

ASQ is a quarterly publication for all diocesan and parish finance council members. Published by the Diocese of Shreveport.

THE CATHOLIC CENTER
3500 Fairfield Avenue
Shreveport, LA 71104

PHONE: 318-868-4441
FAX: 318-868-4605
WEB: www.dioshpt.org

ADMINISTRATIVE SERVICES QUARTERLY

THE MINISTRY OF ADMINISTRATION

EDITOR: SHERRY SWANEY HEFLIN
CONTRIBUTING WRITERS INCLUDE:
JILL BRANIFF,
Director of Business Affairs,
jbraniff@dioshpt.org ;
JOHN MARK WILLCOX,
Director of Development & Public Relations,
jwillcox@dioshpt.org ;
CHRISTIE WEEKS,
Director of Human Resources,
cweeks@dioshpt.org

NOVEMBER 2003
Volume 2,
Number 1

Criminal Background Checks and Safe Environment Efforts *in the Diocese of Shreveport*

Articles 12 and 13 of the United States Conference of Catholic Bishops' *Charter for the Protection of Children and Young People* apply directly to our personnel administration in parishes, schools, and other diocesan organizations. Article 12 requires the establishment of safe environment programs to educate and train about the nature and prevention of child sexual abuse. Article 13 specifies that background checks shall be obtained on all personnel who have regular contact with minors. Diocese of Shreveport Parish Finance Council Members are strongly urged to promote cooperation in all diocesan efforts to ensure that children and young people are safe and that those who

minister to them can do so confidently.

Criminal Background Checks

In fulfillment of the Charter and our *Diocesan Policy Concerning Sexual Abuse of Minors by Clerics, Employees or Commissioned Volunteers*, all current employees and volunteers who work with children will be screened over the next several months.

Demonstrating their leadership, our clergy were the first to undergo criminal background screening. Catholic Center staff and subsequently all parish employees and all volunteers who have regular contact with children will be screened. Effective January 1, screening

results must be received before new employees and new volunteers begin service.

The basic screening procedure includes:

The employee/volunteer signs the diocesan form authorizing the 7-year criminal background check. (Additional reports can be ordered for those who drive on parish/school business or activities, or is in a position with financial responsibilities).

The form is sent to the Office of Human Resources, which orders the background check.

Results are received by the Director of Human Resources. The parish is then notified that it is free to engage an employee or volunteer. If results indicate a problem, the Vicar General is notified and after consultation the parish is notified of the

Page 2
Criminal
Background
Checks & Safe
Environment
Safety Sound Off

Page 3
Connecting with
Generation Y
Parish Software
Deals

Page 4
Latest
News
from the
Business Office

SAFETY SOUND OFF

Fall Safety Reminders

- It gets dark early, check for adequate outside lighting. Consider motion lights for key areas.
- Walk through the entire parish property and identify areas that should be locked when not in use. Remind everyone about areas that are off limits to children.
- Check batteries in smoke and carbon monoxide alarms.
- Check filters in heating units. Make sure no flammable substances are near sources of heat.
- Remove overhanging limbs that could damage roofs in a storm.
- Stress the importance of worker safety measures. Workers' compensation claims significantly impact insurance premiums.

learn his or her lines, we must have the many points of *Protecting God's Children* reinforced so they become part of our everyday observance and behavior.

More than 85 percent of the population has access to the Internet, in their own homes, public libraries, church parishes, or through relatives. The training bulletins take approximately 20 minutes per month to read. Internet based training provides a high degree of retention and is one of the most cost-effective tools available. Ongoing training is **critical** to successfully provide a secure environment for children, young people and those who minister to them.

Please remind all who work in our parishes of the importance of continued training. Also, encourage **all** concerned adults to attend *Protecting God's Children*. We are fortunate in our diocese that the continued training is available to any parishioner who has attended an awareness session. Our goal is not just a safer church environment, but also a safer world for all children!

CHRISTIE WEEKS
Office of Human Resources

decision to accept or deny the individual's service.

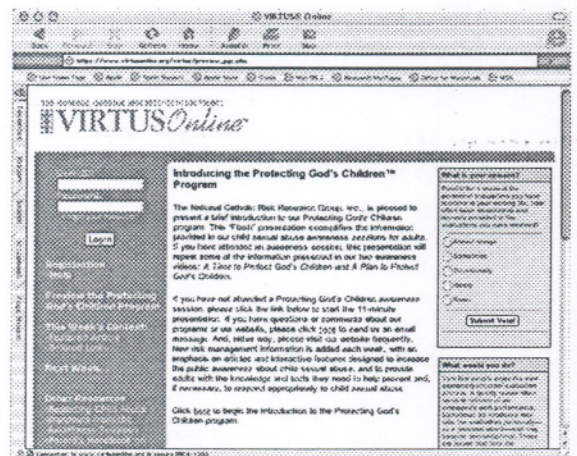
All results are kept in a locked, confidential file. All procedures are subject to the Fair Credit Reporting Act and the Code of Canon Law.

Each location will receive a copy of the *Diocese of Shreveport Policy and Procedures for Conducting Background Investigations*. Inservice workshops will be held the first week of December for parish and school administrators responsible for personnel (paid and volunteer) management. Planned topics are:

- Revised employee and volunteer application forms
- Conducting reference checks
- Background authorization forms
- Explanation of civil and church laws and regulations relative to the process

Safe Environment Programs

To date more than 1600 persons have participated in the *Protecting God's Children*™ education and awareness session. Several Parish Finance Council Members demonstrated by their presence a personal commitment to child safety. Only 480 persons are participating in the key ongoing Internet training component. The three-hour session is extremely successful at raising awareness. However, just as an actor reads and studies a script numerous times to



Log on to www.virtusonline.org
website for continuing education in
Protecting God's Children®

Connecting WITH



Generation Y

New ideas are being tested by many non-profits (including Churches) to entice the newest generation of potential donors, people born mainly between the 1980s and 1990s. Known as Generation Y (because it comes after generation X), Generation Net Kids (because of the huge influence of the Internet), and the Millennial Generation (many experts believe this population starts with the graduating high-class of 2000), or in strict demographic terms, anyone born between 1977 and 2002. That would make them as old as 26, although other analysts set the cutoff at 21.

While many religious traditions discount Generation Y as being too young to make a dent in the parish budget, others see a big opportunity. More than 70 million Americans fall into that age group, as Generation Y is larger than Generation X and comparable in size to the mammoth baby-boom generation.

The buying power of these young people is certainly not discounted by the clothing and entertainment industries, as well as those who market a host of other items, which cater to their particular needs. More than any other defining characteristic, this group is a product of the Internet – and the rapid-fire communication that it brings to them from around the world. If you are unable to provide them with quick information, they move on to something else.

As a result, many churches are redesigning their web sites to make them more appealing to young people by adding web pages specifically for teenagers and young adults. To get good results in both recruiting these people to, and keeping them within the Church structure, messages to these young adults need to be direct, with strong colors and graphics that have

unexpected, off-beat images that can compete with a popular culture that emphasizes fast paced high technology. Church web sites should include games and projects with a youthful sensibility, playful graphics and an opportunity to delve deeper if desired. These internet visitors also desire occasional on-line conversation with pastors and other young parishioners.

Beyond computerized appeals, churches are focusing on other characteristics of young adults, including their close bond with their parents. (An aspect not shared by Generation X or Boomers). Generation Y and their parents like to do things together and Churches that promote family activities should benefit from this knowledge. Millennials are better traveled than young people from previous generations and have been exposed to the values and traditions of Catholics from a larger array of cultures on the web.

Millennials are competitive, and hold the strong belief that they will be successful in life. In addition, many have already been active in raising funds. Six-teen percent of Millennials have participated in walking, running, or bicycling for a charity, while 28 percent had done even more volunteer work for a charitable cause.

While it is certainly a challenge to reach and develop the talents of this new core of Catholic believers within our society, the potential of activating Generation Y as active promoters of the Gospel is limitless.

JOHN MARK WILLCOX

Development of Public Relations

If your parish is in need of software!

The Diocese of Shreveport has special purchasing agreements with several vendors that will allow you to acquire software at a discount.

In most cases, a minimum order is not required. Currently, we have agreements with Adobe, Microsoft, Macromedia, and Symantec.

If you are interested, contact Patricia A. Pillors, Director of Information Systems for details. Thanks!

PATRICIA A. PILLORS
Director, Information Systems
Diocese of Shreveport
318.868.4441 x 315
318.219.7316 FAX
318.868.4605 alt. FAX
ppillors@dioshpt.org

From the Business Side with our New Diocesan Business Officer

Jill Braniff

There have been some changes in the business office personnel:

- Mike Schofield retired at the end of August, and has moved on to fulfill a life long dream working in the food industry.
- I took over Mike's position as the Diocesan Business Officer. Please feel free to contact me at 219-7273 with any questions you may have.
- Marge Glennon has been promoted to Accounting Supervisor. Marge handles all general accounting and payroll for the Diocese and Catholic Child Nutrition. Please feel free to contact Marge at 219-7272 with any payroll or accounting questions.
- Barbara Boulanger, Staff Accountant, handles all accounts payable and accounts receivable for the Diocese. She also is the lead contact for St. Joseph Cemetery research and information. Please feel free to contact Barbara at 219-7319.
- Cindy Ellis is our new Secretary and Accounting Clerk. She takes care of general information and the Diocesan Service Appeal receipts. You can reach her at 219-7270.

Diocesan Insurance Coverage Information:

According to our insurance representatives at Gallagher Basset Services, Inc., the following procedures should be followed when either renting or donating the use of any portion of church property on a regular basis to an organization or individual:

- Organization must present Certificate of Insurance for no less than \$1,000,000 coverage*
- Diocese of Shreveport / Church Parish must be noted as additional insured*
- Certificate of Insurance should state that the organization's insurance represents primary coverage (Diocese of Shreveport insurance would be secondary coverage)*

These procedures are not necessary when an organization or individual rents or uses any portion of church property for a single occasion.

A separate insurance policy, Special Events Coverage, can be purchased from the Diocese of

Shreveport for such an occasion. If Special Event Coverage is declined, then the preceding requirements will apply.

Also, any vendor providing activities such as pony rides, inflatable space walks, slides, etc. on Diocesan property must also present a Certificate of Insurance that contains the provisions noted above.

Audit Results:

Our audit report for the fiscal year ending June 30, 2003 has been completed and issued. Our accountants, KPMG, issued an unqualified "clean" opinion, with no management modification. If anyone wishes to have a copy of this audit, please feel free to contact the Business Office.

Annual Clergy/Business Meeting:

The Annual Clergy/Business Meeting has been scheduled for November 25th at the Catholic Center. This meeting is held annually during which I present the Annual Consolidated Financial Report for the Diocese of Shreveport. A copy of the report will be made available to your Pastor. I encourage you to review it, as it includes a comprehensive look at the operating results on the Diocese.

Parish Reviews:

Parish reviews of Agreed Upon Procedures are currently being conducted in both the Western and Southern Deaneries. I will set up exit interviews with the pastor and finance council of those parishes affected once the reports are received from the respective accounting firms.

Insurance Summaries:

I have made the request to Arthur J. Gallagher Insurance Company to issue insurance summaries on all our basic coverage, and they will issue this summary by the end of this year. This summary will include materials such as automobile coverage, property coverage, deductibles, etc.

*Thanks for all you do to
support your
parish and the diocese.*