

December 03, 2013

Most Reverend John Bura
Bishop of Eparchy of St. Josaphat in Parma
P.O. Box 347180
Parma, OH 44134-7180

Dear Bishop Bura:

In accordance with our recent audit of the Eparchy of St. Josaphat in Parma, the following issues are being brought to your attention. These issues do not affect your compliance with the *Charter for the Protection of Children and Young People*; they are simply suggestions for your consideration.

General Comment:

Issue: Relevant policies and procedures posted online may not reflect the most recent versions available in print.

Recommendation: Policies posted online should reflect the changes in the *Charter* which include updating policies to include "individuals who habitually lack the use of reason", definitions of the term "prompt" relating to the timeliness of allegation responses, etc. It is our understanding that the Eparchy is in the process of updating these policies through the use of the Review Board. We encourage them to post all changes as soon as they have been approved. The Eparchy should also consider creating a computer/internet policy and should distribute to all parishes to ensure that all clergy, employees, and volunteers are aware of the guidelines for the acceptable use of computers and the Internet.

Article 1: Victim Assistance Coordinator Standardized In-Take Form

Issue: When an allegation is received, there is not a formal standardized in-take form for the victim assistance coordinator to capture pertinent information if an allegation is reported to the Eparchy.

Recommendation: The Eparchy should consider implementing the use of a standardized intake form to ensure completeness and consistency when obtaining information from those reporting an allegation. This form should include basic items such as, who, when, and where and should also include offers of reconciliation and healing.

Article 6: Polices and Code of Conduct - Available in English Only

Issue: It appears that the Eparchy effectively utilizes its website as a means to communicate not only policies and procedures related to Safe Environment and Victim Assistance programs, but also codes of conduct for clergy and lay personnel. However, it was noted that documents were available in English only.


Recommendation: Due to a significant Ukrainian speaking population, the policies and victim assistance information should be made available in Ukrainian as well as English on the website and in parishes that hold mass in the Ukrainian language.

Article 12: Standardized Safe Environment Training for Children

Issue: Safe environment training for children is determined by the individual parishes. There is no consistent training being offered to children across the Eparchy.

Recommendation: Safe Environment training should be standardized between all parishes. It is our understanding that the Eparchy is in the process of seeking out a new program that can be distributed to all Parishes. We recommend this process be expedited and once the new training program is selected that a Promulgation letter be issued by the Bishop. It would also be beneficial to post materials on the Eparchy website due to the geographical size of the Eparchy and so all parents who opt their children out of the program have access to the information from their home.

By signing below, you attest that you have read and received our recommendations for the 2012/2013 Charter Audit process.



Most Reverend John Bura
Bishop of Eparchy of St. Josaphat in Parma

Thank you for the efforts that you are taking to protect the children and young people in the Eparchy of St. Josaphat in Parma. Please return a signed copy via email at your earliest convenience.

Sincerely,



StoneBridge Business Partners
Rochester, New York

cc: Secretariat of Child and Youth Protection
Msgr. Appleyard, Vicar General, Eparchy of St. Josaphat in Parma