



ARCHDIOCESE OF SAN ANTONIO

# Policy for Ministering to Minors

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## Message from Archbishop Gustavo Garcia-Siller, M.Sp.S

My Brothers and Sisters in Christ:

The Archdiocese of San Antonio has pledged to institute procedures and programs that protect children and vulnerable adults, and we continue to refine and update our efforts with this new policy manual. These policies for ministering to youth, in addition to the recently promulgated Code of Conduct, provide concrete steps each one of us can take to better protect children. It has been mandated that all adults who minister to children must receive Safe Environment Training every three years. It is also required that all children and youth enrolled in religious education must also receive Safe Environment Training on a yearly basis.

The Archdiocese currently uses Protecting God's Children by VIRTUS to train adults regarding abuse prevention. This training is available at parishes and online. Protecting God's Children explains the complexities of abuse and the steps necessary to protect children and youth. In addition, children and youth are educated using programs intended to educate, inform, and empower the children and youth.

I cannot protect all children and youth alone. We are working with parents, civil authorities, educators, and various organizations to maintain the safest environments for minors. These efforts recognize that sexual and other abusive misconduct is a special problem that has a profound impact on the lives of those affected.

If you have any questions, concerns, or ideas on ways to create a Safe Environment in your parish or institution, please call the Office of Victim Assistance & Safe Environment at 210-734-7786 or email at [ovase@archsa.org](mailto:ovase@archsa.org) and get involved. The archdiocese is committed to the safekeeping of our children and vulnerable adults, and our policies, which have been evaluated and further refined, clearly outline the responsibilities of all employees and volunteers working in our communities.

With every best wish, I remain sincerely yours in the Lord.

Archbishop Gustavo Garcia-Siller, M.Sp.S.  
Archbishop of San Antonio

## Preamble

Adults ministering to minors in programs of the Archdiocese of San Antonio must exemplify Christian values and follow approved policies and procedures for youth ministry in the Archdiocese of San Antonio. This document, which is subject to an annual review, provides some of the policies for ministry to minors. The Archdiocesan *Code of Conduct* contains the primary set of provisions that must be followed. To ensure effective and safe ministry to minors, this document intends to establish policy to address many situations that arise when adults are ministering to minors. However, situations may arise that are not specifically covered by this document and in those situations, it is the responsibility of the adult ministering to minors to seek the guidance of Archdiocesan authorities. The Office of Risk Management is one source of guidance and it may be reached at 210-341-3465, email [risk@archsa.org](mailto:risk@archsa.org). This office will receive questions and feedback about the policy. The Office of Victim Assistance & Safe Environment is another source of guidance and it may be reached at 210-734-7786, email [ovase@archsa.org](mailto:ovase@archsa.org).

## Responsibility

Adherence to this document is mandatory. Responsibility for knowledge of the policies contained in this document rest with the individual. All persons performing work, ministry, or volunteer service with minors are expected to follow these guidelines. Clergy, staff, and volunteers who disregard this document or fail to act consistently with it will be subject to remedial action by the Archdiocese of San Antonio. Violations of these policies are a serious matter and will be investigated and resolved in accordance with parish policy, the policies of the Human Resources Office of the Archdiocese, and the Code of Canon Law. Corrective action may take various forms, including permanent removal from ministry.

# I. **Definitions**

## **1. Adult**

**1.1** An adult is a person who has attained the age of majority. The age of majority is defined as 18 years of age for the purposes of this document.

## **2. Adult Ministering to Minors**

**2.1** For the purposes of this document, an adult working with minors is defined as any adult 21 years of age or older that works with or ministers to minors, whether as a paid employee or as a volunteer, in a program of education, ministry, or childcare, or who has oversight of minors during such a program.

## **3. Camp Facility**

**3.1** A camp facility provides food, lodging and a predetermined program of activities for participants.

## **4. Minor**

**4.1** Any person under the age of 18.

## **5. Off-Site Activity**

**5.1** Any activity which takes minors away from the parish premises is considered an “off-site activity.” The following are examples of off-site activities, but this list is not exhaustive:

- Retreats/lock-ins (day, evening or overnight)
- Special conferences or workshops
- Service projects or field trips
- Out of town trips
- Recreational/sports activities
- Camping trips or other outdoor activities
- Mission trips

## **6. On-Site Activity**

**6.1** “On-site activity” refers to ministry with minors that takes place on parish property. This includes religious education classes, youth ministry activities, sports events, and any events in which minors are involved on parish premises. The safety and well-being of minors attending the various programs at the parish are the responsibility of the adults ministering to minors and other adult volunteers responsible

for the activities.

## **7. Participant**

- 7.1** For purposes herein, a “participant” is a minor engaging in a youth ministerial relationship.

## **8. Retreat Facility**

- 8.1** A retreat facility provides a conference center or other meeting space for your retreat, and may or may not include lodging and food service.

## **9. Temporary/Short-term Childcare**

- 9.1** Temporary or Short-term Childcare is childcare for a special event, or one-time event, or a series of events which meet the following qualifications:

**9.1.1** the event is religious in nature;

**9.1.2** each period of childcare does not last more than four (4) hours;  
and

**9.1.3** parent(s) remain on-site during the event.

## **10. Young Adult “Minister-in-Training”**

- 10.1** Young Adult “Ministers-in-Training” are those adults between the ages of 18 and 20 that work with or minister to minors in a program of education, ministry, childcare, or have oversight of minors.

## **11. Youth Ministry**

- 11.1** Youth Ministry is any service or ministry to minors.

## II. **Registration and Records**

### **1. Annual Registration Form**

- 1.1** Each participant in youth ministry is required to submit an annual registration form completed and signed by a parent or guardian.
- 1.2** At a minimum, the annual registration form requires the following information:
  - 1.2.1** Name, address and date of birth of the participant;
  - 1.2.2** Name and contact information for parent/guardian (i.e., telephone number(s), address, and email address); and
  - 1.2.3** Name(s) of emergency contact and authorized persons for pick-up of the participant.
- 1.3** Enrollment is not complete until all required documents are received, reviewed, and found to be in order by parish staff.

(NOTE: Youth programs that have open public invitation do not require the Annual Registration Form for every attendee since these events are public)

### **2. Health Information Form**

Each participant in youth ministry is required to submit a Health Information Form completed and signed by a parent or guardian. It is the responsibility of the parent/guardian to provide accurate information and update information as needed. (NOTE: Youth programs that have open public invitation do not require Health Information Form for every attendee since these events are public.)

- 2.1** The form should, at a minimum, require the following information:
  - 2.1.1** Name and contact information for parent/guardian (i.e., telephone number(s), address, and email address);
  - 2.1.2** Name(s) of emergency contact and authorized persons for pick-up of the participant;
  - 2.1.3** List of current or chronic conditions and past injuries the participant has suffered, and other information which may

facilitate care in the event of an emergency; and

**2.1.4** Name and contact information for participant's primary physician and preferred hospital in case of injury.

**2.2** The original Health Information Form will be kept on-site in a secure location.

### **3. Medication Permission Request Form**

**3.1** Minors are not allowed to carry medication, including non-prescription medication, on their person. At the direction of the minor's physician, an exception may be made in the cases of diabetic medication and supplies or rescue medication, including a rescue inhaler or a single dose epinephrine auto injector.

**3.2** Only medication that is necessary for a minor to remain at the activity and prescribed by a licensed medical professional will be administered during the event.

**3.3** The Medication Permission Request Form must be completed by the parent/guardian in order for any medication, including "over-the-counter" medication (including, but not limited to, acetaminophen, ointments, cold tablets, and cough drops), to be given by adult leaders.

**3.4** Medication must be brought to the adult leader by the parent/guardian. If the medication is liquid, it must be accompanied with a calibrated medication dispenser, which has legible numbers on it. Expired medication will not be given.

### **4. Access to Records and Record Retention**

**4.1** All parish youth education, ministry, or childcare programs will comply with the Record Retention Policy of the parish and the Archdiocese of San Antonio.

**4.2** The Annual Registration and Health Information forms should be on file and kept in a central location, such as the Religious Education Office.

### **5. Data Collection and Data Sharing**

**5.1** Participant's personal data is confidential and for parish use only. Minors' personal data shall not be shared publicly and shall only be available to those with a legitimate parish need.

**5.2** Personal data shall not be shared outside of the Archdiocese without

written authorization from the parent/guardian or a court order.

## **6. Permission/Liability Release Form**

- 6.1** A Permission, Release, and Waiver/Liability form is not required for participation in on-site activities related to regular activities of ministering to minors, e.g., Faith Formation sessions and regularly occurring youth group meetings.
- 6.2** The Permission, Release, and Liability/Waiver form is required for:
  - 6.2.1** Activities outside regular operations, e.g., retreats/lock-ins on-site (day, evening or overnight), sports tournaments or other sporting competitions and water activities;
  - 6.2.2** Off-site activities such as special conferences or workshops, diocesan events, service projects or field trips, out of town trips, recreational/sports activities, camping trips or other outdoor activities; and
  - 6.2.3** Inherently dangerous activities such as rock wall climbing or swimming.

### III. Supervision

#### 1. Adults Ministering to Minors

- 1.1 All activities must be adequately supervised by an adult who is in compliance with the qualifications listed in Section 2 below.

#### 2. Qualifications for Adults Ministering to Minors

- 2.1 Must be a Catholic in good standing<sup>1</sup>;
- 2.2 Must lead a life in harmony with the Catholic faith;
- 2.3 Must have read, understood, and executed the Archdiocesan *Code of Conduct*; and,
- 2.4 Must have completed Safe Environment Training and a Criminal Background Check in accordance with the *Code of Conduct*.

#### 3. Ongoing Formation and Ministry Specific Training

- 3.1 Adults ministering to minors shall develop and maintain the level of skill required to be a competent minister to minors.

#### 4. Responsibilities of Adults Ministering to Minors

- 4.1 Adults ministering to minors shall identify the expected behaviors and responsibilities to any adult acting out of compliance with the expected behaviors and responsibilities as outlined and discussed in this policy. Any adult not strictly following the expected behaviors and responsibilities must not be permitted to continue as an adult leader.
- 4.2 Adults ministering to minors must follow appropriate adult to minor ratios as stated in the following Subsection 8 Adult/Minor Ratio.
- 4.3 One-on-one situations between an adult and minor are not allowed. If an adult finds themselves in a one-on-one situation with a minor, the adult must immediately seek out another adult or other minors.
- 4.4 Generally, adults should treat information shared by participants as confidential. However, the law requires that certain information be reported even if the person sharing it would prefer that it stay confidential.<sup>2</sup> A person having cause to believe that a child's physical

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<sup>1</sup> An adult ministering to minors may not be bound by a canonical penalty, whether imposed or declared.

<sup>2</sup> Please refer to the *Code of Conduct* for more complete information regarding confidentiality in ministry.

or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as provided by Texas Family Code 261.101. Reports must be made no later than 48 hours after the hour the person first suspects that the child has been or may be abused or neglected. Reports shall be made to the Texas Department of Family and Protective Services. A report to your priest or another church authority does not fulfill your obligation to report to the Texas Department of Family and Protective Services.

Additionally, any information indicating a risk of harm to self or others (e.g., threats of suicide, plans to physically injure another person) should be reported to the child's parent or legally responsible adult and to the authorities.

- 4.5** Adults shall not possess or consume alcohol during on-site or off-site ministry activities with minors.

## **5. Young Adult Minister in Training**

- 5.1** Leadership teams may include young adults between the ages of 18 and 20; these young adults must meet the qualifications set out in Section 2 Qualifications for Adults Ministering to Minors.
- 5.2** Young adult ministers in training may be counted in the adult to minor ratio for ON-SITE activities. Young adult ministers in training must be paired with an adult leader over age 21 to be counted in the adult to minor ratio calculation. Young adult ministers in training may not be counted in the adult to minor ratio for OFF-SITE events.
- 5.3** Young adult ministers in training, years 18-20, may be given leadership tasks and responsibilities that are within their capabilities based on their level of maturity and experience, and their level of catechetical training. They are permitted to take on roles such as chaperone at on-site events or assistant catechist. If you have any questions about their role in your parish programs and events, it is always prudent to include your pastor and/or safe environment facilitator in the discussion and decision making process.
- 5.4** Young adult ministers in training have all the responsibilities of adult leaders listed above in Section 4 Responsibilities of Adults Ministering to Youths.

## **6. Minor Volunteers**

- 6.1** Minors between the ages of 14 and 17 may assist in ON-SITE youth ministry with the written permission of their parent or guardian.

**6.2** Minors under 14 years of age may volunteer with the written permission of their parent or guardian and must be accompanied by a parent/guardian at all times.

**6.3** Under no circumstances may a minor be placed in a supervisory role over other minors. It is the responsibility of adults to properly supervise the minors in their care.

**7. Crisis Response Plan**

**7.1** The parish/location is responsible for establishing a crisis response plan. All adults working with minors should be familiar with the processes outlined in the crisis response plan.

**8. Adult/Minor Ratio**

**8.1** Adults must consider the adult to minor ratio at every event involving minors whether it is held on parish grounds or elsewhere.

**8.2** You must evaluate the risk for the event and adjust the ratio based on the activity as set below. The correct ratio is determined by the age of the youngest member of the group.

**8.3** There must ALWAYS be a minimum of two qualified adults at any gathering other than in catechetical setting when multiple sessions are being held onsite. When calculating the number of adults needed to satisfy the adult to minor ratio set out in the chart below, a young adult minister in training can be counted as an adult when two conditions are satisfied: 1) The event is held on-site, AND, 2) The young adult minister in training is paired with an adult leader over age 21.

**8.4 Adult/Minor Ratio Chart**

<b>Activity</b>	<b>Adults</b>	<b>Minors</b>
<b>High School</b>		
On-Site Classroom Activity	1	15
On-Site Large Group Activity	1	10
Off-Site Day Activity	1	10
Off-Site Overnight (1 or 2 Nights)	1	10
Off-Site Overnight Retreat (3 or more nights)	1	8
Off-Site Water Activity (Either part of or independent of retreat)	1	5
Off-Site Swimming Activity (with Life Guard)	1	10
Off-Site Swimming Activity ( <b>without</b> a Life Guard)	<i>Activity Prohibited</i>	

<b>Middle School</b>		
On-Site Classroom Activity	1	15
On-Site Large Group Activity	1	10
On-Site Physical Activity (Games, etc.)	1	5
On-Site Overnight Activity (Lock-In, etc.)	1	5
Off-Site Day Activity/Retreat	1	5
Off-Site Overnight (1 or 2 Nights)	1	5
Off-Site Overnight Retreat (3 or more Nights)	<i>Activity is Not Recommended</i>	
Off-Site Water Activity (Either part of or independent of retreat)	1	5
Off-Site Swimming Activity (with Life Guard)	1	10
Off-Site Swimming Activity ( <b>without</b> a Life Guard)	<i>Activity Prohibited</i>	
<b>K-5 to Elementary</b>		
On-Site Classroom	1	15
On-site Large Group Activity	1	10
On-Site Physical Activity (Games, etc.)	1	5
<b>1 – 4 years old</b>		
Temporary, Short Term Childcare	1	5
<b>Newborn – 11 months old</b>		
Temporary, Short Term Childcare	1	4

## 9. Arrival and Release

- 9.1 The adult leader is responsible for participants from the time minors arrive for a scheduled activity until they have been released to the care of their parent, guardian or authorized person for pick up.
- 9.2 Each parish should have a clear policy stating the arrival and release time for each on-site youth program. The policy must be communicated to young people and their parent/guardian.
- 9.3 Adult leaders should remain on-site until all participants have left the premises. Ideally two adults should be on the premises in case of emergencies and to address safe environment concerns.
- 9.4 Early departure by a participant requires express written permission from the parent/guardian. If a youth participant is attempting to leave early without prior written permission from their parent/guardian, or has left the premises, the adult leader should immediately attempt to contact the youth participant’s parent/guardian to inform them of the early departure.

## 10. Release of Minors to a Law Enforcement Officer

- 10.1** Police and other government officials shall communicate directly with the parent when requesting an interview with a participant. The adult working with youth should notify the participant's parent/guardian of the request by law enforcement or government officials.
- 10.2** Law enforcement and government officials shall be given access to a minor without prior parental permission under the following circumstances: a) there is an arrest warrant; b) the parent is the subject of an investigation of abuse or neglect; or c) there is an ongoing situation that poses an immediate danger of causing significant harm.

## IV. **Facilities/Site Selection**

### **1. On-Site Building and Grounds**

- 1.1 When selecting the site for an activity, the adult leader should consider the nature of the activity and the age of the participants to ensure the safety of participants.
- 1.2 The activity site should be clean, orderly, and free of safety hazards.
- 1.3 All adult leaders should know the location of the fire alarms and fire extinguishers and be familiar with all exit routes.
- 1.4 Adults working with minors are responsible for observing the environment and reporting any unsafe equipment or conditions within the facility/site to appropriate personnel.

### **2. Overnight Sleeping Arrangements**

- 2.1 Sleeping arrangements during an overnight stay at any facility must be planned so as to comply with the Archdiocesan *Code of Conduct*.
- 2.2 Adults should never be alone with a minor in a private sleeping room/area or other private sleeping space. With the exception of large dormitory sleeping accommodations, adults and youth should never room or tent together.
- 2.3 Sleeping arrangements shall be assigned according to age and gender. There should never be mixed gender in sleeping areas (e.g., boys should never be in the girls sleeping area and vice versa). This policy applies in all overnight accommodations including in large dormitory or gym/stadium type accommodations, boys should be grouped with boys and girls with girls.
- 2.4 Sleeping arrangements for adults who have supervision responsibilities shall be assigned according to gender.<sup>3</sup>
- 2.5 Any exception to this policy is limited to immediate family and must be approved by the activity coordinator.

### **3. Facilities**

#### **3.1 Retreat and Camp Facilities**

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<sup>3</sup> Please see the *Code of Conduct* for the Archdiocese of San Antonio.

- 3.1.1 In selecting a facility, safety considerations are the first priority. Buildings, equipment, and grounds should be properly maintained and emergency medical facilities and law enforcement agencies should be within reasonable distances.
- 3.1.2 The facility shall be chosen based on suitability for planned activities and age of participants.
- 3.1.3 Upon arrival, adults should take notice of the area where participants will meet to inspect the condition of the facility for safety and suitability. Adults shall immediately report any potential safety concerns to facilities management.
- 3.1.4 Social gatherings shall occur in common areas and not in an area that is reserved for one gender or another.

#### **4. Pool**

- 4.1 Adults are to follow the adult/minor ratio set out in Section III. Supervision, Subsection 9. Adult/Minor Ratio when swimming is allowed under this *Policy for Ministering to Minors*.

#### **5. Property Damage**

- 5.1 In the event that damage to property occurs, the adult in charge should comply with archdiocesan policy and call 844-272-4721.

#### **6. Transportation**

- 6.1 Please see the Transportation Policy of the Archdiocese of San Antonio for more information.

## V. Behavioral Guidelines for Minors

1. All parishes should have clear and consistent behavioral guidelines which specify the expected behavior of minors at all activities. These guidelines should be written and publicized in the promotional material for activities and programs. Parents/Guardians should sign a form acknowledging the guidelines. Guidelines should be orally reviewed with the participants on a regular basis. New participants should also be briefed as they enter into the program.
2. Guidelines may also need to be included for specific activities, as well as curfews and boundaries. If you need a sample Youth Code of Conduct, [click here](#) or please contact the Department of Pastoral Ministries at 210-734-2620.
3. The consequences for violation of the behavioral guidelines must be clearly stated and fairly and consistently enforced. Violation of guidelines, especially those involving illegal or immoral activity, should be reported to parents.
4. At a minimum, guidelines should state that youth participants will not:
  - 4.1 Possess weapons of any kind;
  - 4.2 Physically or verbally harass others;
  - 4.3 Purchase, possess, consume, or distribute alcohol;
  - 4.4 Purchase, possess, consume, or distribute illegal, over-the-counter, or prescription drugs;
  - 4.5 Engage in any form of sexual activity or peer sexual harassment;
  - 4.6 Purchase, download, possess, or distribute pornography;
  - 4.7 Visit or gather in hotel rooms with the opposite gender; or
  - 4.8 Engage in any exclusive coupling during an activity (no kissing, necking, or other intimate or sexual activity).
5. At a minimum, guidelines should state that youth participants will:
  - 5.1 Fully participate in all activities unless otherwise excused;
  - 5.2 Respect all other participants in the program or activity;
  - 5.3 Build community with the entire group; and
  - 5.4 Follow the guidelines established by program leaders.

## **6. Grounds for Removal**

- 6.1** Anyone under the influence of alcohol or drugs, or suspected of being under the influence of alcohol or drugs will not be allowed to participate.
  
- 6.2** Anyone found in violation of the minimum behavioral guidelines may be subject to immediate dismissal from the activity and may be prohibited from attending future activities. If necessary, a parent or guardian will be called to pick up youth from the activity.

## VI. **Temporary/Short-Term Childcare**

1. Adults working with minors are responsible for the supervision of minors including observing the environment, reporting any unsafe equipment or conditions, maintaining order in the daycare environment, and restricting access to children except by authorized adults.
2. Adults working with minors are responsible for ensuring that children are signed in and out of childcare by the child's parent/guardian. The parent/guardian should present identification at the time of pick up.
3. Adults working with minors are to comply with the adult/minor ratio set out in Section 8. Adult/Minor Ratio throughout the duration of the childcare period.
4. Adults working with minors in a temporary/short-term childcare setting shall ensure that the minors in their care are grouped according to age. Under no circumstances may a minor be placed in a supervisory role over other minors.

## VII. **Health Safety**

### **1. First Aid**

- 1.1** Every youth activity should have a reasonably well-stocked and easily accessible first aid kit.
- 1.2** Adults should have easy access to the Health Information Form of minor participants for on-site activities. This form shall be stored in a central location such as the parish office or Religious Education office.
- 1.3** For offsite activities, adults should carry with them the Permission/Liability Release Form and Health Information Form for each participant.
- 1.4** 911 should be called in the event that a participant needs immediate medical care. Never transport a participant to the hospital unless absolutely necessary. The participant's parent has the right to take the minor to the hospital.
- 1.5** Any incident requiring medical treatment of a participant or a law enforcement response must be reported to the claims hotline as soon as reasonably possible at 844-272-4721.

### **2. Parental Responsibility Regarding Minor Health Safety**

- 2.1** It is the responsibility of the minor's parent/guardian to inform the adult leader of any medication and/or health issues of the minor.
- 2.2** The adult leader, after obtaining all the necessary information and form(s), may agree to accept the responsibility of making sure a youth takes the necessary medication at the appropriate time. Adult leaders are not mandated by archdiocesan policy to distribute medication or health services to a minor.
- 2.3** Standards and policies regarding administration of medication may be in place at the retreat center or camp. A parent or guardian must authorize the administration of nonprescription medication to a youth by a retreat center or camp health officer.

## VIII. **Outdoor Activities**

### **1. Water Activities**

- 1.1** Water activities may include, but are not limited to, fishing, playing with water balloons, and splash pads.
- 1.2** A certified lifeguard must be present when swimming. Swimming, whether at a public or private location, without a lifeguard is prohibited.
- 1.3** Minors must wear appropriate certified life preservers when using any kind of water craft. Contact the Office of Risk Management if your planned event includes water activities.

### **2. Weather Conditions**

#### **2.1 Severe Weather**

- 2.1.1** Adult leaders must monitor current weather forecasts and conditions of the area of the activity. Plans should be modified if weather conditions so require.

#### **2.2 Extreme Heat/Cold**

- 2.2.1** Adult leaders should prepare for off-site activities that may involve extreme temperatures.
- 2.2.2** Adult leaders shall inform minors and their parent/guardian of activities that may involve exposure to extreme temperatures.

### **3. Amusement Rides**

- 3.1** No dunk tanks, bull rides, or any other amusement ride, which includes but is not limited to an inflatable, is allowed without prior permission from the Office of Risk Management. All requests will be considered on a case-by-case basis. Adult leaders and organizers shall not sign a contract with a provider of an inflatable, dunk tank, bull ride, or other amusement ride without first consulting with and receiving written approval from the Office of Risk Management.
- 3.2** Event organizers must have a written contract with the amusement ride provider. In the contract, the provider needs to promise to hold harmless, indemnify, and defend the Archdiocese of San Antonio and the office, parish, school, or agency sponsoring the event.
- 3.3** The event organizer must request that the provider provide the office,

parish, school or agency with a certificate of insurance with \$1,000,000 liability limits. They must also list the Archdiocese of San Antonio and the office, parish, school, or agency as an “additional insured” on the policy. The certificate of insurance must come from the broker. Please call the broker and verify that the insurance is valid.

### **3.4 Inflatables Guidelines**

- 3.4.1** An inflatable must have its certificate/sticker from the Texas Department of Insurance showing that it has been inspected.
- 3.4.2** An inflatable must be set up by the provider and be secured according to manufacturer recommendations. The inflatable must be set up on a soft surface (lawn or field; no asphalt or concrete).
- 3.4.3** The provider must provide an attendant who has been trained in the operation of the inflatable and manufacturer recommendations for size requirements and occupancy. The event cannot have a volunteer or employee of the Archdiocese of San Antonio monitor the inflatable.
- 3.4.4** Each inflatable must have an attendant at all times when the inflatable is occupied. An attendant cannot monitor two inflatables at once.
- 3.4.5** Do not allow children of significant height and weight differences to jump in an inflatable at the same time. If the event permits children under the age of 6 to jump, then the event must have an inflatable designated for that age group, and it must be monitored very closely.

## IX. Guest Speakers

### 1. Lay Persons

**1.1** The Archdiocese of San Antonio requires all speakers and others providing lay ministry from outside the Archdiocese to submit a letter of good standing from their Pastor or Bishop. This letter should be sent to the Chancellor, if possible, three months in advance of the event. The letter should:

**1.1.1** Indicate that the person is enrolled in the parish, is of sound moral character, and that his/her teachings are in accordance with those of the Roman Catholic Church;

**1.1.2** State the name, date, and location of the event at which the person is presenting; and

**1.1.3** State that the person has completed Safe Environment Training and has completed a Criminal Background Check within the past three years.

**1.1.4** The letter should be submitted to:

Sister Jane Ann Slater, CDP  
Chancellor  
2718 W. Woodlawn  
San Antonio, TX 78228

**1.2** Residents of the Archdiocese of San Antonio, who are ministering outside of their home parish, shall procure a letter from their pastor confirming that they have completed Safe Environment Training, a Criminal Background Check and acknowledged the *Code of Conduct* within the past three years. This letter shall be submitted to the pastor of the parish where the ministry will occur.

### 2. Clergy

**2.1** Clergy coming into the Archdiocese of San Antonio to minister to minors must have complied with the Safe Environment Training requirements and must submit a letter of good standing from their Bishop or Superior before being allowed to minister within the Archdiocese.