



DIOCESE OF MADISON CODE OF CONDUCT FOR CHURCH PERSONNEL

Church personnel refers to everyone subject to this policy: clerics (bishops, priests, and deacons) incardinated in the Diocese of Madison; diocesan clerics not incardinated in the Diocese of Madison but serving in any capacity here; seminarians and deacon candidates affiliated with the Diocese of Madison; and religious and lay men and women employed by, stably volunteering with, or having any contact with minors in the Diocese of Madison, its parishes, schools, institutions, offices, or programs. **Please read and check each point before signing.**

GENERAL CONDUCT

- In my personal and professional life, I will strive to exemplify the moral teaching of the Catholic Church. I will not teach, advocate, model, express, or in any way encourage beliefs or behaviors that are contrary to the teachings of the Catholic Church.
- I will not exhibit actions that are disruptive to ministry or public worship, including engaging in any type of criminal conduct.
- I will treat with respect, courtesy, and charity each person who comes to, or interacts with a parish, school, or agency of the Diocese of Madison for any reason. I will take reasonable steps to protect their physical and emotional safety.
- I will not threaten, use threatening language, or act violently toward staff, volunteers, parishioners, or students. This may include, but is not limited to, verbal or physical harassment, any attempt at intimidation or instilling fear, menacing gestures, flashing of weapons, stalking, or any other hostile or aggressive actions.
- I will not participate in the unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale, or distribution of controlled substances, drug paraphernalia, or alcohol.
- I will not use my position to exercise unreasonable or inappropriate power and authority.
- I will inform all parties when a real, potential, or apparent conflict of interest arises that could call integrity and professional conduct into question.
- In fulfilling the requirements of my position, I will not engage in inappropriately intimate relationships with minors, staff, volunteers, or parishioners.
- If engaged in pastoral counseling, spiritual direction, or mental health services, I shall not step beyond my competence in counseling situations and shall refer clients to other professionals when appropriate.
- If engaged in pastoral counseling, spiritual direction, or mental health services, I understand that it is my responsibility to maintain an appropriate relationship. This includes never engaging in sexual intimacies, physical sexual contact, kissing, or any other romantic gestures, both consensual and nonconsensual.
- I understand that sexual harassment, sexual abuse, and improper sexual contact are absolutely forbidden in any parish, school, workplace, or other agency of the Diocese of Madison.
- I will immediately report any illegal activities and any physical, sexual, or financial misconduct to civil authorities and to the appropriate persons within the Diocese (recognizing that for clergy, canons 983 and 984 apply regarding the inviolable seal of the Sacrament of Penance).

COMMUNICATION

- I will maintain any confidence that I learn or receive in the course of my service to the Diocese of Madison, except as noted above. If I am a priest, I will faithfully maintain the seal of the confessional.
- Both in person and through all communications, including social media, I will maintain appropriate relationship boundaries with clergy, religious, employees, volunteers, parents, students, parishioners, clients, and all other persons with whom I work or serve.

- Except with close family members, I will not use one-to-one text, video, or chat room interaction with minors. I understand that online communication usually should not be private or temporary. I understand that sending individual or private messages that automatically disappear or are inaccessible to others due to encryption (with the exception of approved professional uses), such as those on apps such as Snapchat, Instagram, Telegram, WhatsApp, etc., is strictly prohibited.
- I will not distribute, send, knowingly receive, or possess pornographic images, especially pornographic images of minors, by whatever means or using whatever technology.

CONDUCT WITH YOUTH

- In serving the young, I will exercise sound judgement at all times. If I have reasonable cause to suspect that a child has been abused or neglected, or threatened with abuse or neglect, I will report it to law enforcement or child protective services, and to the Diocese of Madison's Victim Assistance Coordinator immediately.
- Except with close family members, I will obtain the consent of a minor's parent or guardian before inviting or allowing the minor to visit an adult's home, and I understand that a second adult must be present during such visits. When religious education classes take place in a home, all parents or guardians must be aware of this fact, and a second adult normally must be present.
- I understand a minor may not travel alone with church personnel for an extended distance without the express written consent of the minor's parent or guardian. An exception can be made if the minor is a close relative of the church personnel or when urgent circumstances require parental permission to be presumed (such as giving a stranded minor a ride home when the parents cannot be reached).
- I will not share private, overnight accommodations with individual, or a group of, young people including, but not limited to, accommodations in any parish or diocesan owned facility, private residence, hotel room, or any other place where there is no other adult supervision present.
- I understand that at least two adults must be present for any activity sponsored by a parish or institution of the Diocese, with the exception of the Sacrament of Penance and regular school or religion classes. At least two adults must be present when any overnight activity is involved.
- I understand a minor may not be disciplined corporally or corrected with abusive or other inappropriate language at any time.
- I agree to abide by:
 - this *Diocese of Madison Code of Conduct for Church Personnel*
 - Diocese of Madison Safe Environment and Allegation Response Policy*
 - Diocese of Madison Anti-Harassment Policy*
 - Diocese of Madison Policy on the Human Person: Authentic Human Anthropology, Sexuality, Chastity, and Marriage*
 - Diocese of Madison Social Media Policy; and*
 - All other Diocese of Madison policies that may be promulgated or updated from time to time.

I understand that my agreement and adherence to all applicable policies is required for me to serve in any capacity of ministry, be employed, or volunteer stably or in any capacity with minors for the Diocese of Madison, its parishes, schools, institutions, offices, or programs. These policies are available for review on madisondiocese.org/policies.

- I understand that any action or inaction inconsistent with this *Code of Conduct for Church Personnel* may result in my termination or removal.

Print Name _____

Signature _____ Date _____