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Ethics & Integrity
In Ministry

2025 EIM Audit Survey

Preventing Abuse and Providing Healing

ETHICS & INTEGRITY IN MINISTRY

EIM Instructions

Instrucciones EIM

Empowering God's Children

Information for Site Admins and Facilitators

2025EIMaudit

Main Audit Survey for 2024 - 2025

Audit Period: July 1, 2024 – June 30, 2025

Due Dates
Schools: May 20th, 2025
Parishes: June 1st, 2025

Audit Period: July 1, 2024 – June 30, 2025
The USCCB requires that Pastors/Principals review the information that is submitted in the audit. A Pastor/Principal may sign off on the hard copy and have their verification transferred by the person submitting

Report Abuse

EIM Policies

Lay presenter application

Resources & Information

the audit, or they can be present to check off the actual audit survey online.

Click the **?** beside the following questions to see further instructions/information.

Once submitted, the EIM Office will email you to confirm we have received it. We will then review the information and send a follow up email with further information.

DATE REQUIRED

General Information

PARISH OR SCHOOL? ❓ REQUIRED

(Select One) ▾

NAME OF PARISH / SCHOOL REQUIRED

CITY OF PARISH/SCHOOL REQUIRED

PASTOR / PRINCIPAL'S NAME ❓ REQUIRED

NAMES OF ALL PAROCHIAL VICARS / VICE PRINCIPALS ❓ REQUIRED

NAMES OF ALL PERMANENT DEACONS (IF SCHOOL, PUT N/A) REQUIRED

LIST ALL FULL ACCESS SITE ADMINS DESIGNATED TO SITE REQUIRED

LIST ALL VIEW ONLY ACCESS SITE ADMINS DESIGNATED TO SITE REQUIRED

NUMBER OF REGISTERED FAMILIES (PARISH) OR NUMBER OF ENROLLED CHILDREN (SCHOOL) REQUIRED

WHAT GRADES (K-12) DOES THE PARISH FAITH FORMATION INCLUDE OR DOES THE SCHOOL TEACH?

❓ REQUIRED

- ☐ K - 2nd
- ☐ 3rd - 5th
- ☐ 6th - 8th
- ☐ 9th - 12th

ARE THERE ANY MISSING GRADES FROM THOSE YOU CHECKED OFF (FOR EXAMPLE, NO STUDENTS THIS YEAR IN 3RD GRADE?). IF SO, LIST MISSING GRADES BELOW. IF NONE MISSING THIS YEAR, PUT N/A. REQUIRED

PRINCIPAL LANGUAGES SPOKEN AT SITE ❓ REQUIRED

- ☐ English
- ☐ Spanish
- ☐ Korean
- ☐ Vietnamese

☐ Other Not Listed (email EIM w/ this information please)

EIM Communication Info

URL FOR THE GENERAL PARISH/SCHOOL WEBSITE ❓ REQUIRED

URL OR DIRECTORS TO GET TO EIM SPECIFIC INFORMATION ON THE PARISH/SCHOOL WEBSITE ❓

REQUIRED

IS EIM INFO INCLUDED IN THE BULLETIN/NEWSLETTERS AT LEAST QUARTERLY? REQUIRED

(Select One) ⬇

EIM Compliance & Comprehension

Clergy, parish & school employees, and adult volunteers (while serving in ministries requiring EIM compliance per EIM Policies) are background checked every three years and are trained on EIM policies & procedures, the EIM code of conduct, and EIM reporting requirements at the initial EIM workshop and in subsequent online EIM trainings.

IS EIM COMPLIANCE FOR NEW EMPLOYEES VERIFIED ON THE FIRST DAY OF EMPLOYMENT? REQUIRED

(Select One) ⬇

WHO IS THE PERSON RESPONSIBLE FOR ENSURING THE NEW EMPLOYEE COMPLETES ALL EIM REQUIREMENTS? ❓ REQUIRED

IS THE EIM COMPLIANCE STATUS OF ALL EMPLOYEES CHECKED AT LEAST MONTHLY ON VIRTUS OR TRACKED WITH AN INDEPENDENT SPREADSHEET? REQUIRED

(Select One) ⬇

In order to monitor EIM compliance for volunteers, the local site admin must request & receive a list of all compliant ministries and organizations currently active at the site to then determine which require EIM compliance of active volunteers.

ARE NEW ADULT VOLUNTEERS (THOSE REQUIRED TO BE COMPLIANT) INFORMED ABOUT EIM COMPLIANCE REQUIREMENTS PRIOR TO, OR NO LATER THAN, THE BEGINNING OF VOLUNTEERING?

REQUIRED

(Select One) ▾

DOES THE FULL ACCESS SITE ADMINISTRATOR(S) HAVE A CURRENT LIST OF PARISH/SCHOOL MINISTRIES, ORGANIZATIONS, AND GROUPS WITH LEADERS IDENTIFIED? REQUIRED

(Select One) ▾

DOES THE FULL ACCESS SITE ADMINISTRATOR (S) HAVE A CURRENT VOLUNTEER LIST FOR ALL MINISTRIES, ORGANIZATIONS, AND GROUPS AT THE SITE THAT REQUIRE THE ENTIRE GROUP TO BE EIM COMPLIANT? REQUIRED

(Select One) ▾

IS THE EIM COMPLIANCE STATUS OF ADULT VOLUNTEERS (THOSE REQUIRED TO BE COMPLIANT) CHECKED AT LEAST QUARTERLY OR TRACKED WITH AN INDEPENDENT SPREADSHEET THAT IS USED TO MAKE EDITS AND MONITOR VIRTUS? REQUIRED

(Select One) ▾

Most sites should host at least one workshop per year; locations w/ larger numbers of volunteers should typically host at least 2-3 workshops per year. Missions & smaller, rural parishes may coordinate workshops with neighboring sites to fulfill this requirement.

HOW MANY EIM WORKSHOPS (VIRTUS' PROTECTING GOD'S CHILDREN) HAS THE SITE HOSTED THIS PAST AUDIT YEAR (JULY 1, 2024 – JUNE 30, 2025). YOU MAY INCLUDE CURRENTLY SCHEDULED WORKSHOPS REQUIRED

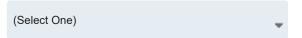EIM Compliance is required of parish & school employees.

ARE ALL EMPLOYEES CURRENTLY COMPLIANT? REQUIRED

(Select One) ▾

ARE ANY NON-COMPLIANT EMPLOYEES STILL WORKING? REQUIRED

(Select One) ▾

IS THERE ANYONE LISTED AS AN EMPLOYEE ON VIRTUS THAT IS EITHER NO LONGER EMPLOYED OR WAS MISTAKENLY NOTED AS AN EMPLOYEE? REQUIRED

(Select One) ▾

IN YOUR SITE'S VIRTUS DATABASE, DO ANY ACTIVE USER ACCOUNTS HAVE A RESTRICTION OR A CAUTION NOTATION? REQUIRED

(Select One) ▾

IN YOUR SITE'S VIRTUS DATABASE, DO ANY INACTIVE USER ACCOUNTS HAVE A FULL RESTRICTION? REQUIRED

(Select One) ▾

HOW IS MINISTRY LIMITED, AND WHO IS NOTIFIED, FOR USERS W/ A RESTRICTION OR CAUTION NOTATION? REQUIRED

If you don't know who is restricted at your site, email EIM@austindiocese.org

ARE ALL CLERGY CURRENTLY COMPLIANT? REQUIRED

(Select One) ▾

DOES THE PASTOR/PRINCIPAL ENSURE THAT VISITING OR NON-PERMANENT CLERGY ARE IN GOOD STANDING? REQUIRED

(Select One) ▾

EIM Compliance (background check is reviewed & EIM training is current) is required of all adult volunteers serving in ministries, groups, & organizations that require compliance.

ARE ALL ADULT VOLUNTEERS CURRENTLY COMPLIANT? REQUIRED

(Select One) ▾

ARE ANY NON-COMPLIANT VOLUNTEERS CURRENTLY VOLUNTEERING? REQUIRED

(Select One) ▾

EIM Policies, including the Code of Ethical Conduct, should be available in all languages to members of the parish/school community as hard copy or in the EIM information on the site's website.

ARE EIM POLICIES & CODE OF ETHICAL CONDUCT AVAILABLE FOR REVIEW BY PARISH OR SCHOOL MEMBERS IN ALL PRINCIPAL LANGUAGES AT THE PARISH/SCHOOL OFFICE AND/OR THE WEBSITE?
REQUIRED

(Select One) ▾

EIM Posters, which provide information about the purpose of the program, reporting requirements, & compliance information for volunteers should be posted around the site's campus in at least two public locations (e.g., parish hall, classroom buildings, office, gym, etc.).

ARE POSTERS FOUND IN AT LEAST TWO PUBLIC LOCATIONS AROUND THE SITE? REQUIRED

(Select One) ▾

ARE THERE POSTERS IN ALL PRIMARY LANGUAGES AT THE SITE? REQUIRED

(Select One) ▾

Empowering God's Children

ALL FAITH FORMATION VOLUNTEERS MUST BE COMPLIANT WITH DIOCESAN EIM POLICIES. HOW FREQUENTLY DO YOU VERIFY COMPLIANCE OF CATECHISTS & OTHER FAITH FORMATION VOLUNTEERS?
❓ REQUIRED

Empowering God's Children: K - 2nd Grades

If your site is not a school and does not have an RE program this year, put N/A or "No" for all answers.

K - 2ND PARISH FAITH FORMATION/CATHOLIC SCHOOL COORDINATOR'S NAME (FIRST & LAST)
REQUIRED

ARE THERE STUDENTS IN EACH GRADE IN THIS GROUP? REQUIRED

(Select One) ▾

IF NO, TO THE ABOVE QUESTION: IDENTIFY GRADES THAT HAVE NO STUDENTS REQUIRED

☐ K - No Students

☐ 1st - No Students

☐ 2nd - No Students

☐ N/A - There are students in each grade

WAS EGC LESSON 3 PROVIDED TO ALL STUDENTS IN THIS GRADE GROUP THIS SCHOOL YEAR? IF NO, EXPLAIN WHY IT WAS NOT PROVIDED. REQUIRED

DID ANY PARENTS "OPT OUT" THEIR CHILD(REN) FROM EGC IN THIS GRADE GROUP? REQUIRED

(Select One) ▾

IF YES, DID THE PARISH/SCHOOL KEEP A DIGITAL SCAN OF THE FORMS FOR EACH OPTED OUT STUDENT OR SEND THE SCANS TO BE KEPT BY THE DIOCESAN EIM OFFICE? REQUIRED

(Select One) ▾

WAS EGC MATERIAL PROVIDED TO PARENTS WHO "OPTED OUT" THEIR CHILD(REN) AS WELL AS TO PARENTS OF CHILDREN WHO MISSED EGC FOR ANY REASON? REQUIRED

(Select One) ▾

Empowering God's Children: 3rd - 5th Grades

If your site is not a school and does not have an RE program this year, put N/A or "No" for all answers.

3RD - 5TH PARISH FAITH FORMATION/CATHOLIC SCHOOL COORDINATOR'S NAME (FIRST & LAST)

REQUIRED

ARE THERE STUDENTS IN EACH GRADE IN THIS GROUP? REQUIRED

(Select One) ▾

IF NO, TO THE ABOVE QUESTION: IDENTIFY GRADES THAT HAVE NO STUDENTS REQUIRED

☐ 3rd - No Students

☐ 4th - No Students

☐ 5th - No Students

☐ N/A - There are students in each grade

WAS EGC LESSON 3 PROVIDED TO ALL STUDENTS IN THIS GRADE GROUP THIS SCHOOL YEAR? IF NO, EXPLAIN WHY IT WAS NOT PROVIDED. REQUIRED

DID ANY PARENTS "OPT OUT" THEIR CHILD(REN) FROM EGC IN THIS GRADE GROUP? REQUIRED

(Select One) ▾

IF YES, DID THE PARISH/SCHOOL KEEP A DIGITAL SCAN OF THE FORMS FOR EACH OPTED OUT STUDENT OR SEND THE SCANS TO BE KEPT BY THE DIOCESAN EIM OFFICE? REQUIRED

(Select One) ▾

WAS EGC MATERIAL PROVIDED TO PARENTS WHO "OPTED OUT" THEIR CHILD(REN) AS WELL AS TO PARENTS OF CHILDREN WHO MISSED EGC FOR ANY REASON? REQUIRED

(Select One) ▾

Empowering God's Children: 6th - 8th Grades

If your site is not a school and does not have an RE program this year, put N/A or "No" for all answers.

6TH - 8TH PARISH FAITH FORMATION/CATHOLIC SCHOOL COORDINATOR'S NAME (FIRST & LAST)

REQUIRED

ARE THERE STUDENTS IN EACH GRADE IN THIS GROUP? REQUIRED

(Select One) ▾

IF NO, TO THE ABOVE QUESTION: IDENTIFY GRADES THAT HAVE NO STUDENTS REQUIRED

☐ 6th - No Students

☐ 7th - No Students

☐ 8th - No Students

☐ N/A - There are students in each grade

WAS EGC LESSON 3 PROVIDED TO ALL STUDENTS IN THIS GRADE GROUP THIS SCHOOL YEAR? IF NO, EXPLAIN WHY IT WAS NOT PROVIDED. REQUIRED

DID ANY PARENTS "OPT OUT" THEIR CHILD(REN) FROM EGC IN THIS GRADE GROUP? REQUIRED

(Select One) ▾

IF YES, DID THE PARISH/SCHOOL KEEP A DIGITAL SCAN OF THE FORMS FOR EACH OPTED OUT STUDENT OR SEND THE SCANS TO BE KEPT BY THE DIOCESAN EIM OFFICE? REQUIRED

(Select One) ▾

WAS EGC MATERIAL PROVIDED TO PARENTS WHO "OPTED OUT" THEIR CHILD(REN) AS WELL AS TO PARENTS OF CHILDREN WHO MISSED EGC FOR ANY REASON? REQUIRED

(Select One) ▾

Empowering God's Children: 9th - 12th Grades

If your site is not a school and does not have an RE program this year, put N/A or "No" for all answers.

9TH - 12TH PARISH FAITH FORMATION/CATHOLIC SCHOOL COORDINATOR'S NAME (FIRST & LAST)

REQUIRED

ARE THERE STUDENTS IN EACH GRADE IN THIS GROUP? REQUIRED

(Select One) ▾

IF NO, TO THE ABOVE QUESTION: IDENTIFY GRADES THAT HAVE NO STUDENTS REQUIRED

- ☐ 9th - No Students
- ☐ 10th - No Students
- ☐ 11th - No Students
- ☐ 12th - No Students
- ☐ N/A - There are students in each grade

WAS EGC LESSON 3 PROVIDED TO ALL STUDENTS IN THIS GRADE GROUP THIS SCHOOL YEAR? IF NO, EXPLAIN WHY IT WAS NOT PROVIDED. REQUIRED

DID ANY PARENTS "OPT OUT" THEIR CHILD(REN) FROM EGC IN THIS GRADE GROUP? REQUIRED

(Select One) ▾

IF YES, DID THE PARISH/SCHOOL KEEP A DIGITAL SCAN OF THE FORMS FOR EACH OPTED OUT STUDENT OR SEND THE SCANS TO BE KEPT BY THE DIOCESAN EIM OFFICE? REQUIRED

(Select One) ▾

WAS EGC MATERIAL PROVIDED TO PARENTS WHO "OPTED OUT" THEIR CHILD(REN) AS WELL AS TO PARENTS OF CHILDREN WHO MISSED EGC FOR ANY REASON? REQUIRED

(Select One) ▾

Allegations of Abuse this Audit Year as Tracked by the USCCB Chart A/B (clerical abuse of a minor).

This audit period is July 1, 2024 – June 30, 2025

HAS YOUR PARISH/SCHOOL BEEN DIRECTLY AFFECTED BY AN ALLEGATION(S) OF SEXUAL ABUSE OF A MINOR BY A CLERIC, BROUGHT FORWARD DURING THIS AUDIT PERIOD? REQUIRED

(Select One) ▾

IF YES, WAS THE MATTER REPORTED TO THE DIOCESE? REQUIRED

(Select One) ▾

DID THE DIOCESE COMMUNICATE THE RESULTS OF ANY INVESTIGATIONS CARRIED OUT RELATED TO THE MATTER? REQUIRED

(Select One) ▾

DID THE DIOCESE SUPPORT REINSTATEMENT OF THE ACCUSED IF THE ALLEGATION WAS DETERMINED TO BE UNFOUNDED? REQUIRED

(Select One) ▾

Comments & Concerns

Please note that we will read & respond to these.

PLEASE SHARE COMMENTS, CONCERNS, AND SUGGESTIONS REGARDING YOUR ROLE AS A SITE ADMINISTRATOR.

PLEASE SHARE COMMENTS, CONCERNS, AND SUGGESTIONS TO MAKE THE EIM PROGRAM MORE APPROACHABLE & EFFECTIVE. REQUIRED

PLEASE SHARE COMMENTS, CONCERNS, AND SUGGESTIONS TO MAKE EMPOWERING GOD'S CHILDREN MORE APPROACHABLE & EFFECTIVE. REQUIRED

Info for person filling out audit

FIRST NAME REQUIRED   **LAST NAME** REQUIRED

TITLE/POSITION REQUIRED

EMAIL REQUIRED

user@mydomain.com

PHONE NUMBER REQUIRED

Audit Verification for Pastors/Principals

The USCCB requires that Pastors/Principals review the information that is submitted in the audit. A Pastor/Principal may sign off on the hard copy and have their verification transferred by the person submitting the audit, or they can be present to check off the actual audit survey online.

PASTOR/PRINCIPAL NAME (FIRST & LAST) REQUIRED

BY CHECKING THIS BOX, I (THE PASTOR OR PRINCIPAL) VERIFY THAT I HAVE REVIEWED THIS AUDIT INFORMATION PRIOR TO ONLINE SUBMISSION AND CAN ATTEST TO ITS ACCURACY AND TRUTHFULNESS. REQUIRED

☐ Check off this box

DATE OF VERIFICATION REQUIRED

SUBMIT

DIOCESE
of
AUSTIN

GIVE

Diocese of Austin

6225 E US 290 HWY SVRD EB

Austin, TX 78723

512-949-2400

Alternate Temp. Phone: 737-289-0600

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