual abuse of a minor. The Order

will maintain documentation concerning this communication with organizations, including any reasons why this communication was not possible or not feasible, if such is the case.

- c. In cases where an allegation of sexual abuse of a minor by a brother or priest has been established, the brother or priest will not return to public ministry.
- d. When an allegation of sexual abuse of a minor cannot be established, the Superior General or the Delegate Superior will coordinate communication with all appropriate parties so that reconciliation can take place where possible and repair of damage to reputations can be undertaken.
- e. In all instances, the final disposition of the matter rests with the Delegate Superior, always recognizing:
 - i. The brother or priest's right to appeal to the Holy See.
 - ii. It is the Delegate Superior's responsibility to communicate his decision to the person who made the complaint, to the brother or priest involved, and to other parties, including the Superior General, as necessary and appropriate.
- f. If at any time during the course of implementing these procedures, civil or criminal proceedings are initiated against the accused brother or priest, these procedures may be suspended immediately, to be resumed, if deemed necessary, only after the completion of the civil or criminal proceedings. In such a case, the Assistance Coordinator shall recommend to the Delegate Superior a possible course of action with respect to the accused brother or priest, in keeping with the intention of these procedures and in the interests of justice.

V. **POLICY FOR RESPONDING TO ALLEGATIONS OF SEXUAL ABUSE OF MINORS BROUGHT AGAINST A BROTHER OR PRIEST OF CONSOLATA MISSIONARIES**

1. **Preamble**

The Consolata Missionaries know of the profound suffering and harm which incidents of sexual abuse of minors by some priests and members of religious orders have caused innocent people and the Church community at large. As brothers to all and as ministers within the Church, we must work to ensure the safety of all the people we serve, especially the safety of children. In regards to the sexual abuse of minors, we know and affirm that:

Sexual abuse of a minor (under 18 years of age) by a brother or priest is contrary to our vowed life and our profession to live the Gospel. The Consolata Missionaries will not tolerate or excuse the sexual abuse of a minor by a brother or priest of the Order.

Sexual abuse of a minor by a brother or priest is a crime. The Consolata Missionaries will cooperate fully with civil authorities and will report to these authorities all allegations of sexual abuse of a minor that are brought against a brother or priest of our Order.

Sexual abuse of a minor by a brother or priest is a misuse of power and a violation of trust and excludes a brother or priest from functioning as a public minister. The Consolata Missionaries will make full disclosure of allegations of sexual abuse of minors by a brother or priest of the Order to the local dioceses in which brothers or priests of the Order work. When it is established that a brother or a priest is guilty of sexual abuse of a minor, the Consolata Missionaries will not request permission from a local bishop for this brother or priest to function as a priest or as a public minister.

Consistent with our heritage, the Consolata Missionaries are committed to listen respectfully to all allegations made by a person who believes that he or she has been harmed by the sexual abuse of a brother or priest of the Order.

When an allegation of sexual abuse of a minor has been found to be credible following an independent investigation, the Consolata Missionaries will provide counseling and/or pastoral care to the people who may have been injured.

2. Pastoral Response To Allegations Of Sexual Abuse Of A Minor

The Consolata Missionaries have established the following policies to guide our response to all allegations of sexual abuse of a minor brought against a brother or priest of the Order.

As missionaries, our first step in formulating a pastoral response to allegations of sexual abuse of a minor begins with the foundational principle that the Consolata Missionaries are projected beyond the borders of parishes, dioceses and of their country of origin. Our focus is towards the entire world.

From this fraternal perspective, the Consolata Missionaries, as a community of brothers and priests, have the responsibility to:

- i. protect and safeguard people, especially children, who are served by the brothers and priests of our Order from any form of sexual abuse;
- ii. listen respectfully and act upon all allegations of sexual abuse brought against a brother or priest of the Order;
- iii. educate ourselves and the people we serve about the pain, the harm, and the lifelong suffering that occurs when people are the victims of sexual abuse;
- iv. work to prevent the sexual abuse of a minor by adopting screening procedures within our application process for potential members and within our Initial Basic Formation Program, training new members; and
- v. assist civil authorities and church officials.

In addition, we maintain that each brother and priest of the Order has the responsibility to:

- i. report to the Superior General or the Delegate Superior any allegation of sexual abuse of a minor that is brought against another brother or priest of the Order;
- ii. report to the appropriate civil authorities any allegation of sexual abuse of a minor that is brought against another brother or priest of the Order; and
- iii. direct any person bringing an allegation of sexual abuse of a minor against another brother or priest of the Order to contact the Superior General, the Delegate Superior and/or the Assistance Coordinator.

Further, we hold that our Superior General and/or the Delegate Superior has the responsibility to:

- i. assist civil authorities and local dioceses in which we work, making full disclosure of all allegations of sexual abuse of a minor;
- ii. make full disclosure to the Independent Review Board of all allegations of sexual abuse of a minor and the independent investigation into same;
- iii. assist and support a brother or priest who has had an allegation of sexual abuse brought against him by providing fraternal support and independent legal and canonical counsel;
- iv. place on administrative leave from pastoral ministry a brother or priest who is under investigation either by the Order and/or civil authorities for an allegation of sexual abuse of a minor; and

- v. ensure that proper documentation of an allegation of sexual abuse of a minor by a brother or priest is recorded and maintained with the accused brother or priest's personnel file.

VI. POLICY FOR RESPONDING TO ALLEGATIONS OF SEXUAL EXPLOITATION OF AN ADULT BROUGHT AGAINST A BROTHER OR PRIEST OF THE CONSOLATA MISSIONARIES WHO IS IN A PASTORAL OR PROFESSIONAL RELATIONSHIP WITH HIM/HER

1. Preamble

The Consolata Missionaries know of the profound suffering and harm which incidents of sexual exploitation of an adult within a pastoral relationship by some priests and members of religious orders have caused innocent people and the Church community at large. As brothers to all and as ministers within the Church, we must work to ensure the safety of all the people we serve.

For the purpose of this policy, we understand that sexual exploitation of an adult involves any sexual activity/harassment with a person 18 years of age or older who is in a pastoral or professional relationship with a brother or priest. The pastoral or professional relationship is established when a brother or priest as a public minister counsels, teaches, or functions as a sacramental minister to one who seeks out these services. The pastoral relationship constitutes a restricted zone of behavior that exists because the one in power, the brother or priest, has a relationship with another based upon trust.

Therefore based upon the power differential that always exists, no matter who initiates a sexual action or how willing the person says he/she is, the brother or priest always has the responsibility to set appropriate boundaries regardless of the situation or circumstances and must avoid any sexual activity.

In regards to the sexual exploitation within a pastoral relationship, we know and affirm that:

Sexual exploitation of an adult within a pastoral relationship by a brother or priest is contrary to our vowed life and our profession to live the Gospel.

The Consolata Missionaries will not tolerate or excuse the sexual exploitation of an adult within a pastoral relationship by a brother or priest of the Order.

Sexual exploitation of an adult within a pastoral relationship by a brother or priest is a misuse of power and a violation of trust. As such, sexual exploitation of an adult seriously impairs and may, in some instances, exclude a brother or priest from functioning as a public minister.

When it is established that a brother or priest has indeed engaged in the sexual exploitation of an adult within a pastoral relationship, the Consolata Missionaries will require that the brother or priest receive appropriate psychological evaluation and treatment before assuming any further functions as a pastoral minister.

The Consolata Missionaries will inform the local diocese of any established act of sexual exploitation by a brother or priest before requesting permission from a local bishop for this brother or priest to function as a priest or as a public minister.

Consistent with our heritage, the Consolata Missionaries are committed to listen respectfully to all allegations made by a person who believes that he or she has been harmed by the sexual exploitation of a brother or priest of the Order. When an allegation of sexual exploitation of an adult within a pastoral relationship has been found to have a reasonable foundation, the Order will provide counseling and pastoral care to the person who has been injured and to others who may have been affected, including; the brother or priest who committed this offense, and if appropriate to the local brother or priest community, and to the people we serve in a particular ministerial setting. The Consolata Missionaries will honor the brother or priest's right to due process according to canon and civil law.

2. Pastoral Response To Allegations Of Sexual Exploitation/ Harassment

The Consolata Missionaries have established the following policies to guide our response to all allegations of sexual exploitation of an adult in a pastoral relationship brought against a brother or priest of the Order.

As missionaries, our first step in formulating a pastoral response to such allegations begins with the foundational principle that the Consolata Missionaries are projected beyond the borders of parishes, dioceses and of their country of origin. Our focus is towards the entire world.

From this fraternal perspective, the Consolata Missionaries, as a community of brothers and priests, have the responsibility to:

- i. Protect and safeguard people who are served by the brother and priests of our Order from any form of sexual exploitation;
- ii. Listen respectfully and act upon all allegations of sexual exploitation brought against a brother or priest of the Order;
- iii. Educate ourselves about the pain, the harm, and the life-long suffering that occurs when people are the victims of sexual exploitation;
- iv. Work to prevent the sexual exploitation by adopting screening procedures within our application process for potential members and within our Initial Basic Formation Program by training new members; and
- v. Assist church and civil authorities.

In addition, we maintain that each brother and priest of the Order has the responsibility to:

- i. report to the Superior General or the Delegate Superior any allegation of sexual exploitation that is brought against another brother or priest of the Order; and
- ii. direct any person bringing an allegation of sexual exploitation against another brother or priest of the Order to contact the Superior General, the Delegate Superior and/or the Assistance Coordinator.

Further, we hold that our Superior General and/or the Delegate Superior has the responsibility to:

- i. assist local dioceses in which we work, making full disclosure of any violations of sexual exploitation of an adult within a pastoral relationship;
- ii. make full disclosure to the Independent Review Board of all allegations and investigation of sexual exploitation of an adult brought against a brother or priest;
- iii. assist and support a brother or priest who has had an allegation of sexual exploitation brought against him by providing fraternal support and, if necessary, canonical and legal counsel; and
- iv. ensure that proper documentation of an allegation of sexual exploitation of an adult by a brother or priest is recorded and maintained with the accused brother or priest's personnel file.

VII. INDEPENDENT REVIEW BOARD PROCEDURE FOR RESPONDING TO AN ALLEGATION OF SEXUAL MISCONDUCT WITH A MINOR

1. Resource File And Coordination Of Communications

The Assistance Coordinator will establish a resource file in the Consolata Missionaries Office which contains up to date:

- a. policies on sexual abuse in the dioceses and institutions where brother or priests of the Order work;
- b. the State law where brother or priests of the Order work; and
- c. educational references and materials on the topic of the sexual abuse of minors.

The Assistance Coordinator, in consultation with the Delegate Superior will be responsible for coordinating all internal and external communications about any allegation of sexual abuse of a minor that is brought against a brother or priest in the Order.

VIII. THE PROTECTION OF MINORS: THE FORMATION AND EDUCATION OF MISSIONARIES WHO RETURN TO MINISTRY IN THE UNITED STATES

1. Rationale

Effective training about the sexual abuse of minors can teach brothers and priests of the Order about their role as protectors. In addition, training about the sexual abuse of minors is designed to provide instruction to brothers and priests on how to recognize and respond to inappropriate interactions that may indicate that an adult poses a high risk to sexually abuse a minor.

It also educates brothers and priests on how to monitor high-risk activities and locations and how to protect themselves and their brothers/colleagues from false allegations of sexual abuse of a minor. Training also communicates that the Order has shown due diligence in its attempts to prevent the sexual abuse of minors, and it sends the message: “We will not tolerate any form of abuse in this Order”. All child-serving industries are accountable for this key component of sexual abuse of minors’ risk management.

In accord with the Conference of Major Superiors of Religious Men, the Consolata Missionaries adopt the following:

The Consolata Missionaries will educate its brothers and priests, upon return from the foreign mission of the prevalence, identification, and prevention of sexual abuse of minors, giving special attention to topics that are of unique relevance to religious.

The Order will orient those who are returning from ministry outside of the U.S. as well as international brothers and priests who are coming for

ministry within the U.S. and who are under the authority of the local Institute.

Prior to receiving an assignment or making a request for faculties, every returning missionary will be expected to participate in a mentored program of study that will include:

- a. The USCCB's policies on the Standards for the Protection of Minors, a briefing on the history of the problem of the abuse of minors in the U.S. and the Order's response both before and after the original Standards for the Protection of Minors were adopted by the USCCB in 2001.
- b. A briefing on all the Consolata Missionaries Policies and Procedures with regard to the protection of minors and ministry with vulnerable adults, including their agreement to observe those procedures.
- c. The ongoing requirements for compliance, including the annual meeting with their local Superior, active participation in the ongoing education/formation activities, their agreement to observe the policies with regard to ministry with minors, vulnerable adults and the observance of appropriate boundaries, and obligation to report any knowledge they might have that someone (brother or priest or other minister) may have been or is being abused or may abuse.

IX. POLICY FOR ETHICAL MINISTRY WITH VULNERABLE ADULTS

Adults with cognitive impairments or other conditions that inhibit their ability to give consent are defined as vulnerable adults for the purpose of this policy. Brothers and priests ministering to vulnerable adults should maintain appropriate boundaries using the *Standards of Conduct for Ministry with Minors* as a guide. This policy addresses boundary violations; should conduct between a brother or

priest and a vulnerable adult involve sexual activity then the *Policy for Responding to Allegations of Sexual Exploitation of an Adult Brought against a Brother or Priest of Consolata Missionaries who is in a pastoral or professional relationship with him/her* should be followed.

- a. A brother or priest who is aware that another brother or priest has violated appropriate boundaries while working with a vulnerable adult should bring this to the attention of the brother or priest's local superior or his ministry leader. If the brother or priest violating boundaries is the local superior or ministry leader, the brother or priest who has knowledge of violated boundaries should call the Delegate Superior.
- b. The local superior/ministry leader should investigate the allegation: [1.] speaking to the brother or priest who reported the violation, [2.] the brother or priest alleged to have violated boundaries, and, if necessary, [3.] others who may have witnessed the violation.
- c. In the initial investigation, the local superior/ministry leader should use the policy on ethical ministry as a basis for his questions.
- d. If there was a violation of boundaries, or, if substantial suspicion of the violation of boundaries remains, the local superior/ministry leader will inform the brother or priest and advise him of what he has discovered in his preliminary investigation of the accusation.

If the brother or priest acknowledges that he has committed a boundary violation, he should discuss the circumstances with the local superior. They should reach a mutual agreement as to the circumstances and to determine how to best ensure that the brother or priest is committed to responsible ministry with adults in the future. Depending on the circumstances, the brother or priest may be prohibited from being involved in ministry for a period of time or be supervised in his

ministry. At any point during this process, the accused brother or priest has the right to speak with the Superior General and/or the Delegate Superior.

- a. Depending on the circumstances, the Superior General or the Delegate Superior may undertake the investigation, as described above, or arrange for an independent investigation of the accusation.
- b. If the accused brother or priest continues to deny the boundary violations and the investigative evidence is non-conclusive, the Superior General or the Delegate Superior will advise the brother or priest and his local superior/ministry leader that his ministry with vulnerable adults will be limited and/or closely supervised and reviewed periodically. The local superior/ministry leader will ensure that this supervision takes place.
- c. If the accused brother or priest admits to the violations, or the investigation substantiates the allegation, the Superior General or the Delegate Superior will assist the brother or priest in seeking appropriate professional help that will: (a.) address the boundary violations, (b.) attempt to identify underlying causes, and (c.) determine an appropriate course of treatment (e.g., counseling, education, and/or more in-depth treatment as might seem appropriate). An appropriate safety plan will be put in place. It should be reviewed annually and amended as seems appropriate in consultation with the Superior General, the Delegate Superior or the Assistance Coordinator.

1. Awareness Of And Commitment To Ethical Ministry With Vulnerable Adults

- a. All brothers and priests will review Code of Conduct and agree in writing to comply with the policies.

- b. Local superiors or ministry leaders will document any allegations of boundary violations and the steps taken to investigate them. These records will be maintained in a confidential location and communicated to any new local superior or ministry leader.
- c. Cases of boundary violations that are brought to the Superior General or the Delegate Superior and the steps taken to address them will be documented by the Superior General or his delegate and the records maintained in a confidential location.
- d. All cases of boundary violations with vulnerable adults will be reported to the Independent Compliance Review Board

X. CONSOLATA MISSIONARIES POLICY FOR INFIRM AND RETIRED BROTHERS AND PRIESTS

Brothers and priests who are confined to an infirmary and brothers and priests who are retired with no ministerial involvement are not expected to participate in the continuing education programs in connection with the protection of children or ministry with vulnerable adults.

XI. CONSOLATA MISSIONARIES POLICY FOR RELIGIOUS/PRIESTS IN RESIDENCE

All religious and/or priests who are residing in a Consolata Missionaries residence, and are not members of the Order, are required to be compliant with the standards for the protection of minors and ministry with vulnerable adults. They may elect to:

- a. participate in the Order's compliance verification program;
- b. participate in the compliance verification program of their religious institute; or
- c. participate in the Diocesan compliance program.

APPENDIX I

I. KEEPING YOURSELF SAFE

Appropriate displays of affection in ministry:

- asking permission before touching
- hugs
- pats on the shoulder or back
- handshakes or fist bumps.
- “high fives” and hand slapping
- verbal praise, i.e. “good job”
- touching hands, face, shoulders, arms
- arms around shoulders
- holding hands during prayer or when person is upset
- holding hands while walking with small children
- sitting close to small children in a public space
- kneeling or bending down for hugs with a small child in public
- holding or picking up children 3 years of age and younger

Inappropriate displays of affection in ministry:

- any form of unwanted affection
- full frontal hugs or “bear hugs”
- touching bottoms, chests or genital areas
- laying down or sleeping beside minors
- massages
- patting children on the thigh, knee or leg
- tickling or wrestling
- touching or hugging from behind
- games involving inappropriate touching
- kisses on the mouth
- showing affection in isolated areas of the program such as bedrooms, closets, restricted areas, or other private rooms
- compliments that relate to physique or body development

Behaviors that have led to false accusations:

- meeting alone in isolated places
- showing favoritism
- engaging in physical contact that was misinterpreted
- wearing provocative or revealing attire
- giving money to a “special minor”
- meeting in homes and in bedrooms without others present
- being nude in front of minors
- sleeping in the same bed with minors
- giving special or secret gifts
- graphically discussing sexual activities or allowing others to do so
- keeping secrets about relationships
- having “secret relationships”
- failure to adhere to uniform or accepted standards of affection
- showing affection when no one else is around
- staring while others are dressing
- commenting on minors’ bodies
- taking pictures while minors are dressing or showering
- shaming or belittling an individual
- inappropriate online conversations with minors
- sharing obscene photographs with minors online or in person

APPENDIX II

I. PREACH THE GOSPEL AT ALL TIMES

Guidelines for Evangelizing Through Social Media

1. Introduction

Pope Francis constantly urges us to “go into the streets, to the outer reaches of society” with words of mercy and hope. Social media is one potent way of doing this. As Pope Benedict has said, “The world of digital communication, with its almost limitless expressive capacity, makes us appreciate all the more St. Paul’s exclamation, ‘Woe to me if I do not preach the Gospel.’”

Social media and electronic communication provide brothers and priests and partners-in-ministry with a way to exchange information and ideas faster and farther than ever before. Because this electronic frontier is also one with its own dangers and pitfalls, it is the hope that this *Social Media Guideline* can help navigate that new territory so that the Consolata Missionaries might make the best use of these exciting tools of communication and evangelization.

As background, the online encyclopedia Wikipedia defines **social media** as “media designed to be disseminated through social interaction, using highly accessible and scalable publishing techniques. Social media use Web-based technologies to transform and broadcast media monologues into social media dialogues.” Social media commonly refers to (but is not limited to) the following Web- or app- based protocols: Facebook, Twitter, blogs, and YouTube. Since the landscape of social media is constantly changing, this list could be in a near constant state of evolution.

Through photos, words and videos, social networking sites can be used to post a variety of items and themes – announcements, homilies, reflections, event dates, links, catechetical and prayer resources, and follow-up about significant events. In addition to communicating specific information, they can strengthen the sense of community both within Orders and among our partners-in-ministry. There is little doubt that the Internet provides those who serve the Gospel with a

creative opportunity to share the Word and the uniqueness of our way of life in imaginative, immediate, and engaging ways.

Social media offers both opportunities and challenges to those who use them. Precisely because of the ability to disseminate information worldwide so quickly and easily, it is essential that these resources be used in a professional, mature and responsible manner.

2. Guidelines

The following guidelines and cautions are provided as an aid to effective use of social media. Sloppy use of this means of communication will result in constituents being confused by the information offered, or worse, by receiving a negative impression of the Consolata Missionaries. When using social media and other electronic communications, the Consolata Missionaries organizations — including brothers and priests, staff and volunteers — are advised to keep in mind the following:

- a. All communication by brothers and priests and partners-in-ministry mirrors the Church and the Order. Social media are a global platform. Once something is posted, it is available and visible to anyone in the world who visits that site. Mindful of the public nature of social media, all content should be characterized by charity and should not contradict the vision and mission of our way of life. Staff members and ministry volunteers are encouraged to keep in mind these guidelines.
- b. All publicly available online information (profile information, postings, updates, and the like) should be consistent with the same professional Codes of Conduct followed in other public areas of ministry.
- c. Images (photos, videos and graphics) are powerful. Care should be taken in the selection of the images posted assuring that all

photos and videos are appropriate and respectful. Specifically, the following should never be posted:

- i. Images that contain any level of nudity
 - ii. Images that are provocative or suggestive
 - iii. Images that contain a child alone or children by themselves (with no adult in the photo) unless specifically ministry related and the permission of a parent or guardian has been obtained in line with the policies of your respective Order and diocese.
 - iv. Images that contain personal or identifying information (names, addresses, phone numbers, license plates, etc.)
 - v. Images that depict an illegal act or activity
 - vi. Images that contain vulgar symbols or gestures
 - vii. Images that are likely to be offensive to a reasonable person
- d. The fact that online information is widely available should always be kept in mind. Though privacy settings are available, very little information can be limited to a small audience. Deleting information, posts, photos and comments is often possible but sometimes difficult. What is posted will be visible for a long time.
- e. Interaction with minors through social media requires caution. Because the safety of children is always our priority in ministry, a few important reminders regarding appropriate interaction with minors through social media should be kept in mind:

- i. Be sure to obtain permission from a minor's parent/ guardian before contacting the minor via social media or before posting pictures, video, and information that may identify that minor. Frequently, written permission is obtained.
 - ii. Make parents aware if social media are being used by their minor children in relation to your ministry.
 - iii. Save copies of conversations whenever possible, especially those that concern personal sharing. (This may be especially important with text messaging.)
 - iv. Adhere to the policy of your local diocese.
- f. Aim to keep posts appropriate, clear, respectful and always characterized by charity.
 - g. Be responsible. When in doubt about the content or tone of a post, leave it out. Although the style of social media text is informal, text should avoid sounding immature or unprofessional.
 - h. Be mindful that text does not always convey tone. Be cautious in the wording of posts (especially sarcasm meant as humor) since tone can often be misunderstood.
 - i. Identify yourself: authenticity and transparency are driving factors in the blogosphere and social media. When appropriate, provide your name and your role at your organization when you blog about topics that are related to your mission.
 - j. Respect the privacy of others. Do not publish or cite personal details and photographs of employees, volunteers, members of a ministry community, etc., without their permission.

- k. Always comply with copyright laws and requirements.
- l. Post a clear Code of Conduct for visitors to organizational websites and/or social media accounts. Do not allow defamatory, libelous, or slanderous speech. Example: “All posts and comments should be marked by charity and respect for the truth. They should be on topic and presume the good will of other posters. Discussion should take place primarily from a faith perspective. No ads please. Violations to these rules will be deleted.”
- m. Monitor postings regularly and remove posts that do not abide by site policy or individual standards. It’s your site/page and you can police it as you see fit.
- n. If problems arise with objectionable posts, consider strengthening privacy settings as a way to prevent postings from people whose topics or tone may be objectionable.
- o. While anyone is free to create and maintain personal websites and social media content, users should be mindful that even personal sites must reflect Catholic and Consolata Missionaries values. It is important to understand that we are witnessing to the faith and to our Consolata Missionaries way of life through all social networking, whether organizational or individual. On personal sites like blogs, it is recommended to include a disclaimer, such as “The views expressed on this site are mine alone and do not necessarily reflect the views of my employer.”
- i. Be careful about online associations. The people and organizations (pages, groups) with whom you connect (“like” or join) convey an image. (Ex: A status update such as “Br. John likes ‘Let’s burn down churches’” would arouse curiosity and probably concern.) On social media sites, be alert to the links on your profile page and what they convey.

The image and intent of followers and friends affect one's own image.

- ii. Never disclose confidential information about yourself, individuals or the organizations you serve.

3. Conclusion

Consolata Missionaries USA strongly encourage the use of social media by its members. These tools serve as an effective way to spread the Gospel and our spirituality, to make visible the good works that we do in so many places, and to prove to be a valuable way to recruit vocations to our way of life.

By keeping in mind that every post and comment — both text and images — convey an impression of a person, our ministry and the Order, the posts can be a valuable method of sharing the Gospel.

Additional information is available from a variety of resources, including:

- a. Website of the United States Conference of Catholic Bishops, from which sections of this document are based:
<http://www.usccb.org/about/communications/social-media-guidelines.cfm>
- b. Praesidium <http://www.praesidiuminc.com/>

This booklet contains various policies of the Consolata Missionaries regarding the protection of minors and the creation of a safe environment for all. If you have any questions regarding the content of this booklet, please contact the Assistance Coordinator at 732 297 9191.

This booklet is published by the Delegate Superior's Office, at 2624 State Route 27, North Brunswick, New Jersey 08902.