



*Office of*  
**ETHICS & INTEGRITY IN MINISTRY**

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**Local EIM Site Administrator(s) Designation – Parishes & Schools**

Each pastor/principal is asked to designate one or two individuals to serve as the parish/school's local EIM site administrator. When possible, please appoint two administrators, preferably including at least one employee. If no staff are available, a dependable volunteer with a regular presence may serve.

**Local EIM site administrators support Ethics and Integrity in Ministry by:**

- Communicating EIM requirements
- Assisting with EIM accounts and workshop registration
- Scheduling workshops
- Monitoring and verifying compliance in the EIM database
- Notifying the pastor/principal and ministry leaders of non-compliance
- Supporting overall parish/school compliance efforts
- Submitting end-of-year audit survey data

**Optional View-Only Access:** At the pastor's/principal's discretion, select ministry or organizational leaders (e.g., faith formation, liturgy, athletics) may receive view-only access to monitor their group's compliance. Please list any individuals you wish to assign.

**Confidentiality & Updates:** All administrators and view-only users must maintain strict confidentiality. The EIM Office will contact each person with instructions for their level of database access. Please notify the EIM Office promptly of any personnel changes so access remains accurate and secure.

**Please list below your designated local EIM site administrator(s) and any view-only users.** Thank you for your faithful commitment to Ethics and Integrity in Ministry in our diocese.

<i>Full-Access</i>	<b>Name</b>	<b>Email Address</b>
<b>Primary</b>		
<b>Additional</b>		
<b>Additional</b>		
<i>View-Only Access</i>		
<b>View-only</b>		
<b>View-only</b>		
<b>View-only</b>		
<b>View-only</b>		
<b>View-only</b>		

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Today's Date

Parish/ School Name

City

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Pastor/Principal Name

Signature

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**RETURN FORM TO [eim@austindiocese.org](mailto:eim@austindiocese.org)**