



ARCHDIOCESE OF PHILADELPHIA

Moving Forward in Faith

Renewing our Commitment to Victim Assistance,

Child Protection and Priestly Integrity

Following the 2011 Investigative Grand Jury Report



A Guide for School Principals and Presidents

Created for the Office of Catholic Education
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Moving Forward in Faith

Introduction

The network of parish and regional elementary schools, special needs schools and high schools within the Archdiocese of Philadelphia is an operation of significant size. Sometimes simply the scope of an organization can create an atmosphere that seems insulated from the broader community. As school administrators, we often attempt to shield our children and the school environment from what we believe may harm or damage them.

Unfortunately, there are times when we simply cannot provide that protection. We can, however, empower parents and students with information and support to ensure that they have the tools necessary to deal with potentially hurtful issues within the broader community.

At many moments throughout 2011, we would have liked to insulate our children. The release of the 2011 investigative Grand Jury report in February, the arrests of four priests and one lay teacher on charges of sexual abuse and endangering the welfare of a child, and finally, the removal of over 20 priests by the Archbishop pending a further investigation of allegations all created a sense of shock, disbelief, anger, confusion and frustration among Catholics and others. These events – whose impact was magnified by the fact that they occurred within five years of the first Grand Jury report – had unprecedented ramifications for the faithful.

These were issues from which we could not shield our students. As we look ahead, the trials of those arrested are scheduled to begin sometime in 2012 and last for several months. The news media will provide coverage of the proceedings and make continual reference to the sexual abuse scandal within the Archdiocese, which will create an emotional and politically-charged environment for the faithful.

It would not be our place to address these issues with our students. This presents a challenge for you as school administrators because you are viewed as leaders by pupils and parents. They may assume that as a leader you know something about the trial and or other details of the sexual abuse scandal. They may simply want to talk to someone who seems connected to the issues. Our response during this time will provide an important balance to the information broadcasted by the media. We must remember that we serve as role models for our children. So our response to these issues must be respectful to all involved.

Our experience has shown us that when the issue of child sexual abuse receives extensive media attention, we encounter an increase in spontaneous disclosures from both children and adults. This information is a follow-up to the mandatory reporting of child abuse training recently conducted for all Archdiocesan employees and volunteers who come into regular contact with children. Our hope is that it will provide you with concrete foundational information on the issue of sexual violence, serve as a reminder for information you already know, and begin to empower you in supporting and assisting your staff as we move forward in faith in 2012.

Foundational Information On Sexual Violence

As school administrators, you have demonstrated leadership qualities and a commitment to Catholic education over the course of your careers. Your jobs often require you to operate as a jack-of-all-trades. The information contained in this booklet is meant to give school administrators foundational information regarding the issues of sexual violence and how to respond. Understanding some basics of language, prevalence, and appropriate responses will hopefully assist you from the outset.

What is Sexual Violence?

Sexual violence is a broad term that is used by mainstream victim assistance and criminal justice systems. It includes rape, incest, child sexual assault, ritual abuse, non-stranger rape, statutory rape, marital or partner rape, sexual exploitation, exposure and voyeurism. It is a crime that is often not motivated by sexual desire but by the desire to control, humiliate or harm.¹

The Language

The phrase “sexual violence” is the broadest term covering the entire universe of sexual offenses. The Church uses the phrase “sexual abuse” to refer to the sexual assault of children. When adults come forward to report an incident of sexual abuse from their childhood, they are most often referred to as “*adult survivors of child sexual abuse.*” The words “victims” and “survivors” are used interchangeably. What is most important is that you use the word or phrase that the victim uses. If you are not sure, ask the person.²

The Statistics

- In the United States, one out of every four girls and one out of every six boys are sexually assaulted before they turn eighteen. (Finkelhor, 1993)
- Approximately two-thirds of assaults are committed by someone known to the victim, while 38 percent of rapists are a friend or acquaintance. (RAINN 2011)
- Both boys and girls are most vulnerable to abuse between the ages of 7 and 13 (Finkelhor, 1994).
- “[I]ntrafamily perpetrators constitute from one-third to one-half of all perpetrators against girls and only about one-tenth to one-fifth of all perpetrators against boys.” (Finkelhor, 1994).

¹ National Sexual Violence Resource Center, Fact Sheet on Sexual Violence, 2010.

² IBID

Reactions of Teens to Sexual Assault

Fear, shame, anger, sadness, loneliness, betrayal and depression.

Confusion: if they knew or had a relationship with the attacker (even though the attack was not the victim's fault).

Isolation: they may feel as if they have no friends, or their friends will not believe them.

Defensiveness: they may feel the need to defend themselves.

Helplessness: they were not able to stop the assault.

Hopelessness: nothing can be done.

Fear: they may feel afraid to go anywhere that the attacker might be; constant anxiousness

Self-consciousness: they may feel bad about themselves and their body.

- 81 percent of child sexual abuse incidents among all ages occur in one-perpetrator/one-child circumstances. 6-11 year old children are most likely (23 percent) to be abused in multi-victim circumstances (Snyder, 2000).

- Sexual assaults of children are most likely to occur at 8 a.m., noon and 3-4 p.m. For older children, ages 12-17, there is also a peak in assaults in the late evening hours (Snyder, 2000).

- 1 in 7 incidents of sexual assault perpetrated by juveniles occurs on school days in the after-school hours between 3 and 7 p.m., with a peak from 3 – 4 pm (Snyder, 2000).

Reactions of Sexual Assault Victims

Since every person and situation is different, victims of sexual assault will respond in different ways. Many factors can influence an individual's response to and recovery from sexual assault. These may include the age and developmental maturity of the victim; the social support network available to the victim; the victim's relationship with the offender; the response from police, medical personnel, and victim advocates; the response from the victim's loved ones; the frequency, severity and duration of the assault(s); the setting of the attack; the level of violence and injury inflicted; the response from the criminal justice system; community attitudes and values; and the meaning attributed to the traumatic event by the sexual assault survivor (Koss & Harvey, 1991). Some survivors of sexual assault will find they can recover relatively quickly, while others will feel the lasting effects of their victimization throughout their lifetime.³

In addition to these effects, a survivor of sexual assault may develop rape-related posttraumatic stress disorder (RR-PTSD). According to the National Women's Study, nearly one-third of all rape victims develop RR-PTSD sometime during their lifetimes (National Center for Victims of Crime & Crime Victims Research and Treatment Center, 1992). PTSD is a mental health disorder primarily characterized by chronic anxiety, depression and flashbacks, which develop after experiencing significant trauma such as combat, natural disaster or violent crime victimization. RR-PTSD is diagnosed by a mental health professional when the biological, psychological and social effects of trauma are severe enough to have impaired a survivor's social and occupational functioning (Allen, 1995 p.169).⁴

Victims and survivors of sexual abuse encounter a wide range of reactions to their experience. Personal style, culture, and context of the survivor's life may affect these reactions. Some express their

³ National Center for Victims of Crime – Information Sheet

⁴ IBID

emotions while others prefer to keep their feelings inside. Some may tell others right away what happened, but others will wait weeks, months, or even years before discussing the assault, if they ever choose to do so. Whether an assault was completed or attempted and regardless of whether it happened recently or many years ago, it may impact daily functioning. It is important to respect each person's choices and style of coping with this traumatic event.⁵

Sexual violence can also affect the survivor's parents, friends, partners, children, spouses and co-workers. As they try to make sense of what happened, these loved ones may experience reactions and feelings similar to those of the survivor.⁶ The healing process after sexual violence is often difficult and may take a long time, but it can be completed with the proper support and resources. For services available to victims, visit <http://www.nsvrc.org>.⁷

Impact on Trust and Intimacy in Adult Survivors of Child Sexual Abuse

As a result of the betrayal of intimacy that marks the experience of child abuse victims, there is an increased likelihood that adult survivors of child sexual abuse will have relationship problems. They often develop a fear of intimacy of any sort, such as close personal relationships, sexual relationships, or any relationship in which a disclosure of self is required.

Why? The sex offender used intimacy to gain the trust of the child and to make the child vulnerable. The "grooming" of the child – sometimes years of planning and effort on the part of the sex offender – created a level of intimacy that was then used to make the child vulnerable to the adult abuser. Therefore, intimacy – misused in childhood, then thwarted in adulthood in the development of meaningful relationships – is always risky for an adult survivor of child sexual abuse. Upon realizing the level of manipulation used by the sex offender (and that the nurturance they received was a ruse to molestation), many survivors are left with what Dr. Anna Salter, a nationally recognized leader in the identification and treatment of sex offenders and the treatment of sexual assault victims, describes as a "permanent distrust of intimacy."⁸

"Child sexual abuse is rarely physically violent but is always emotionally violent, marked by the destruction of trust and the betrayal of intimacy."

*Dr. Anna Salter
Transforming Trauma*

Why Victims Do Not Tell

Victims of child sexual abuse are often haunted for decades by what the offender said while perpetrating the crime. The sex offender's behavior assists in keeping the child victim and the adult survivor from telling anyone about the abuse. Examples of statements that sexual offenders make to their victims include:

⁵ National Sexual Violence Resource Center, Fact Sheet on Sexual Violence, 2010.

⁶ IBID

⁷ IBID

⁸ Salter, Anna. *Transforming Trauma: A Guide to Understanding and Treating Adult Survivors of Child Sexual Abuse*. Sage Publications 1995 Page 182.

- “No one will believe you.”
- “I am a priest. Your parents will believe me.”
- “It is okay with God for you and me to have this special relationship.”
- “People will think that you are queer if you tell.”
- “I will hurt your parents.”
- “Your parents know about us and think it is okay.”
- “You liked it.”
- “You made me do it.”

These statements are impossible for a child victim to ignore, particularly when the offender is an adult in a trusted relationship with the child. These statements can remain in the mind of a victim throughout their lifetime.

Adult survivors of child sexual abuse can often take decades to tell anyone about the abuse. Some victims will deny the abuse to themselves. Some will suppress the memory, while others will simply remain too frightened to tell. Without proper intervention, they will often continue to see the experience through the eyes of the child they were at the time of the abuse.

Even for adult victims of sexual assault, there is a tremendous amount of shame – a very burdensome emotion – associated with crimes of sexual violence. Sexual violence demeans, humiliates and takes power away from the victim. The experience of these feelings stays with the victim and can overwhelm him or her. Many victims suppress the feelings in an attempt to forget the incident that precipitated them.

As a society, we often make it difficult for adult survivors of sexual violence to come forward. In addition to the shame and humiliation that many victims feel, the societal focus in cases of sexual violence often shifts to the victim’s behavior. Our societal ability to question the victim’s behavior puts a chilling effect on the reporting of sexual violence – even for adult survivors of child sexual abuse.

Why Male Victims Do Not tell

Most male victims are sexually assaulted by male offenders. This creates a difference in the impact and response of male victims. Many of the reasons that male victims do not reveal the abuse they suffered mirror the reasons that female victims do not reveal it. However, in a society in which we expect men to be in control, to always be strong, to remain unemotional, and especially to be heterosexual, we make it extremely difficult for male victims to come forward.

This same-sex sexual assault affects the way that male victims perceive the rape, behave after the rape, and perceive their sexuality in response to the rape. Sexual assault against men undercuts our societal ideas of masculinity. We expect men to be in control sexually. So when they are assaulted, it attacks our core ideas and causes us to place blame on victims – a negative outcome compounded by the victims’ own self-blame. The absence of physical wounds often brings a bias to the situation, as some then question the victim’s compliance with the offender.

Responding to Disclosures Of Sexual Abuse

As school principals and presidents, there are most likely two different situations in which you and your staff must respond to a disclosure of sexual abuse. The first is when a child in your school discloses that they have been abused, or someone on your staff suspects child abuse. The second is when an adult parishioner, volunteer or even a member of your staff discloses the abuse. Each of these situations can be challenging, but an appropriate response will have a positive effect on the victim's recovery and will serve to deescalate the crisis at hand.

What to Say in Response to Disclosures from Children

How we respond to victims of sexual violence after they make a disclosure will directly affect their recovery. The idea of a child reporting the abuse can create fear within us – a fear of the child and the situation. The information below is provided to assist in determining what to say and do in the aftermath of a disclosure. In the recent mandated reporter training sessions, the staff from the Network of Victim Assistance of Bucks County presented the following information as a quick reference point for responding to reports of child sexual abuse – whether the disclosure comes from a child, a teenager or an adult.

SSABER

STAY CALM

"I am happy to help you"

SUPPORT

"I am sorry that this happened to you"

AFFIRM

"You did the right thing by telling me."

BELIEVE

"It is not your fault, I believe you."

EMPOWER

"You have the right to be safe."

REPORT

"We need to tell others about this to make sure that you are safe."

Please remember: When a disclosure is made, you need to make the reports required under the Pennsylvania Child Protective Services Law and Archdiocesan policy on mandated reporting of suspected child abuse.

When a Child Discloses – Creating a School Protocol

The Archdiocesan policy on the mandated reporting of suspected child abuse must always be followed. To do so, staff must know who to contact and then how to deal with the child. In addition to what is said to the child, it might be helpful to have a conversation with staff about the manner in which to respond. Where will the child go? Who will ensure that the child is safe both physically and emotionally in the aftermath of the disclosure?

Listed below is a sample protocol that you can use as a point of discussion with your staff. First and foremost, you must establish defined roles for everyone potentially involved: the principal, the teacher, the guidance counselor etc. Each year, you conduct Safe Environment Education programs for children. These programs will often elicit disclosures, as could other events or issues throughout the school year. Below is a suggested protocol that could be used in your school to ensure a proper and compassionate response to a disclosure.

Role of the Teacher:

- Believe the child
- Be a nonjudgmental listener
- Be a person of support, not an investigator
- Convey care, compassion and concern
- Confirm their fundamental dignity as a human being
- Validate the action of telling someone
- Remember your own boundaries and limitations
- Escort the student to the guidance counselor

Role of the Guidance Counselor

- Believe the child
- Provide a safe and comfortable environment for the student while the principal is making the required reports to ChildLine
- Provide a confidential setting for the student
- Be a person of support, not an investigator
- Affirm the child's courageous decision to tell someone
- Empower the child with information on who needs to be told in order to keep them safe (ChildLine, the police etc.)
- Provide assistance to the principal by helping coordinate notifications and services to the child and parents
- Release the child only to an adult (at the direction of the principal).

Role of the Principal

- Believe the child

Ten Signs of Child Abuse

- ❖ *Unexplained injuries*
- ❖ *Changes in behavior*
- ❖ *Returning to earlier behavior*
- ❖ *Fear of going home*
- ❖ *Changes in eating*
- ❖ *Changes in sleeping*
- ❖ *Changes in school performance and attendance*
- ❖ *Lack of personal care and hygiene*
- ❖ *Risk-taking behaviors*
- ❖ *Inappropriate sexual behaviors*

JoyfulHeartFoundation.org

- Ensure the immediate safety of the child
- Provide proper notification to ChildLine, law enforcement, the Office of the Delegate for Investigation, the Office of Catholic Education, parents and others as appropriate
- Be the liaison between civil authorities, media, parents, and the school

Using Appropriate Language in Response to a Disclosure

Always remember to utilize the framework of SSABER (Safety, Support, Affirm, Believe, Empower and Report). These are pillars of strength for both you and the victim. They can greatly enhance your efforts to help restore an individual's sense of self-worth. Allowing them to regain control over as many elements of the experience as possible is crucial. Recognizing their experience, their struggle and their ultimate triumph will do more for their self-esteem than could ever be measured.

Try to use the words that the survivor uses to explain their experience, the crime, their reaction, or in reference to themselves. For many victims of crime, the inability to speak of their experience holds them hostage. The power of the spoken word is one of freedom, triumph and healing. However, victims often need assistance in finding the right words. The following information was adapted from materials developed by the National Organization for Victim Assistance and Mary Achilles.

Hints for Helping

Feelings

Try "reactions."

Share or sharing

You can never share in the experience, but could walk with the survivor on their road to healing.

Incident or event

Call it what it is: sexual assault. To call it anything less could be interpreted by the victim as lessening the impact of the experience.

Alleged

Never refer to the victim as an alleged victim. The offender is an alleged offender, but using the word "alleged" gives the impression that you do not believe the victim. Try to stay away from all legal words.

"I understand how you feel."

The victim's experience is unique and not something that is shared by most.

"It sounds like ..."

Do not compare their experience to something less violent.

"You're lucky it was not worse."

There is no luck involved. Some victims may have feelings of guilt associated with what may seem to you like positive aspects of the crime.

"It will take some time but you will get over it."

They will not get over it. Their life will never be the same.

"I can imagine how you feel."

No, you really cannot unless you were also a victim. Even then, this is not the time to share those stories.

"Don't worry. It is going to be alright."

The victim's expressed fears need to be validated and acknowledged. Never tell a victim how to feel.

"Try to be strong for your children."

Allowing victims not to be strong is more appropriate. Hiding and suppressing feelings will only delay their reactions.

"Calm down and try to relax."

The physical response to trauma and the sometimes reoccurrence of trauma through trigger events makes it physically impossible for them to calm down.

Things to Say

"You're safe now."

"I am glad that you are here with me now."

"I am glad that you are talking with me now."

"I am sorry that it happened."

"It was not your fault."

"It must have been really upsetting to see [hear, taste, touch, smell] that."

"I cannot imagine how terrible you are feeling."

"You are not crazy."

"Things can never be the same but they can get better."

When adults come forward it is important to remember that you are not the expert. You should not play any role other than to help them connect with someone who can assist them. It is always a good suggestion to ask if they have someone with whom they feel comfortable talking. Can they talk to their spouse, their family doctor, their gynecologist, a therapist, the local victim assistance program? Suggest that if they need to find someone with whom they feel comfortable, they could call the Victim Assistance Program in the Office of Child and Youth Protection, which could assist them in finding resources in their area.

The Levels of Impact of a Crisis Response



As you look at the illustration above, you can see that no one escapes the impact of the situation. We all have conflicting loyalties and struggles with our evolving emotions as we process the allegations and subsequent investigations. Our professional challenge will be maintaining a supportive, compassionate and professional response as others around us are taking sides – especially considering that there are many others that are greatly impacted that are not designated above. For example, you as staff of the Archdiocese have undergone a unique experience over the last several years. It has not been easy for any of us to work in an organization that has been the subject of two Grand Jury reports. It makes it more challenging to trust and to believe that there will be change.

As educators, you are beacons of hope and endless possibilities. As leaders, you may find yourselves challenged by questions and comments from parents or the community at large. Here is a general blueprint for how to manage these situations.

- Do not take on the entire sexual abuse scandal – that is not your job!
- Focus only on what is in front of you and what you can control – listening to a frustrated parent until they feel heard, for example.
- Try not to act on a need to defend. If you were not part of it, you most likely have no first-hand knowledge from which to respond.
- Try to not take sides. Recognize that everyone will position themselves in different ways at different times (and in different “circles” in the illustration above).
- Be respectful of both victims and accused.
- Listen, but do not validate, rumors or negative characterizations of victims or the accused.
- Recognize that there is often anger, resentment and confusion underlying all comments.
- Know your own limits and boundaries (and know they can change daily).
- Deliver messages that provide information such as: anyone can be a victim of sexual violence; both males and females are victims of sexual violence; and sexual violence is about inappropriate use of power over another person, it is not about sex.

How to Provide Support - When Disclosures Come From Adults

In this time of heightened media attention to the issue of child sexual abuse, it is not uncommon for adult survivors to experience unpredicted reactions to the onslaught of conversation and media coverage. All survivors will not have this experience, but some may. It is particularly common to re-experience the event when adult survivors have never disclosed the abuse to anyone, or if they never had access to any appropriate intervention at the time of the abuse. Heightened media attention can stir previously silent victims’ childhood experiences to the surface. This may come to your attention as you engage with parents and guardians or even your own staff. What is most important is that you attempt to respond with compassion and respect.

You are not required to be a crisis counselor or an expert in responding to disclosures of child sexual abuse. However, knowing a few points regarding appropriate response and referral will help you deescalate the situation. The following information is provided to empower you to respond in a manner that is supportive and compassionate – and ultimately directs the individual to the appropriate professionals who can provide further assistance. These “do’s and don’ts” have been adapted from the Office of the Victim Advocate Mediation Program for Victims of Violent Crime Facilitator Manual, which was compiled by Mary Achilles, Victim Advocate, and the Commonwealth of Pennsylvania in 2003. These statements pertain to both victims of sexual violence and those accused and/or arrested.

Do's

- ❖ Respect the difficult and emotional journey of both the victim and the accused.
- ❖ See all of the individuals involved as human, deserving of the same respect you would want for yourself.
- ❖ Remember that the behavior of the accused is in question, not the entire person.
- ❖ Respect an individual's right to privacy and desire for confidentiality. The fact that they were publicly accused, arrested or identified as a victim does not give you the right to freely discuss it.
- ❖ Maintain existing relationships as much as possible. If you were friends before the accusation or the disclosure, try not to withdraw from the relationship. The accused or the victim will read your withdrawal as judgment.
- ❖ Be careful with words, jokes and general language. What was once funny may no longer be so.
- ❖ It is important not to make assumptions about victims and what they think and want of the accused. Do not let messages delivered by outsiders (such as the media) shape your thoughts about them. Remind yourself to use your direct experience and knowledge of what they are saying to frame your thoughts.
- ❖ Do respect the dignity of all parties involved.

Don'ts

- Don't use labeling language.
- Don't presume to understand what it means to be accused or arrested for a crime or to be a victim. Even if you have been accused, arrested or a victim of crime, your experience is different than theirs.
- Do not disclose your own personal victimization. It is not appropriate when you are in a position of power.
- Don't reference a similar situation in your own life.
- Don't focus on the behavior of the victims. The credibility lies in the details, which will be addressed through an investigation and judicial process.
- Don't assume that you have complete information about the allegation based on what the victim or witness says happened or what appears in the newspaper.
- Don't provide legal advice unless you are the victim's or the accused attorney.

How to Make a Referral

In situations where the adult survivor discloses a historical allegation of sexual abuse perpetrated by a current or former employee, volunteer or member of the clergy of the Archdiocese of Philadelphia, the allegation must be referred to the Office of the Delegate for Investigation.

In situations where the adult survivor makes a historical allegation of sexual abuse perpetrated by an individual(s) outside of the Archdiocese, you may feel the need to provide assistance to the accuser. The following is a suggested manner of referral for spiritual support and or victim assistance.

Spiritual Referral

“I appreciate that you would tell me about your experience (of sexual abuse – use their language if possible). Sometimes it is spiritually challenging to deal with these real life issues. Can I connect you with the pastor or one of our other priests?”

If yes:

“How would you like me to do that?”

“I could give you their phone number.”

“I could call them and with your permission and share some of our conversation and ask that they contact you.”

If no:

“They are there if and when you need to talk.”

Victim Assistance Referral

“I appreciate that you would tell me about your (experience of sexual abuse – use their language whenever possible). I can see talking about it is helpful to you. Did you know that the Victim Assistance Office within the Archdiocese of Philadelphia can work to connect you with the resources available to you? Can I help you make that connection?”

If yes

“How would you like me to do that?”

“Can I give you their number?”

“Can I call them, share this information and have them call you? Or do you want to do both?”

If no:

“They are there if you need them and can be located through the Archdiocesan website.”

Resources

Philadelphia Children’s Alliance www.philadelphia.nationalchildrensalliance.org

Children’s Crisis Treatment Center www.cctckids.org

Pennsylvania Crime Victims – Meeting the Needs of Victims of Crime www.pacrimevictims.org

Office for Victims of Crime, United States Department of Justice www.ojp.usdoj/ovc/

National Center for Victims of Crime www.ncvc.org

National Sexual Violence Resource Center www.nsvrc.org

National Organization for Victim Assistance www.try-nova.org

United States Conference of Catholic Bishops – Office of Child and Youth Protection www.usccb.org

Pennsylvania Sex Offenders Assessment Board www.meganslaw.state.pa.us

Center for Sex Offender Management www.csom.org

Archdiocese of Philadelphia: Moving Forward in Faith, Bulletin Insert No. 1: Information on Priests Placed on Administrative Leave, Those Indicted, and the Delegate for Investigations

<http://archphila.org/grandjury2011/bulletin/BulletinInsertNo1.pdf>

Archdiocese of Philadelphia: Moving Forward in Faith, Bulletin Insert No. 2: The Standards of Ministerial Behavior and Boundaries and The Information and Communication Technology Addendum

<http://archphila.org/grandjury2011/bulletin/BulletinInsertNo2.pdf>

Archdiocese of Philadelphia: Moving Forward in Faith, Bulletin Insert No 3: Victim Assistance Efforts in the Archdiocese of Philadelphia <http://archphila.org/grandjury2011/bulletin/BulletinInsertNo3.pdf>

Archdiocese of Philadelphia: Moving Forward in Faith, Bulletin No.4: Mandatory Reporter Training

<http://archphila.org/grandjury2011/bulletin/BulletinInsertNo.4.pdg>

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