



DIOCESE OF  
FORT WAYNE-SOUTH BEND

## GUIDELINES FOR PARTICIPATION AS A MEMBER OF THE DIOCESAN REVIEW BOARD

1. Members of the Diocesan Review Board (“Review Board”) shall be appointed by the Bishop of the Diocese of Fort Wayne-South Bend (“the Diocese”). The Review Board will be comprised of at least five (5) but no more than twelve (12) persons of outstanding integrity and good judgment in full communion with the Church. The majority shall be lay persons not in the employ of the Diocese. At least one member should be an experienced and respected pastor of the Diocese and at least one should have particular expertise in the treatment of the sexual abuse of minors.
2. Each member shall be appointed for a five (5) year term, with the exception that the initial group of members shall have staggered terms so that approximately one-third ( $\frac{1}{3}$ ) shall have a two (2) year term, one-third ( $\frac{1}{3}$ ) shall have a four (4) year term, and one-third ( $\frac{1}{3}$ ) shall have a five (5) year term.
3. A member may be reappointed for successive terms.
4. A member may voluntarily resign from the Review Board at any time or may be removed at any time by the Bishop, with or without cause.
5. Each member shall exercise a good faith effort to attend each of the two (2) scheduled Review Board meetings to be conducted throughout each calendar year and to participate, by telephone or in person, in each special meeting that may need to be called

after notice in the event that an allegation of child abuse is in need of Review Board consideration.

6. No member shall be compensated for serving on the Review Board. Service on the Review Board is purely voluntary and each member shall be considered a volunteer of the Diocese except to the extent otherwise employed by the Diocese in a different capacity. A member may be reimbursed for necessary and reasonable expenses incurred in performing Review Board duties, i.e. travel, teleconference, meals, etc., if approved by the Diocese.
7. The Review Board is a consultative body which is solely advisory. Each member is authorized as a Review Board only to provide those advisory services necessary to assist the Diocesan Bishop in complying with the Procedures Of The Diocese of Fort Wayne-South Bend If A Priest Or Deacon Should Be Accused Of Child Abuse. The Diocese, at its expense, shall provide insurance, or similar type, coverage to help protect Review Board members from liability for performing authorized Review Board service. A copy of such coverage will be provided to a member at the member's request.
8. A member shall not make any public comment or disclosure about matters discussed in any Review Board meeting or about Review Board matters discussed by or disclosed to a member at any time in the capacity as a member. A member shall not disseminate or disclose any written information provided to the member in the capacity as a member. Written Review Board related information (including all copies thereof) provided by or to a member shall be returned to the Diocesan Vicar General at the end of the member's service on the Review Board or at the request of the Vicar General, whichever occurs

first. If a member is requested or compelled to publicly disclose Review Board related information, oral or written, due to valid legal process or requirement, the member shall notify the Vicar General prior to disclosure of the demand or compelling reason for public disclosure and the nature of the information that is requested or compelled to be disclosed. The Diocese shall authorize disclosure if necessary to cooperate and comply with valid legal processes or requirements compelling the necessary disclosure of information.

9. The Vicar General shall preside at all Review Board meetings and shall arrange to have minutes taken of each meeting which reflect the essence of Review Board discussions, findings, and advice. In the Vicar General's absence, the Bishop may appoint another individual to act in the place of the Vicar General.
10. Review Board meetings shall not be governed by the strict rules of procedure or order but shall be conducted by the Vicar General or the Bishop's appointee in a fashion that allows each member a reasonable opportunity to have input on the matters presented to the Review Board, to request and receive additional appropriate information pertinent to any past or present case subject to the limits of Diocesan authority for securing such information, and to have any dissenting opinion noted in the minutes of the meeting.
11. These guidelines may be amended at any time as determined necessary or appropriate by the Bishop.

Last revised December 9, 2003.