

Holy Family Safeguard the Children Committee

October 17, 2012

Minutes

1. Welcome/Opening Prayer
2. Ana Lacayo volunteered to record minutes.
3. In attendance: Beth Fagan, Michael Schmid, Lydia Banales, Kelly Studer, Collette Villegas, Patricia Plescia, Ana Lacayo.
4. Next Meeting scheduled for Wednesday, December 5.
5. Status of New and Recertification Virtus Classes
 - a. Barbra Chabot is no longer a trainer. We need a new trainer. Two day training for new trainers is happening in January 24 and 25, 8:30-4:30. The commitment is to teach once a year DEADLINE FOR COMPLETED APPLICATION IS DECEMBER 20!
 - b. October 30th – Recertification Date
 - c. Need November Dates – Beth will send email to Lydia, Dawn and Carolyn.
 - d. Will skip December for classes.
6. HF was not selected for the Audit. This happens every two years. We do however do an annual written audit.
7. Strict compliance with 2012 USCCB Safe Environment Audit Checklist
 - a. Reviewed and updated highest priority ministries: Toddler Co-Op, Preschool, HR School, Boy Scouts, Girl Scouts, Cub Scouts, Confirmation, Elder Pastoral Care, Coaches, Tutors for Dolores Mission, Mission Haiti, Get on the Bus, Edge (Junior High Youth Ministry), Altar Servers, 5:30 choir, Video Ministry, RCIA, Sacristans, Ushers, Liturgy of the Word for Children.
 - b. We have been asked to have pamphlets in the church vestibule since we currently only have them in the welcome center. Need to figure out where to put them but it needs to be aesthetically pleasing.
 - c. Another area of focus is the safe environment class – we need to ensure it is happening. Issue: confirmation classes.
 - d. Committee: Lydia & Ana – Check audit report to review what the new requirements/requests are, what do they mean for us? Want to make sure we are on target for May 2013.
8. Child Abuse Month Activities Planning
 - a. Options: Stanford speaker – Challenge Success program. Tyna Bryson. Kelly will lead brainstorming effort with Beth, Cynthia.

- b. Focus is on what will give us great attendance. Options for event time: Sunday between 2pm and 5pm.
 - c. Work with other ministries to reach greater audience.
 - d. How do we inform people?
 - i. Parish Highlights, Cover of Bulletin (Beth will email Patricia for dates)
9. Set Goals for 2012-2013
- a. Review Audit list to ensure we are on track for May
 - b. Child Abuse Month – Goal: Well attended event
 - c. Better communication with the Commission structure so we know what events/new Ministries are being proposed. As new ministries come up we need to know about them so we can add to list and ensure compliance.
 - i. Patricia will email list of new ministries to Beth.
 - ii. Will add this topic to agenda.
 - d. Work on website:
 - i. List description of levels of Compliance. Who should do what levels.
How open should site be?
 - ii. List of FAQs
 - iii. Names of ministries/committees, responsibility.