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Society of St. Sulpice  
Province of the United States

*Policy for  
Members & Candidates  
on the  
Sexual Abuse of Minors  
and Vulnerable Adults*

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# **Policy For Members and Candidates on the Sexual Abuse of Minors and Vulnerable Adults**

## ***1. Introduction and Rationale***

- 1.1. The nature and purpose of the Society of St. Sulpice is described in the opening pages of its *Constitutions*. Article 1 contains the following passages:

Dedicated to Jesus Christ, the High Priest, the Society of the Priests of Saint Sulpice, born in the apostolate of Jean Jacques Olier, its founder, is a community of diocesan priests whose vocation is the service of those ordained to the presbyteral ministry.

With this fundamental purpose in view, they devote themselves to the discernment of vocations, to the initial and ongoing formation of priests or to the exercise of other ministries. They fulfill this work with the desire to instruct others in the “interior life” and to form in them the “apostolic spirit.”

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*“The seminary of Saint Sulpice. . .has consecrated and dedicated itself to Jesus Christ our Lord not only to honor Him as High Priest and the great Apostle of his Father, but also to respect him living in the Apostolic College. Daily, the seminary prays for an apostolic spirit for itself and for the whole Church so as to renew in her the love of Jesus Christ and his attitude of religion toward his Father, particularly among the clergy who, as the source of holiness, must then diffuse it among all peoples.”*

(Divers écrits, I, 67)

- 1.2. It is clear from these words that the Society has been given as its mission the renewal of the Church in the love of Jesus Christ through the renewal of the Church’s ministers. This means that Sulpicians are to be models of Christian living and priestly ministry.
- 1.3. While Sulpician programs are designed to serve adults, they do, on rare occasion, offer training and/or pastoral services to minors and vulnerable adults. Therefore, a Sulpician might have pastoral contact with or special responsibility for minors and vulnerable adults at a Sulpician program. The intention of the U.S. Province of the Society of St. Sulpice is that all of its institutions, programs, and missions be safe places in which minors and vulnerable adults can work, study, or receive ministry. *Note: anywhere in this policy hereafter, “minor” encompasses “vulnerable adult” as well (see 2. Definitions).*
- 1.4. Many Sulpicians also serve in other pastoral settings, especially in parishes. They should contribute to creating a safe environment there and always present themselves as trustworthy ministers of the Lord.

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- 1.5. The Sexual Abuse of a Minor by a Sulpician is not only a violation of the fundamental dignity of the victim but also a contradiction of faith in Jesus Christ and of the mission of the Society of St. Sulpice. Therefore, beyond any provisions of civil law, the sexual abuse of a minor by a Sulpician is totally inappropriate, unacceptable, and outside the scope of his duties and employment.
  - 1.6. Moreover, since it is fundamental to the charism of the Society of St. Sulpice that Sulpicians adhere to the highest standard of Christian and ministerial behavior, any minor who has been abused by a Sulpician is of special concern to the Society and deserving of our special care and respect.
  - 1.7. Because of the seriousness with which we view the sexual abuse of minors, the U.S. Province of the Society of St. Sulpice has developed the following policy to deal with incidents and accusations of such abuse on the part of its members and candidates. The policy also treats those related acts of misconduct that can be signs of inadequate professional boundaries with a minor.
  - 1.8. The primary purpose of this policy on sexual abuse of minors is to prevent such abuse and, if injury has already occurred, to care for the victim and the victim's family. The needs of others injured by the sexual abuse of minors, namely, those who have placed their trust in the Society of St. Sulpice as well as the many who have their service and reputation questioned because of the failures of a few, are also addressed in this policy.



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## 2. Definitions

- 2.1. **Sulpicians:** priests who are definitive or temporary members of the Society of St. Sulpice, Province of the United States, or who are candidates for membership in the Society who have been released by their diocesan bishops and are serving in a Sulpician assignment.
- 2.2. **The Provincial Superior:** The Sulpician who exercises canonical authority over all Sulpicians who are members of the Province of the United States.
- 2.3. **A Minor:** anyone under the age of 18, including those who are members of the Sulpician's family. For the purposes of this policy "a minor" also includes "vulnerable adult," i.e., an adult who lacks the physical or mental capacity to provide for his or her daily needs.
- 2.4. **Sexual Contact:** some form of physical contact for the purpose of sexually arousing or gratifying either party, e.g., sexual intercourse, anal, or oral sex, or the touching of the erogenous zone of another (including, but not limited to, the thighs, genitals, buttocks, pubic region or chest). Other forms of physical contact that express sexual misconduct include, but are not limited to, actions that are never appropriate in a pastoral relationship, such as giving a sexually charged gift (e.g., lingerie), prolonged hugs, kissing on the lips, showing sexually suggestive objects or pornography.
- 2.5. **Sexual Abuse of a Minor:** immoral and illegal activity in which a minor is manipulated, forced, or tricked into sexual contact. Sexual Abuse of a Minor is deemed to have occurred even when the minor initiates the Sexual Contact.

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The creation, acquisition or use of child pornography is also considered to be the Sexual Abuse of a Minor.<sup>1</sup>

- 2.6. **Related Acts of Misconduct with a Minor:** behaviors that, in themselves, do not constitute Sexual Abuse of a Minor but are often associated with it in an occupational, educational or ministerial setting. Such behaviors include, but are not limited to, disciplining with spanking, slapping or hitting, sharing of sexually-oriented materials or jokes, making suggestive comments, innuendo, propositions, descriptions of sexual fantasies or experiences, being nude in the presence of minors, kissing on the mouth, giving or receiving a massage, wrestling, sleeping in the same bed or a similarly confined space, taking minors for overnights without written parental permission, persisting in the exchange of unwelcome and unwanted acts or words of affection, providing or allowing minors to use alcohol or illegal drugs and being under the influence of alcohol or illegal drugs when supervising minors.

### **3. Statement of General Principles**

- 3.1. All Sulpicians have an obligation not only to avoid the Sexual Abuse of a Minor and Related Acts of Misconduct with a minor but also to attempt to prevent such activities and to protect potential victims.
- 3.2. All Sulpicians will comply fully with all applicable provisions of federal, state, and local law, with the requirements of canon law, and with the policies and procedures outlined in this document.

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<sup>1</sup> cf. Standard 12, Requirement 2. “The doctrinal congregation has determined that since church law refers to ‘a sin against the Sixth Commandment with a minor,’ such abuse does not necessarily involve physical contact. For example, it can involve . . . the downloading of pedophile pornography over the Internet.” Taken from “Vatican Official Says U.S. Abuse Norms Are Fair and Workable,” *America* (February 2, 2004).

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- 3.3. The Society of St. Sulpice is committed to dealing with all reported accusations of the Sexual Abuse of a Minor in a comprehensive, objective and pastoral manner with due regard to the rights of all. To ensure that this commitment is fulfilled, the Society uses a Review Board to advise and assist the Provincial Superior.
  - 3.4. All complaints and incidents are considered important. In light of the harm of both Sexual Abuse of a Minor and false accusations, each report will be carefully reviewed. Anonymous complaints will be investigated to the extent feasible.
  - 3.5. All persons involved should receive timely communication. Any communication or action taken should be done in a caring manner, so as not to compound the traumatic experience of the persons concerned.
  - 3.6. The pastoral needs and the rights of the accused will also be respected and protected.
  - 3.7. The Society will avoid exacerbating the hurt of all persons involved by respecting their confidentiality in the public forum whenever possible. The Society also intends to preserve the due process of civil and canon law in any statements made at the public level.
  - 3.8. There is always the possibility of false accusations made for whatever reason. All should know that both civil and canon law may provide penalties for making false accusations of the Sexual Abuse of a Minor.
  - 3.9. Though not, in themselves, forms of Sexual Abuse of a Minor, Related Acts of Misconduct with a Minor are also forbidden (see 2.6 above).

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- 3.10. Certain signs of affection or approval in relation to a minor that are not normally inappropriate are not prohibited by this policy, e.g., pats on the shoulder or back, hand-shakes and hand-slapping, verbal praise, placing an arm around the shoulders, and, with small children, holding hands during a walk, kneeling or bending down for a hug, and patting on the head. (N.B. Cultural sensitivity is called for here; some of these signs may not be appropriate in certain cultures, e.g., patting a child on the head in some Asian cultures.)
  - 3.11. No requirement of this policy is to be construed in such a way that it would violate the priest/penitent relationship of the Sacrament of Penance.
  - 3.12. In the policy, some decisions assigned to the Provincial Superior are to be understood as in light of the Sulpician Constitutions, i.e., these decisions may require the approval of the Provincial Council.
  - 3.13. To facilitate the implementation of this policy, Appendix A gives the names and contact information for the various representatives of the Society mentioned in this document.

## ***4. Specific Policies and Procedures for Responding to Allegations of Sexual Abuse of a Minor or Vulnerable Adult***

### **4.1. Initial Reporting of a Complaint**

- 4.1.1. Allegations of the Sexual Abuse of a Minor may come from a variety of sources, including alleged victims or their family members, diocesan offices, members of the Society, a colleague in the workplace or an alleged perpetrator. Allegations can even be made by anonymous

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sources. Because each case is distinct, the following is a general outline of the response system for such allegations. It is not a procedure that is to be followed in the same way for each unique case, and the actions to be taken are not necessarily listed below in chronological order. The process is to be modified by the Provincial Superior according to the nature of the allegation, the needs of the alleged victim and the circumstances of the accused.

- 4.1.2. Whenever a Sulpician has reasonable cause to believe that another Sulpician (current and former) has committed the Sexual Abuse of a Minor, he must make an immediate report to civil authority and the appropriate authority of the Society.
- 4.1.3. The Provincial Superior (or his delegate) will ensure that compliance with the legal reporting requirements of the state where the abuse took place is carried out in a timely manner as mandated by law. Even if reporting is not legally required in a certain jurisdiction, a prompt report will be made to civil authorities if the alleged victim is still a minor.
  - a. Mandatory reporting is the responsibility of the one who has direct knowledge of the incident of sexual abuse of a minor or of the criminal activity in regard to the acquisition and/or use of real or virtual child pornography.
  - b. The Province will cooperate fully with investigations by civil authorities and will consult with civil authorities when its own internal investigation may interfere with a criminal investigation.
  - c. The Province will report known or suspected sexual abuse of a minor by a Member when the victim is no

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longer a minor in accordance with the civil laws of the state in which the sexual abuse of a minor was alleged to have occurred.

- 4.1.4. Members must also report known possession, distribution, downloading and/or intentional viewing of real or virtual child pornography.
- 4.1.5. When a complaint of the Sexual Abuse of a Minor by a Sulpician originates in a local setting, the complaint is usually addressed to the local superior, the rector or the director of the program who, in turn, relays this information promptly to the Provincial Superior in order to initiate a Societal response. In the absence of either aforementioned officer of the Province, the Provincial Personnel Officer or one of the four Provincial Consultors should be contacted.
- 4.1.6. The complaint may be communicated directly to the Provincial Superior (see Appendix A- Contact Information).
- 4.1.7. The person first receiving the complaint listens sensitively to the complainant to obtain the essential elements of the complaint without probing into unnecessary details.
- 4.1.8. The essential elements are put into a confidential written summary. The critical information at this stage would be:
  - a. Name of the alleged victim;
  - b. Current age of alleged victim;
  - c. Address and phone number of alleged victim;
  - d. Name of alleged perpetrator;

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- e. Approximate dates of the alleged Sexual Abuse of a Minor;
  - f. Nature, type and location of the alleged Sexual Abuse of a Minor;
  - g. Other essential details, e.g., what, if any, requests has the victim made.

## 4.2. **Initial Response of the Province to an Allegation**

4.2.1. The Provincial Superior shall receive allegations of Sexual Abuse of a Minor and coordinate the response of the Province. A victim assistance coordinator (see Appendix B) will be appointed to offer assistance, when needed, to anyone who brings an allegation. The Provincial Superior or anyone who speaks directly to the alleged victim will maintain a compassionate and pastoral manner regardless of the demeanor or age of alleged victim, recognizing that the experience of sexual abuse and the difficulty of coming forward may bring out strong emotions during the disclosure process.

4.2.2. Initially, upon receiving the complaint, the Provincial Superior will engage a professional investigator to conduct a confidential internal inquiry as early as is practicable after the initial complaint to determine whether the allegations are credible.

- a. The Investigator will advise any parties that he/she represents the Province and will also inform them that conversations with the Investigator, though confidential, may be subpoenaed in the event of a criminal investigation.

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- b. The Investigator will advise the parties that pastoral care is available but that the Investigator is not the one who will provide that care.
  - c. The Investigator, who shall obtain statements from the parties and any witnesses, will keep the Provincial Superior informed regarding the status of the investigation.
  - d. A licensed mental health professional will assist with the interview of the alleged victim, if the alleged victim is still a minor.
  - e. The Investigator will document the investigation in writing. This documentation is confidential, is the property of the Province, and will be kept permanently by the Provincial Superior.
  - f. The Investigator will inform the alleged victim of his or her right and duty to report the allegation to civil authorities.
  - g. When the investigation is complete, a confidential written summary of the findings will be presented to the Provincial Superior.

4.2.3. The Provincial Superior will appoint a trained pastoral minister to meet with the victim and/or the victim's family to offer the needed assistance and follow up to see if the assistance was received. Assistance may be offered regardless of the truth of the allegation.

4.2.4. The Provincial will consult the Review Board in a timely fashion to advise him on the case.



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- 4.2.5. The Provincial Superior (or his delegate) will maintain contact with the accused throughout the entire process.
- a. The Provincial Superior will notify the accused of the allegation and its essential details. He will take steps to ensure that the accused receives the personal and spiritual support and assistance he needs during the process, including, if necessary, the designation of a priest to serve as confidential Pastoral Minister for the Accused.
  - b. Normally, the accused will be placed on a temporary paid administrative leave during the internal investigation.
  - c. The Provincial Superior will advise the accused to hire personal legal counsel and also to obtain canonical counsel.
  - d. When the Provincial Superior has received the completed investigation report, he will orally summarize the results of the investigation in a timely manner to the accused for a response.
- 4.2.6. If at any time during the course of implementing these procedures, civil or criminal proceedings are initiated against the accused, these procedures may be suspended immediately, to be resumed, if deemed necessary, only after the completion of the civil or criminal proceedings. In such a case, the Provincial Superior shall ask the Review Board for a possible course of action with respect to the accused, in keeping with the intention of these procedures and in the interests of justice. Even in this situation, the Province must make an offer through legal counsel to arrange for a personal meeting with the alleged victim.

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- 4.2.7. The Provincial Superior will also ensure compliance with diocesan reporting requirements in the diocese where the alleged Sexual Abuse of a Minor has occurred or with other institutional reporting requirements, where appropriate.
  - 4.2.8. When an allegation has been substantiated, the Provincial Superior will also inform the placement(s) where the Sexual Abuse of a Minor has happened or is suspected to have happened. He will document such communication(s).
  - 4.2.9. When a Member has repeated boundary violations with a minor or a minor is known to be in danger, the Provincial Superior will bring this situation to the Review Board to develop an intervention plan outlining how the boundary violations will be interrupted and how the implementation of the plan will be verified.

#### 4.3. **The Review Board**

- 4.3.1. The Province uses the services of the Review Board of Region III of the Conference of Major Superiors of Men and follows its policies and procedures for the purpose of providing advice to the Provincial Superior on the implementation and administration of this policy.
- 4.3.2. In cases where alleged Sexual Abuse of Minor cannot be investigated or substantiated, the Review Board will make recommendations regarding the disposition of the case.

#### 4.4. **Decision by the Provincial Superior**

- 4.4.1. Upon the conclusion of the investigation and after hearing the recommendations of the Review Board, the Provincial Superior will exercise his judgment in delivering an appropriate response. This response will be documented.

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- 4.4.2. In those cases where it is required that the matter be referred to the Congregation of the Doctrine of the Faith (See, for example, the USCCB’s “Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests and Deacons,” No. 6), the Provincial Superior will notify the Diocesan Bishop of the accused, and the Provincial Superior and the Diocesan Bishop will jointly refer the matter. Church law prescribes that if it is substantiated that a cleric has abused a minor, no further public ministry may be exercised by that cleric.
- 4.4.3. When the matter is not required to be referred to the Congregation of the Doctrine of the Faith and when the Provincial Superior determines that there is a substantiated or credible allegation that a Member of the Society has committed the Sexual Abuse of a Minor, the Provincial Superior will take the appropriate disciplinary action, up to and including dismissal from the Society in accordance with the Sulpician *Constitutions*. He will inform the Diocesan Bishop of the accused about the action(s) taken.
- 4.4.4. The Provincial Superior’s decision will be communicated, as necessary and appropriate, to the person who made the complaint, to the accused, to the Diocesan Bishop of the accused, to the Review Board and to other parties, including the Superior General.
- 4.4.5. In those cases where the Provincial Superior has taken disciplinary action, the accused has the right to appeal the decision to the Superior General.

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4.4.6. If an allegation is deemed false, the Provincial Superior will:

- a. issue a decree containing this finding that will be kept in the Province's secret archives;
- b. coordinate communication with all appropriate parties so that reconciliation can take place where possible;
- c. see that the accused is promptly returned to his duties;
- d. assist, as necessary, in restoring the person's good name and assist him with financial needs, if necessary.

#### 4.5. **Communication with the Media and the Public**

4.4.1. Unless determined otherwise by the Provincial Superior, any media contact or inquiries will be addressed only by the Provincial (or his delegate), who will respond after consultation with the Society's Attorney.

4.5.2. Any communication with the Sulpician membership at large or with any person or community that may be affected by an act of or an accusation of sexual abuse, e.g., a parish, will be made by the Provincial (or his delegate) after consultation with the Province's Attorney and, at the Provincial's discretion, after consultation with the Provincial Council and/or the Review Board.

4.5.3. In order to respect the rights of all concerned, Sulpicians should not discuss, make public comments, or offer an opinion on the accusation without specific permission of the Provincial Superior.

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## **5. Boundaries and the Prevention of Sexual Abuse**

- 5.1. Our firm belief is that Sulpicians must maintain appropriate boundaries with those they serve so as to protect the vulnerability of those seeking their pastoral service and to preserve the integrity of the ministerial relationship.
- 5.2. Each adult is and must be responsible for his or her own sexual growth and maturity in order to maintain appropriate emotional and sexual boundaries with those with whom they work and/or serve. To support this responsibility, the Society of St. Sulpice is committed to providing appropriate programs for Sulpicians that include information and training applicable to the recognition and prevention of the Sexual Abuse of Minors.
- 5.3. With the exception of those members who do not engage in active ministry, all Sulpicians, including those returning from ministry outside of the U.S., as well as international Members who are coming for ministry within the U.S., will be required to attend a training program on the prevention of Sexual Abuse of a Minor that includes a discussion of appropriate boundaries with minors and the warning signs associated with sexual abuse.
  - 5.3.1. At least every five years, all Sulpicians have at least five hours of education that focuses on Sexual Abuse of Minors and related topics. The Province will offer programs that fulfill this requirement, but it may also be fulfilled by attendance at the special program for pastors, youth ministers, etc., offered by the diocese in which the individual serves.

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- 5.3.2. From time to time, these personnel will receive updated information on the Sexual Abuse of Minors. Again, diocesan programs include annual updates.
- 5.4. As a further measure to prevent the sexual abuse of minors, the Provincial Superior maintains a system of support and accountability for all members.
- 5.4.1. Most members belong to or are closely associated with a local Sulpician community and so they enjoy the normal system of support and accountability as a member of that community. These systems aim to make Sulpician communities places where members maintain mutual concern for one another's health – physical and psychological – to assure that men are not lapsing into conditions that can lead to boundary violations.
- 5.4.2. In addition to the rules that apply to all Sulpicians, e.g., in the Constitutions and Personnel Handbook, the local superior is responsible for having written policies about what is expected of every member of that community with respect to support and accountability, e.g., a faculty or resident handbook, or a contract or agreement. Moreover, the local superior is delegated by the Provincial Superior to meet at least annually with any Sulpician in that community to discuss his personal welfare and to address any concerns that may have arisen concerning his adherence to community expectations. The local superior is to maintain a written record of these annual meetings and he must submit the dates of these meetings to the Provincial Superior at the end of each school year.
- 5.4.3. With respect to support and accountability for the member who does not belong to or who is not closely associated with a local Sulpician community, the director

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of personnel, in consultation with the member, is to develop a written and individualized plan of support and accountability (See Appendix C). This plan is to be shared with the member, and, at least annually, the Provincial Superior or his delegate will meet with each of these members to discuss his general welfare and to address any issues that may have arisen regarding his adherence to the plan. A written record of this meeting is to be filed at the Provincial House. Unless each of these members is consistent in following his individualized plan, the Provincial Council is required to assign him to a local community.

- 5.5. Even where there is no reason to believe that Sexual Abuse of a Minor has occurred, if any Sulpician detects among his fellow Sulpicians Related Acts of Misconduct with a Minor (see 2.6., above), this is to be communicated either to the Local

Superior or to the Provincial Superior. Such Misconduct is a sign of unhealthy boundaries or relationships with minors but is not, in itself, an act of Sexual Abuse of a Minor, and so the Provincial Superior responds to it differently.

- 5.5.1. If the Local Superior receives a complaint about a member of his own community, he will conduct an interview with the Sulpician about whom the concern has been expressed. During this interview, the Local Superior will review the concern and the relevant policies prohibiting such Misconduct. He will then report about the interview in writing to the Provincial Superior.
- 5.5.2. If the Provincial Superior receives a complaint about a Sulpician who is a member of a local Sulpician community, he will inform the Local Superior who will conduct the interview as above. The results of the interview will be documented.

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- 5.5.3. If the Provincial Superior receives a complaint about a Local Superior or about a Sulpician who is not a member of the local Sulpician community, he will delegate the Personnel Officer of the Province to meet with the individual and conduct the interview as in 5.5.1. above. The Personnel Officer will then report to the Provincial Superior in writing about the interview.
- 5.5.4. In any case, should a person disclose voluntarily inappropriate attraction to minors, the interviewer will recommend or provide assistance, as appropriate, including evaluation and treatment.
- 5.5.5. If the misconduct with a minor is serious or has been repeated after a previous warning, the Provincial Superior may consult the Review Board about it and may take any disciplinary action he deems appropriate.
- 5.5.6. The decision by the Provincial Superior regarding Related Acts of Misconduct with a Minor may be appealed to the Provincial Grievance Committee and to the Superior General.
- 5.5.7. It is the policy of the Province that the Local Superior is responsible for the immediate supervision of any Sulpician from another province or member of any religious community that may reside in his house or community (See Appendix D). Should any concerns arise about the observance of professional boundaries by these priests, the Local Superior is to communicate these concerns to the Sulpician Provincial Superior, who will determine what course of action is to be taken, including informing the priest's own superior about these concerns.



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## **6. Policy on the Use of the Internet**

All Sulpicians are expected to conduct their use of the internet and other computer technology and services, including interactions via electronic and social media, whether on equipment or facilities belonging to the Society of St. Sulpice, to the individual, or to others, in a manner that is ethically and legally proper. Improper use of the internet, e-mail, or other computer service for illegal activity will not be tolerated. The Society reserves the right to examine computer files and usage information in those rare instances where it is deemed necessary to do so, by the Provincial or his delegate, to protect the safety, health or welfare of the community or to investigate allegations of misconduct.

## **7. Applicability**

- 7.1. This policy applies to all Sulpicians as defined in this document (See 2.1., above).
- 7.2. A copy of this policy is to be communicated by means of educational and training programs to all Sulpicians.

Approved: June 24, 1999

Amended: October 26, 2000

Further amended: April 11, 2002

Further amended: March 18, 2005

Further amended: April 24, 2009

Further amended: September 23, 2011

Further amended: October 27, 2011

Further amended: September 21, 2012

Further amended: September 15, 2017

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## **Appendix A: Contact Information**

Provincial Superior:

V. Rev. John C. Kemper, P.S.S.  
5408 Roland Avenue  
Baltimore, MD 21210  
410 323 5070

Provincial Personnel Officer:

Rev. Richard M. Gula, P.S.S.  
5408 Roland Avenue  
Baltimore, MD 21210  
410 323 5079

Provincial Consultors as of July 1, 2015:

Rev. Daniel F. Moore, P.S.S.  
202 250 1796

Rev. Richard M. Gula, P.S.S.  
410 323 5079

Rev. Anthony F. Pogorelc, P.S.S.  
202 615 1225

Rev. Hy K. Nguyen, P.S.S.  
210 685 0347

Pastoral Minister for the Alleged Victim:

Rev. Melvin C. Blanchette, P.S.S.  
202 669 1984

Pastoral Minister for the Accused:

Rev. Lawrence B. Terrien, P.S.S.  
410 864 4259

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## **Appendix B: Victims Assistance Coordinator**

The Victim Assistance Coordinator is the person appointed by the Provincial who has expertise in counseling and dealing with victims of sexual abuse. He maintains a professional relationship with the alleged victim sand/or family and does not act officially as a therapist, attorney, or spiritual director.

The Victim Assistance Coordinator's duties include the following:

1. To listen with respect to the alleged victim and/or family;
2. To offer support and professional resources to the alleged victim, the victim's family and other affected persons, assisting with referrals to therapists and/or support groups;
3. To explain to the alleged victim with Province's response to the allegations raised;
4. To offer to be present during meetings between the alleged victim and/or family and the Province, including the Provincial and/or the Review Board;
5. To coordinate all communications between the alleged victim and/or family and the Province, keeping all parties apprised of developments in the case.

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## **Appendix C: Support and Accountability for Members Living Outside a Local Sulpician Community**

Elements of Support and Accountability Plan:

1. **Permission:**

The member must receive the Council's permission to reside outside a local Sulpician community and in a residence approved by the Council.

2. **Salary:**

The salary must be governed by Sulpician policy.

- For non-retired members, the salary is paid directly to the Society and the Society pays each member the Sulpician living allowance.
- Retired members are not required to turn in a salary and will receive the standard retirement pension and room and board allowance.

3. **Community Events:**

Each member is expected to participate in the required community events (e.g. Retreat, Community Day, Convocation) and, as for all province members, requires permission from the provincial if he cannot attend for some good reason.

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#### 4. **Visitation:**

Each member must meet annually with the Provincial, Director of Personnel, or one delegated by the Provincial. Minimally, the meeting must cover the following:

- Health (present state of health, schedule of physical exams, any physical or mental conditions that we need to monitor)
- Documentation (the present status of formal documents: will, durable power of attorney, advance directive for health care, funeral arrangements)
- Living Situation (adequacy of living situation and living environment)
- Financial agreement (clarify policy and procedure if necessary)
- Ministerial commitment (ministerial duties)
- Community participation (clarify plans)
- Support Structures (social and ecclesial contacts, frequency of meetings)
- Future plans (project anticipated changes in assignment, residence, etc.)

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## **Appendix D: Policy Regarding Visitors to the Province**

This policy serves as a guide regarding Visitors to the U.S. Province from other Sulpician provinces or from other religious communities or dioceses who may reside in a house of the U.S. Province. Such Visitors may be hired to be on the faculty, to be enrolled in an educational program, or to be on sabbatical. In these cases, the following guidelines apply:

1. The Province must have the written permission of the Visitor's Major Superior to reside in the U.S. Province.
2. The Visitor's Major Superior must send a letter to the U.S. Provincial affirming the Visitor's good standing and suitability and attesting to the lack of reports of inappropriate behavior with minors.
3. The Visitor's Major Superior must also provide his written opinion regarding the Visitor's moral, intellectual, physical, and psychological attributes.
4. The Visitor's Major Superior must also provide a list of the ministries in which the Visitor participated, especially those involving youth, and the name of the Visitor's supervisor in those ministries.
5. The U.S. Provincial should request reference letters from the Visitor's supervisors which attest to the Visitor's cooperation, collaboration, and competence during the Visitor's employment.

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6. The Visitor's Major Superior, the U. S. Provincial, and the Visitor will sign an agreement that includes:
    - a. The reason why the Visitor will be residing in a house in the U.S. Province.
    - b. A description of the Visitor's role and expectations regarding his residence in the U.S. Province.
    - c. All ministries and volunteer assignments the Visitor will be participating in, especially those involving youth.
    - d. Indication of any violation that would merit immediate removal of the Visitor from the U.S. Province.
  7. The U.S. Provincial provides the Visitor with a copy of the Province's Policy on the protection of minors, and requests that the Visitor sign a document acknowledging its receipt and agreeing to adhere to the Policy. A copy of this document should be kept in the Visitor's file and be easily accessible by the Provincial.
  8. The Province provides the Visitor with an orientation program regarding the Province's Policy on the protection of minors, as well as other pertinent information established by the Province for Visitors, e.g., criminal background check, and educational training. This orientation program is done through the local house's standard training on the Province's Policy on sexual misconduct with minors.
  9. The Visitor will complete an educational training program in the local house covering basic concepts of the protection of minors, the state's mandatory reporting requirements, and the diocesan regulations before he begins working with minors.
  10. The Provincial will communicate with the local superior assigned to the Visitor in his volunteer assignments and ministries annually.



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Society of St. Sulpice  
Province of the United States

*Policy for  
Members & Candidates  
on the  
Sexual Abuse of Minors  
and Vulnerable Adults*