



PASTORAL OFFICE  
**DIOCESE OF BAKER**  
PO BOX 5999 • BEND, OREGON 97708

PHONE - (541) 388-4004  
FAX (541) 388-2566  
www.dioceseofbaker.org

March 6, 2014

**TO: Pastors, School Superintendent, School Principals, Head Teachers, DREs, and Youth Ministers**  
**RE: Diocesan Protection of God's Children policy clarification for Lay Adult Liturgical Ministers**  
**(Acolytes, Altar Servers, Cantors, Extraordinary Ministers of Holy Communion, Lectors, and Sacristans)**

I am grateful for everyone's ongoing efforts of working towards 100% compliance with our sacred responsibility of ensuring a safe-environment for our children and parish communities at large.

As a result of the recent distribution of Protection of Children Data Audit Reports, it has come to my attention that there are situations where adults serving in liturgical ministry roles have not completed a background check, signed a code of conduct, nor completed *Darkness to Light* training.

For clarification, all adults serving in a liturgical ministry role, as defined above, fall under the Diocesan Pastoral Guidelines of Protection of Children *Appendix 2* definition:

"All current and future Diocesan personnel, including clerics, member of religious orders, lay employees and volunteers, who in any manner have access to children or young people..."

That fact that adults serving in liturgical roles have access to children or youth (e.g. altar servers) before and after Mass in or around the sacristy, sanctuary, and vestibule necessitate that they are included in the Protection of God's Children screening and education policies.

As such, for adults to serve in the liturgical roles, defined above, they must be willing to:

1. undergo a *criminal background check*;
2. complete the *Darkness to Light* training (available online);
3. review and sign the new *Code of Conduct for Ministry with Children and Youth* (updated January 2013);
4. review and agree to the *Diocesan Internet Policies and Best Practices* (created January 2013).

Again, I am encouraged by the significant increase across the diocese in the efforts being put forth towards the Protection of our Children.

If you have any questions regarding our policies, the data audit reports, or any related topic concerning Protecting God's Children, please call me.

In Christ,

A handwritten signature in cursive script that reads "Barry M. Metzentine".

Barry M. Metzentine  
Director of Evangelization and Catechesis  
Coordinator for Protecting God's Children

cc: Very Rev. Richard Fischer, Vicar General