

**ANNUAL DECLARATION REGARDING PASTORAL CARE
For All Clergy, Lay Employee and Volunteer Counselors**

The Office of the Bishop requires all clergy canonically resident, all clergy licensed to perform the duties of their office, and all lay employee and volunteer's who are counselors to annually submit a signed declaration regarding the pastoral care that they have provided during the year preceding. The vehicle for compliance with this requirement is the "Annual Declaration Regarding Pastoral Care." *A copy of the form is available on the diocesan web sight www.edsd.org listed under Documents and Forms.*

You are requested to complete the "Declaration Regarding Pastoral Care" Form and return it to the Registrar at the Office of the Bishop by November 1, 2007.

**CERTIFICATION REGARDING READING OF THE NEW DIOCESAN
'SAFEGUARDING GOD'S PEOPLE' POLICIES AND PROCEDURES MANUAL
For All Assistant, Licensed to Officiate, Non-Parochial and Retired Clergy of
the Diocese**

If you are no longer exercising your pastoral ministry please return blank form with a note stating that you are no longer engaged in pastoral ministry.

The Office of the Bishop has completed a new manual regarding 'Safeguarding God's People' (formerly known as "Avoidance of Misconduct"). The manual contains the policies and procedures for prevention and response to sexual abuse. All assistant, licensed to officiate, non-parochial and retired clergy are required to complete the certificate regarding reading of the diocesan policy and procedures and report requirements of the State of California as stated in Sub -Tab B-3 of the manual. *A copy of this form is also on the diocesan web sight listed under Documents and Forms.*

The complete manual ""Safeguarding God's People Policy Manual on Sexual Abuse and Misconduct: Prevention and Response" and a copy of the Summary of Child Abuse Statutes and Report Requirements of the State of California" are available for reading at each church office in the diocese. *The documents are also available for reading on the diocesan web sight: www.edsd.org, listed under Documents and Forms, Safeguarding God's People Information.*

Take note, the Requirements of the State of California readings given on the website are the recent version of the document and will vary slightly from the hard copy version available at your church office.

The new "Certification Regarding Reading of Policy Manual, the California Summary of Child Abuse Statutes and Report Requirements of the State of California" needs to be completed only once. Send completed form to the Office of the Bishop by November 1, 2007.