

Safeguard the Children Committee Meeting

Date: April 7, 2025

Present: Fr. Ricky Viveros, Lydia Banales, Jeannie Eamnarangkool, Patricia Plescia, Dawn Ponnet, Toni Smith, Colette Villegas

Meeting Notes:

- After the opening prayer, the committee welcomed Toni Smith as a new member.
- The parish is currently in the midst of the annual audit.
- A new leader for the Safeguard the Children Committee is still needed. Fr. Ricky followed up on all the potential leaders suggested at the last meeting, but none were available.
- Lydia shared that the Archdiocesan Safeguard Office provides guidelines for committee chairs, which could be helpful in recruiting a new leader.
- The team brainstormed additional potential leaders:
 - The volunteer office sub and volunteer school nurse sub, Kelly Kepner
 - Susan Morrison, who may also be a strong candidate
- It was noted that past Chairs who were also school parents were particularly effective in gaining support from school communities.

Current Needs and Reminders:

- The school still needs to submit their audit documentation for student safeguard sessions.
- Annual guideline forms need to be signed by all involved. Marie Lopez retains the signed forms for school staff and school families; Patricia maintains the records for parish staff.
- Patricia will investigate whether there is a formal job description for the Safeguard Committee Chair.

Suggestions:

- Consider providing nametags for committee members to identify their role in safeguarding ministry.

- Reintroduce a Safeguard activity during April as part of Child Abuse Prevention Month.

Action Items:

- Patricia will find out how long signed guideline forms must be retained.
- Ensure Marie maintains records of signed guidelines for school teachers/staff and school parents.
- Work on bringing all liturgical ministers into full compliance with safeguard requirements.
- Fr. Ricky will follow up with Julio Herrera regarding the status of usher training and documentation.