



Annual Report

Child Protection Advisory Board for the Archdiocese of Washington

June 1, 2003-May 30, 2004

Introduction

In July 2002, Cardinal Theodore E. McCarrick made a commitment to update and strengthen child protection efforts in the Archdiocese of Washington. As part of this commitment, he created a Child Protection Advisory Board, composed primarily of lay people and tasked the Board with reviewing, strengthening and monitoring all Archdiocesan child protection efforts.

The Board's first step was to undertake a comprehensive review and revision of the existing Archdiocesan Child Protection Policy. The policy originally was published in 1986, and had been updated three times in the intervening years.

A significant addition to the Child Protection Policy was the establishment of new accountability measures, to "restore the trust and confidence of victims, parishioners, all Catholics and the public at large in the Church's ability to prevent child abuse and identify and heal those who have been abused." (*Child Protection Policy, Sec. 11*).

One of those accountability measures is an annual report by the Child Protection Advisory Board to parishioners on "the status of Archdiocesan child protection activities" (*CPP, 11.8*). This document is the first such report, covering the first full year of implementation, ending May 30, 2004.

Background on the Child Protection Advisory Board

The Child Protection Advisory Board was given wide-ranging responsibilities at the time it was established:

- To review Archdiocesan policies and procedures and recommend ways in which they can be strengthened, improved or modified
- To oversee the implementation of the policies throughout the Archdiocese and its ministries
- To assist in developing appropriate mechanisms to ensure compliance with the policies
- To assess the effectiveness of victim assistance efforts by the Archdiocese and make recommendations for improvement
- To review and advise on standards of conduct for those in positions of trust and on education, training and outreach programs for clergy, staff, educators and others, as well as safe environment programs for children.

Mr. Shay Bilchik, president/CEO of the Child Welfare League of America, one of the most respected child welfare advocacy and consultation organizations in the United States, was appointed chairman of the Board. Mr. Bilchik previously served as administrator of the Office of Juvenile Justice and Delinquency Prevention in the US Department of Justice.

The Board is composed primarily of lay people who have particular knowledge, insight or expertise in the protection of minors. Members may or may not be Catholic and each volunteers to serve a three-year term. They are:

- Rev. William J. Byron, S.J., now with Loyola College in Baltimore, previously served as pastor of Holy Trinity Catholic Church in Washington, DC and as president of the University of Scranton and The Catholic University of America. He also was Distinguished Professor of the Practice of Ethics at Georgetown University and rector of the Georgetown Jesuit Community. He is the author of several books.
- (Ret.) Captain Tim Delaney, retired captain of the Montgomery County Police Department and former director of the Family Services Division. Captain Delaney oversaw all domestic violence, child abuse and child sexual abuse investigations in the county for a number of years and has been an advisor for a local council of the Boy Scouts of America on its child abuse policies. Currently, he is with the United States Department of Justice, serving as Deputy Director of the International Criminal Investigative Training and Assistance Program.
- Nerita Estampador-Ulep, M.D., a pediatrician who specializes in forensic child abuse medical investigation and treatment. She works for the Montgomery County Public Health Service and has been recognized by the American Academy of Pediatrics for her work.
- Ms. Lynda Fox, former Secretary of Human Resources for the State of Maryland, where she oversaw the agency responsible for child welfare issues. She also has served as Deputy Chief Administrative Officer for Human Services in Prince George's County and has held a number of positions in Montgomery County.
- Ms. Evelyn Kays-Battle, executive director of the Reginald Lourie Center for Infants and Young Children in Rockville, Maryland. This pre-eminent mental health center specializes in identifying, assessing, treating and preventing behavioral, developmental and emotional difficulties in children.
- The Honorable Dennis McHugh, associate judge, Montgomery County Circuit. He previously was judge-in-charge, Juvenile Division for Montgomery County and has served on numerous committees and commissions related to juvenile justice.
- Mr. Michael Nugent, international representative for the International Brotherhood of Electrical Workers (IBEW), parishioner, married and the father of two teenagers.
- Ms. Beatrice Tignor, president of the Prince George's County Board of Education, former chair of the county school system's Management Oversight Panel and a former state legislator.

Support of and assistance to the Board is provided by selected Archdiocese of Washington personnel who serve in an *ex officio* capacity. These individuals include first and foremost, Cardinal Theodore McCarrick, as well as Bishop Kevin J. Farrell, Vicar General for Administration; Jane Golden Belford, Chancellor; Susan Gibbs, Director of Communications; Marcia Zvara, Director of

the Office of Child Protection; Charles Short, Director of Justice and Service; and Monsignor Godfrey Mosley, Vicar General for the Apostolates. The direction defined by the Board and its desired activities have been determined and facilitated without any interference or deterrence by the Archdiocese of Washington.

The Child Protection Advisory Board formally met quarterly during the first year of policy implementation, on June 23 and September 30, 2003; and January 12, April 2 and June 23, 2004; subcommittees met more frequently. At each meeting, the Board reviewed subcommittee reports and assessed current implementation/compliance efforts by the Archdiocese and made recommendations for continued implementation. The Case Review Board and the Child Protection Advisory Board met jointly in June 2004, as required by the Child Protection Policy. The Case Review Board was established in 1993 to assist in assessing allegations against clergy and to make recommendations on fitness for ministry. That Board was not convened during the period covered by this report because no allegations were made against priests or deacons in ministry.

Overview of the Child Protection Policy of the Archdiocese of Washington

The revised Child Protection Policy of the Archdiocese of Washington went into effect on June 1, 2003. This revised policy renewed the Archdiocese's commitment to comprehensive child protection and to the following goals: (1) strengthening educative and screening procedures for prevention purposes; (2) reaffirming reporting requirements to proper authorities; (3) addressing pastoral needs of victims, families and the community; and (4) outlining procedures to be followed in the event of an allegation. Among other requirements, the Policy mandates that all employees and volunteers who have substantial contact¹ with children:

- Complete an employment/volunteer application
- Receive and review the Child Protection Policy, and acknowledge this in writing
- Be fingerprinted and complete a successful criminal history record check
- Attend at least two hours of education in the first year on the prevention, recognition and reporting of child abuse, with subsequent education in later years.

The revised Policy also established a separate position of Director of Child Protection. The Director receives notification of all allegations of abuse and serves as a liaison with persons who have alleged abuse with minors. She works with and reports directly to the Vicar General for Administration, Bishop Kevin J. Farrell. As in years past, Bishop Farrell remains the primary point of contact for victims of clergy abuse and their families. The Director also oversees the training requirements and coordinates child protection efforts. This position was filled on April 1, 2003.

The Child Protection Policy clearly mandates that any suspected child abuse or neglect must be reported to the civil authorities and to the Archdiocese, and provides the contact information and procedures for making a report. The policy also outlines offers of pastoral outreach to victims and their families.

¹ Substantial contact is defined as "Contact with children in which the duration and scope in both time and exposure to children is neither trivial nor limited and may occur on a routine and/or ongoing basis."

Finally, the Policy codifies the role of the Child Protection Advisory Board as an independent oversight entity, and explains in detail the responsibilities and processes of the long-standing Case Review Board.

Office of Child Protection

A separate Office of Child Protection was established as part of the new policy. Ms. Marcia Zvara, M.S.W., LCSW-C became the first Director of Child Protection Services on April 1, 2003, following a 35-year career in social services, which included senior positions with the Prince George's County Department of Social Services, Montgomery County Department of Social Services and Montgomery County Department of Health and Human Services.

Ms. Zvara immediately took on the major task of implementing the new Child Protection Policy, serving as the point person for Archdiocesan offices, parishes, schools and agencies. Assisted by one staff member, she

- Chaired an implementation committee
- Received and responded to allegations of child abuse and inquiries regarding child abuse.
- Communicated regularly with Archdiocesan offices, parishes and schools on all aspects of the Policy
- Coordinated selection of adult child protection training as well as facilitators to lead the workshops
- Organized hundreds of training sessions and developed materials for participants
- Tracked participation in the program by nearly 10,000 people, including reconciling online registrations with on-site sign-ins
- Was a primary liaison with the Child Protection Advisory Board, responding to inquiries and preparing quarterly reports for the Child Protection Advisory Board on the progress of the Policy implementation.

First Steps: Implementation Committee

The Archdiocese established a Child Protection Policy Implementation Committee of key senior staff in April 2003 to assist the Director of the Office of Child Protection with Policy implementation. This Committee consisted of the Vicar General in Curia, Chancellor, Superintendent of Schools, Assistant Superintendent for Elementary Schools, Director of the Office of Religious Education, Director of the Office of Youth Ministry, Secretary for Parish Life and Worship, Secretary for Social Concerns, Director of Communications, Director of Personnel and Benefits, President of Catholic Charities and Director of the Office of Child Protection.

The Committee met 14 times through August 2003. Among its many tasks, the committee:

- Reviewed numerous child protection training programs and selected *Protecting God's Children*TM
- Recommended and recruited facilitators for training workshops
- Identified persons required to be trained and developed training timeline
- Conducted survey of parishes and regional training needs

- Reviewed financial issues and established procedures for billing and reimbursement for background checks
- Reviewed and updated record-keeping procedures
- Developed and implemented communications plan and materials
- Scheduled briefings for key leaders.

Communicating the Policies and Procedures: Internal and External

The Vicars General and senior staff made extensive efforts to help ensure Archdiocesan employees, volunteers and clergy were informed about the revised Child Protection Policy, including the expectation for compliance. For example:

Priests:

- All 295 Archdiocesan priests, including those who are retired and serving out of the area, and 59 extern and religious priests serving in ministry with the Archdiocese received a copy of the policy and a letter from the Vicar General in Curia in March 2003.
- 95% of priests in active parish ministry with the Archdiocese attended mandatory deanery meetings led by the Vicar General in Fall 2003 to discuss the policy, Case Review Board and canonical processes. Priests also attended a three-day convocation, November 4-6, 2003, during which Cardinal McCarrick and the Vicar General in Curia discussed the Archdiocesan policy and history.

Principals and presidents of Archdiocesan elementary and secondary schools:

- All 77 principals and presidents received a copy of the policy and a letter from the Superintendent of Catholic Schools in May 2003.
- All received a letter in June 2003 to be sent home to parents before the end of the school year outlining requirements for volunteers and encouraging fingerprinting during the summer.
- Attended mandatory meetings led by the superintendent of schools in Fall 2003.

Directors of religious education and youth ministers

- 90 attended two informational meetings organized by the Office of Religious Education and the Office for Youth Ministry in June and July 2003.

Christian initiation coordinators:

- All 200 received a letter (English and Spanish) in September 2003 outlining the policy's requirements and giving explicit directions on how to acquire copies of the policy.

Throughout the year, the Office of Child Protection worked closely with the Office of Communications to inform clergy, parish staff and parishioners about the new policy requirements, using e-mail, newsletters, bulletin announcements, the Archdiocesan website and the Archdiocesan newspapers (*Catholic Standard* and *El Pregonero*). Child Protection and Communications also collaborated in assisting other offices in their individual efforts.

Finally, the Office of Communications undertook a number of initiatives to encourage public awareness and information:

- Three-hour media trainings for principals and for agency directors plus a one-hour crisis communications session for new principals, to assist in ensuring the community receives accurate and timely information
- Media outreach and response on the revised policy, its implementation and other child protection topics; local and national media included *Our Sunday Visitor*, *Associated Press*, *NBC's Nightly News and Meet the Press*, and *UPI*
- Communications with the affected community and media following an allegation of a contract worker, including collaboration with the school principal on parent communications and media outreach
- Online information at www.adw.org, including homepage banner for child protection, data and resources; approximately 2,000 people per day visit this website.

Policy Distribution

The Archdiocese required that a hard copy of the policy be given to all employees and volunteers who had substantial contact with children. This meant reaching thousands of people dispersed across the District of Columbia and five Maryland counties, in 140 parishes, 82 Archdiocesan/parochial schools (109 total schools, including private), Archdiocesan agencies, sports programs and other ministries.

Within one year, over 14,400 policy books were distributed in English and Spanish. This major task was accomplished through the efforts of the many offices in the Archdiocese:

- Office of Vicar General mailed all priests in Archdiocesan ministry a copy of the policy in March 2003
- Catholic Schools Office mailed each principal a copy of the policy in May 2003 and included a copy with the annual back to school materials distributed to school leadership in August 2003
- Office of Religious Education and the Office of Youth Ministry held several special distribution days for parishes
- Office of Child Protection mailed copies in response to specific requests and provided them at all child protection training workshops.

To supplement these efforts and ensure ready access to the policy by as many people as possible, the policy was posted on the Archdiocesan website in English and Spanish; the *Catholic Standard* also published the policy in installments between March and July 2003. Additionally, the Archdiocese received a number of requests from other dioceses in the United States and other nations that were interested in using the policy as a model for their own child protection efforts.

Acknowledgement of Review and Receipt of Policy

All clergy, employees and volunteers who had substantial contact with children were required to sign Appendix E, acknowledging receipt and review of the policy. These forms were sent to the Archdiocesan or agency personnel office for lay employees and volunteers, and to the Vicar General in Curia for priests: 295 Archdiocesan priests and 59 extern and religious priests completed this requirement.

Fingerprinting and Background Checks

The Archdiocese of Washington has mandated fingerprinting and background checks for many years. In 2002, the Archdiocese invested in state-of-the-art technology for scanning fingerprints and centralizing the collection of fingerprints so background checks may be completed. The technology is more effective than past methods and the centralization provides more control over the process.

- 8,187 employees, volunteers and clergy, including 210 priests (98% of priests in active parish ministry), were fingerprinted between June 1, 2003 and May 31, 2004. The total does not include those who were fingerprinted prior to the report period.
- Two types of background checks were conducted on each person, generating 16,374 reports.

Fingerprinting is managed by the Office of Employee and Volunteer Services. Given the large number of people receiving background checks under the new system, staff resources were increased to handle inquiries, set up appointments, conduct the fingerprint scans and enter the data. In addition to the Pastoral Center location, fingerprinting services were offered at two additional parish sites, in Southern Maryland and upper Montgomery County, to better accommodate employees and volunteers.

Education

Under the guidance of the Office of Child Protection Services, a standard safe environment program was selected and implemented for use with all employees and volunteers who have substantial contact with children. The implementation of such a program, overseen by the Office of Child Protection Services, was complex and time-consuming, and involved:

- Evaluating and selecting an effective program
- Identifying and training facilitators to lead education sessions
- Scheduling sessions throughout the Archdiocese
- Responding to numerous inquiries about training
- Developing, collating and delivering information folders for participants
- Inputting session dates online, communicating dates/times to employees and volunteers and assisting individuals in the registration process
- Holding the 138 sessions
- Tracking and confirming participants' attendance by comparing sign-in sheets with online registration, resolving incomplete or unclear registrations and confirming attendance
- Processing stipend requests for facilitators
- Maintaining online data system.

*Protecting God's Children*TM, a nationally recognized program developed by National Catholic Risk Retention Group, was selected as the mandatory first year education requirement. This program requires trained facilitators. Current employees, involved in child-related work and identified as effective speakers, were identified for this role:

- 19 individuals, including two Spanish speakers, completed an intense 2-1/2 day training, August 12-14, 2003, that was led by a senior executive with the program's company.

The first priority was to train key school personnel, such as new teachers and principals, followed by all employees and volunteers with substantial contact with children:

- 138 safe environment education sessions, including five in Spanish, were held between August 14, 2003 and May 31, 2004, at locations throughout the Archdiocese
- Nearly 10,000 people attended these sessions.

Sessions were added as needed throughout the year, at different times, days and locations, to sufficiently meet the demand.

A significant challenge reported by the Office of Child Protection was the processing of registrations given the high volume of participants this first year. Employees and volunteers register online, then sign in on-site. The Office of Child Protection matches this information and confirms compliance. Overall, the *Protecting God's Children*TM online data collection system is very efficient.

However, the director reported that the challenge of learning and implementing a new system, the large number of individuals who participated and the need to reconcile incomplete or mismatched information (for example, a person might have registered for one session, but attended another) means some of the registrations were still being processed at the end of the report period.

- The 7,500 registrations that were complete as of June 30, 2004 included 5,300 volunteers, 1,700 school employees, 120 priests, deacons or seminarians and 80+ catechetical leaders.

In addition, 1,000 individuals attended sessions for which they had not registered. Another 1,900 online registrations were being processed as of May 30, 2004. It is estimated some of these will match sign-in sheets or are people who registered, but did not attend a session.

Child Abuse Allegations

No allegations of child abuse were made against Archdiocesan clergy currently in ministry during this report period.

Allegations against former Archdiocesan clergy. Two credible reports of child sexual abuse were made to the Office of Child Protection against former priests of the Archdiocese:

- The alleged incidents occurred in the 1970s
- Neither has been in ministry for a number of years
- The policy was followed: the allegations were reported to civil authorities and appropriate services were offered to those who came forward
- To date, no criminal charges have been filed.

Two other, anonymous allegations of past child sexual abuse by priests who are either deceased or no longer in ministry were made to the Office of Child Protection. However, the individuals making the report were either unwilling or unable to provide sufficient information for

any action to be taken and the information was so sketchy, uncertain and uncorroborated that it was impossible to determine a basic level of credibility.

Allegations against lay employees and contract workers. A credible allegation of child sexual abuse was made against a contract worker at an Archdiocesan school for an incident that allegedly occurred in January 2004. The person's employer had a contract to provide custodial services for the school. This person was immediately removed from his position and was being prosecuted as of the report period.

Consistent with the requirements of the child protection policy, an allegation that a school employee had spanked a kindergarten child was reported. The actions were confirmed and the employee was dismissed from employment.

Allegations against individuals not associated with the Archdiocese. Five other allegations of past child sexual abuse were brought to the attention of the Office of Child Protection. These allegations involved priests from other dioceses or from religious orders and were referred to the other dioceses or to the provincial of the religious order for handling.

In each case, the civil and internal reporting requirements of the Child Protection Policy were followed.

Healing, Outreach and Reconciliation

The Archdiocese has long recognized its pastoral responsibility to reach out to those who are victims of child sexual abuse and their families and to offer appropriate pastoral care and counseling. The Archdiocese, under Cardinal McCarrick's direction and commitment, has encouraged victims to come forward and report abuse, has disseminated information to parishes and the broader community on the importance of reporting and outreach, and has called for any suspected abuse to be reported.

Communications efforts have included letters from Cardinal McCarrick to be read in parishes; bulletin announcements; announcements in *Clergy News* and *Parish Briefings*; press releases and articles in the *Catholic Standard* and other media; Cardinal McCarrick's weekly column in the *Catholic Standard*; and information posted on the Archdiocesan website and shared with employees in leadership positions.

Financial Resources for Child Protection Efforts

Approximately \$440,000 was spent on implementing and complying with the Child Protection Policy this fiscal year (July 1, 2003-June 30, 2004). Based on projected need, the budget has been increased to \$470,000 for next year. This includes salaries and benefits for the Office of Child Protection and Office of Employee and Volunteer Services, materials, training stipends, fingerprinting and other equipment purchases and maintenance, and professional fees for the training program. In addition, \$190,000 was spent on counseling for victims.

Monitoring Compliance

The Child Protection Policy includes a number of requirements to ensure ongoing compliance and evaluate at regular intervals the effectiveness of the Archdiocese's child protection

efforts. As part of the evaluation process, each Secretariat reported to the Director of Child Protection what actions had been taken to comply with the policy; the Vicar General in Curia presented a detailed report to the Child Protection Advisory Board. This report to the parishioners fulfills a third requirement for accountability. Together, these reports will form the basis for a review of the Policy and Archdiocesan efforts to determine further enhancements of child protection efforts.

The Child Protection Advisory Board has asked the Archdiocese to provide a significant amount of detailed information to assist in measuring progress and accountability. A challenge has been matching the data collected to the categories requested by the Board. The Archdiocese has committed to continue working with the Advisory Board on standardizing reporting measurements.

Conclusion and Direction for the Future

The revised Child Protection Policy standardized and centralized many processes in the areas of prevention, awareness and reporting. These policies have been widely disseminated to clergy, employees, volunteers and parishioners. In the first year of the new Policy, the Archdiocese of Washington selected and implemented a new training program, distributed 14,400 copies of the policy, saw nearly 10,000 people attend training sessions and fingerprinted over 8,000 people for Criminal History Record Checks. The Archdiocese also participated in two national studies, including a successful audit of its compliance with the United States bishops' *Charter for the Protection of Children and Young People* and a national study on abuse over the past half-century.

Looking ahead, it will be important to focus on parish compliance, ensuring that all parishes are fully implementing the education requirements as well as background checks for employees and volunteers who have substantial contact with children, and to ensure continued communication regarding the requirements. The Archdiocese has committed to standardizing comprehensive child safe environment programs across the Archdiocese, including curriculum standards; implementing innovations such as online registration for CYO sports teams that will prevent any coach who has not complied with policy requirements from registering a team for competition; and choosing and implementing continuing education for adults.

The members of the Board are most grateful to their Chair, Shay Bilchik and Caren Kaplan, staff of the Child Welfare League of America, for the guidance, wordsmithing and perseverance that they dedicated to this endeavor and to the leadership of the Child Protection Advisory Board. Their commitment has been accompanied by uncommon good cheer and a spirit of willing helpfulness.

The Child Protection Advisory Board commends the continued commitment of the Archdiocese of Washington to fully implementing its Child Protection Policy and remains committed to ensuring full compliance into the future.