



**ARCHDIOCESE
OF INDIANAPOLIS**
The Church in Central and Southern Indiana

Pastoral Guidelines and Policies
for
**Parish Health Ministry Leaders
including Faith Community Nurses**
in the
Archdiocese of Indianapolis



**Office of Family Ministries
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Section 1: The Role of the Parish Health Ministry

Parish Health Ministry?

Jesus teaches his followers that we must care for the sick, saying, “I was sick and you visited me” (Matt 25:36), and “What you did for one of the least of these, you did for me” (Matt 25:40). The Gospels make it clear that Jesus desired to heal the whole person—body, mind, and spirit. As the stories of Martha and Mary (Luke 10:38-42) and of the woman caught in adultery (John 8:1-11) demonstrate – among many others – Jesus cared about emotional and spiritual distress as well as physical ailments.

As Christians, we are called to visit the sick, welcome the stranger, bind up the brokenhearted, and comfort all who mourn. Health ministry demonstrates God’s presence and compassion to all in our community, and is a means by which we carry out the commission of Jesus to preach the kingdom of God and heal the sick.

While medical care can often seem impersonal, detached and difficult to access, the health minister can provide resources to the parish community that educate, advocate and promote caring and healing directly within the context of our Catholic beliefs and practices. For those who can’t come to church, health ministry provides an additional way to maintain a connection to the parish community.

“In 1994, the Catholic Health Association identified five foundational values as characterizing the Church’s health ministry ...”¹

- Health care is a service, not a commodity
- Every person has a right to health care
- The value of community
- Preferential option for the poor
- Stewardship of resources²

A time for revitalizing parish health ministry and faith community nursing

What we refer to today as “faith community nursing” and “parish health ministry,” which dates back in the Christian tradition to Christ’s own healing ministry and to the ministry of deacons in the early Church. Ancient deacons were charged with pastor/parish life coordinator care to the sick, meaning that they integrated physical care with spiritual and emotional care as well. Throughout the centuries, Catholic health care has become closely associated with religious orders, both those who include health care in their missions and those founded specifically to provide health care. In whatever form it has taken, Catholic health ministry has always emphasized healing the “whole person.”³ This tradition continues to thrive in the twenty-first century.

In an age where an “ounce of prevention is worth a pound of cure,” there is greater need than ever for well-trained advocates and educators to be out in the community, helping families and individuals navigate the complexities of the modern health care system and promoting wellness, which includes spiritual and emotional consideration as well. Historically, as the “baby boomer” generation begins to enter their sixties and beyond, it is widely recognized that issues related to healthcare and wellness will only become more prevalent in all aspects of parish and diocesan ministry, simply because of sheer demand. Subsequently, wellness outreach, both within a parish community and to the larger community, has the potential to be a valuable asset in a broadly integrated parish plan for stewardship and evangelization.

¹ Perkin, Karen, RN, MScN, “Parish Nursing and Hospitals: Mission is a Natural Link between Faith-Based Facilities and Parish Nurse Programs.” *Health Progress* v. 88, no.1 (January-February 2007) The Catholic Health Association of the United States. www.chusa.org/Pub/MainNav/News/HP/Archive/2007/01Jan-Feb/Articles/Features-

² Perkin cites Catholic Health Association (USA), “How to Approach Catholic Identity in Changing Times,” *Health Progress* v. 75, no. 3 (April 1994).

³ Archdiocese of Detroit, <http://www.aodonline.org/AODOnline/>

Individual parishes, clusters of parishes and deaneries are especially encouraged to discern the extent and scale to which their health ministry can work best for each community. For example, large parishes may want to employ a Faith Community Nurse and develop a health cabinet, which has representation on the parish council, whereas smaller parishes may want to collaborate to share a volunteer coordinator, who is advised by an inter-parochial health cabinet. However a health ministry can best serve any one parish, all parishes are encouraged to include health ministry development at their next “ministry fair” in the near-term and in strategic parish planning for longer term consideration, so that an ongoing discernment process can be established and maintained.

What are parish health ministry leaders?

- All Faith Community Nurses are parish health ministry leaders, but not all parish health ministry leaders are Faith Community Nurses.



Photo by Georgia Impicciche, 2007

- All parish health ministry leaders “promote the gospel of life through ministries of health and healing within the parish and its community.”⁴
- Parish health ministry always promotes the wellness and healing of the “whole person” – physically, psychologically, and spiritually
- Parish health ministry intentionally seeks to integrate issues of physical wellness and healing to ongoing discernment of one’s faith and vocation.⁵
- Parish health ministry always discerns and promotes justice and universal access to health care in society, with a preferential option to the poor and to those who are sick in mind, body or spirit.

- If the person is a *Pastor/parish life coordinator Staff Member*⁶
 - Serves as a collaborative member working to address body, mind and spirit concerns using available parish resources, and through utilization of parish volunteers.
 - Staff liaison for Family Life Commission (or similar consulting body)
- *Pastor/parish life coordinator Care of the Sick / Spiritual Caregiver*
 - Integration of health and wellness into the prayer and sacramental life of the community
 - Visitation of parishioners in the hospital, at home, or in extended care facilities
 - Assistance with sacramental needs
 - Ministers of care who visit those unable to attend Mass
- *Resource Person*
 - Assistance in obtaining health services, primarily through the use of referrals
 - Liaison with community resources
 - Information and education about health-related issues

⁴ Such staff positions could include any clergy position, Parish Life Coordinator, Pastoral Associate, or Parish Nurse. Archdiocese of Detroit, <http://www.aodonline.org/aodonline-sqlimages/ParishNursing/flyer06.pdf>

⁵ Archdiocesan Parish Nurse Program, Archdiocese of Philadelphia. <http://www.parnurse-phl.org/>

⁶ “Staff member” does not denote any status related to full-time, part-time, paid, non-paid or volunteer employment. All employment, salary and volunteer screening processes are subject to archdiocesan human resources and other guidelines and policies.

What are Faith Community Nurses and what do they do?⁷

- *Faith Community Nursing: Scope and Standards of Practice* (American Nurses Association / Health Ministries Association, 2005) defines “Faith Community Nursing” (FCN) as “the specialized practice of professional nursing that focuses on the intentional care of the spirit as part of the process of promoting holistic health and preventing or minimizing illness in a faith community.”⁸
- While this ministry is not “hands-on” nursing care, the Faith Community Nurse may serve the parish in any or all of the following ways⁹:
 - *Health Assessment*
 - ✓ Personal health counseling
 - ✓ Needs assessments
 - ✓ Blood pressure checks
 - ✓ Other health screenings in partnership with service organizations
 - *Health Promotion & Education*
 - ✓ Promotes healthy lifestyle choices and prevention of illness through a variety of screenings, seminars and classes.
 - ✓ Help with planning for healthcare needs
 - ✓ Health promotion activities in school and religious education programs
 - ✓ Coordinating and providing resources and service at parish and community health fairs
 - ✓ Senior wellness programs
 - *Coordinating Volunteers* / Assists with recruiting, training and offering support for parish health ministry volunteers, including:
 - ✓ Ministry of care and Communion to homebound residents, including those in extended care facilities and hospitals
 - ✓ Visitation / outreach to mothers and women dealing with fertility issues
 - ✓ Ministry of Consolation (*National Catholic Ministry to the Bereaved*)
 - ✓ Support for those who mourn
 - ✓ Community outreach to pregnant mothers in need

Qualifications of a Faith Community Nurse

To be called or employed as a “Faith Community Nurse” in the Archdiocese of Indianapolis, one must meet the following qualifications:

- A registered nurse with current license to practice (baccalaureate or higher degree preferred).
- Experience as a registered nurse using the nursing process.
- Knowledge of the healthcare assets of the community
- Registered member of a faith community with “specialized knowledge of the spiritual beliefs and practices”¹⁰ of the Roman Catholic tradition.
- Committed to ongoing personal professional and spiritual development

⁷ All of the activities listed for “Faith Community Nurse” include all of those included above for “parish health ministry leader,” but the activities listed specifically for Parish Nursing are *exclusive* to those who meet the professional qualifications.

⁸ *Faith Community Nursing: Scope and Standards for Practice* (Silver Spring, MD: American Nurses Association and Health Ministries Association, Inc., 2005) 1.

⁹ Impicicche, “What is health ministry?” Brochure: *Health Ministry at Little Flower*. Please note: This list is not necessarily comprehensive, though it is taken directly from the experience of Little Flower parish, Indianapolis, which has the most comprehensive job description for a Parish Nurse in the archdiocese. Therefore, while this list may not include some duties that a pastor may want to include for his parish nurse, this list does represent the broadest description of duties known in actual, local practice. Most of the names of specific program titles were replaced with more generalized descriptions.

¹⁰ *Faith Community Nursing: Scope and Standards of Practice*, 5.

- Completion (or pending completion) of the *basic* “Faith Community Nurse Preparation Course” developed by the International Parish Nurse Resource Center (IPNRC). Other accredited programs may be considered for approval.¹¹
- Specialized knowledge and skills to enable implementation of *Faith Community Nursing: Scope and Standards of Practice* (See next section, “Scope and Standards ...”)

Scope and Standards of Practice

The American Nurses Association and the Health Ministries Association, Inc. have established a “scope and standards” for parish health ministry and parish nursing. The latest resources are *Faith Community Nursing: Scope and Standards of Practice* [2004 revision] (\$12.50 for members of HMA; \$16.95 for non-members) and *Nursing: Scope and Standards of Practice* (\$24.95 for HMA members; \$33.95 for non-members). Both books work hand-in-hand with each other and are both necessary resources to be kept and periodically updated at the parish. They can be purchased from the Health Ministries Association website, <http://www.hmassoc.org/> by selecting “Resources for Sale.” Health Ministries Association is a professional organization for Faith Community Nurses.

Appropriate Scale for Diverse Parishes with Diverse Needs and Abilities

All parishes are different, from varying sizes, available resources, demographics, geography, et cetera. Therefore, the scale of the health ministry outreach is inevitably going to vary from parish to parish and reflect the particular needs of each community, based on the personnel and other resources that can be committed.

While wellness formation and pastor/parish life coordinator care are universal concerns, which should be seriously and prayerfully addressed in every parish, not every parish is going to have the capacity for developing an outreach on the optimum scale that is being presented in this document.

When addressing a parish’s needs for a health ministry outreach, parish leaders are encouraged to consult these guidelines as a way to understand the broad parameters as what is possible and what they should avoid. However, these guidelines should not be viewed as a baseline or serve as deterrence to developing a smaller scale effort. The Office of Family Ministries or an experienced and qualified Faith Community Nurse is available to consult parish’s efforts in developing an appropriate plan that is right for each parish.

¹¹ For a current list of accredited and approved training programs, contact the Office of Family Ministries (Archdiocese of Indianapolis) or the Indiana Center for Parish Nursing. Contact information appears in this document under “Health Ministry Resources.”

Section 2: Health Cabinets in Parish Health Ministry

What is a Health Cabinet? And how is parish health ministry conducted in the absence of a “Faith Community Nurse”?

A Health Cabinet is a parish advisory body, consisting of 6-12 parishioners, which either has representation on a Parish Council, or is a component member of a larger Parish Commission (such as Social Concerns, Family Life, Stewardship and Evangelization), which has representation on the Parish Council. A Health Cabinet must fit into the over-all pastor/parish life coordinator plan for a parish, even if it is developed after a strategic pastor/parish life coordinator planning process has already taken place. Parishes are encouraged to integrate the processes of selection and election of officers for their Health Cabinet with the same processes they use for other parish commissions.

Health Cabinets should be open to and include healthcare professionals, such as doctors, nurses, physician assistants, medical technicians, medical assistants, social workers, health educators, and schoolteachers of physical education and science, health teachers, and coaches. These advisory bodies can be established either as a sounding board for a Faith Community Nurse or pastor/parish life coordinator associate or as a collective body that seeks to serve the parish’s health ministries needs in the absence of a Faith Community Nurse. Pastor/parish life coordinator leaders must be clear at all times that a Health Cabinet cannot replace or supplant the professional qualifications of a trained Faith Community Nurse.

Non-comprehensive list of health-related topics, which parishes, Health Cabinets and Faith Community Nurses might want to address

- *Home Visitations*
 - ✓ Home visits
 - ✓ Nursing home and hospital visits
- *Health Education Topics*
 - ✓ Prescription and over-the-counter drug information
 - ✓ Abstinence education
 - ✓ Mental health and depression
 - ✓ Chemical dependency / substance addiction
 - ✓ Blood pressure screening
 - ✓ Death and dying issues
 - ✓ Nutrition and meal planning
 - ✓ Stress management
 - ✓ Caring for the aged
 - ✓ Chronic / acute conditions
- *Partnering with Service Organizations for Health Screenings*
 - ✓ Cholesterol
 - ✓ Diabetes
 - ✓ Stress / depression



- *Community Health Resources and Referrals*
 - ✓ Health care services for uninsured
 - ✓ Transition to nursing home
 - ✓ Special needs resources
 - ✓ Hospital / clinic information
 - ✓ Palliative care options
 - ✓ Coordinating support groups

Developing and implementing a parish health ministry¹¹

1. *Observation.* Identify those ministry needs that are not being met, which might only be able to be met by developing an intentional health ministry outreach in your parish.
2. *Pastor/parish life coordinator Support.* Utilizing the appropriate channels of communication, obtain the support and permission of the pastor/parish life coordinator / administrator / parish life coordinator to move forward with the development of a health ministry initiative.
3. *Ask questions.* Can the unmet pastor/parish life coordinator issues be addressed through existing parish structures, without disrupting the purpose for which that commission or committee was formed and serves?
4. *Assess resources.* Identify the financial and human resources available to be certain that the program will be able to function effectively.
5. *Educate the parish.* Parishioners should be made aware that the mission of a parish-based health ministry is one of promoting wellness, through education and advocacy, not hands-on, or “clinical” care. A specific and intentional effort must be made to highlight the importance of integrating physical and psychological wellness with spirituality and that health ministry in no way and at no time replaces the supervised care of a physician.
6. *Establish a Health Cabinet.* Gather a core group (6-12 people) to establish the purpose and goals of the program. Include professionals within the health care industry, if possible. If the decision is made not to hire or appoint a qualified “Faith Community Nurse,” then a newly established Health Cabinet should consult with a Faith Community Nurse from another community in order to understand differences or the ‘parameters’ of what a Health Cabinet can and cannot do in the absence of having a Faith Community Nurse.
7. *Choose a proven model.* Evaluate and select from the following models, based on the needs and resources of the parish:
 - a) *For Faith Community Nurses*
 - Parish-based Faith Community Nurse – Paid, Non-Paid, or Volunteer? Full-time or part-time?
 - Institution / Hospital-based Faith Community Nurse – Paid, Non-Paid, or Volunteer? Full-time or part-time?
 - Is the Faith Community Nurse hired / appointed for one parish, several parishes or for a deanery?
 - Will the Faith Community Nurse work with a Health Cabinet, and if so, what is his/her role?
 - How will supervision be conducted by the pastor/parish life coordinator/parish life coordinator?

¹¹ “Guidelines for Parish Nurse Programs,” Diocese of Belleville. Excerpts were also consulted from Granger E. Westberg, *The Parish Nurse: Providing a Minister of Health for Your Congregation* (Minneapolis: Augsburg P, 1990).

b) For a Health Cabinet

- Representation on Parish Council or on a parish commission, which is represented on the Parish Council?
- Membership – open or appointed?
- Chair person and other officers – appointed or elected?
- Staff liaison – What is his/her role?
- Will the Health Cabinet work with a Faith Community Nurse, and if so, what is the cabinet's relationship to him/her?
- To what extent does the pastor/parish life coordinator need to be involved, and to what extent does he expect to be involved?

8. Develop an adequate funding source. Address all costs, even if the program is staffed by volunteers. Consider the cost of office supplies, mileage reimbursement, speaker's fees, and informational materials.

9. Evaluate. Give any newly created parish structure or staff member at least one year to establish a new ministry, with a progress check performed after six months, before any assessment is made regarding the success, failure and/or sustainability of the new position and/or structure. Establish goals that are capable of being realistically achieved within a two year period of time and which give some indication of the ministry's level of support from the general parish population. After an evaluation is conducted two years into the establishment of the ministry, determine whether or not the ministry can be sustained over the succeeding three years, at which a more thorough five-year assessment can determine the long-range impact that the ministry has had on the life of the parish.

Responsibilities of a Health Cabinet¹²

1. Educating members about over-all health issues, especially as they relate to the faith lives of parishioners.
2. Assessing the pastor/parish life coordinator issues related to wellness, which need to be addressed in the parish.
3. Evaluating the financial needs of the health ministry and any legal or liability issues that might arise due to the nature of health ministry.
4. Serving as a search committee for hiring a new Faith Community Nurse and assisting the pastor/parish life coordinator (if requested) with evaluating the performance of the Faith Community Nurse and the over-all effectiveness of the health ministry.
5. Verifying the Faith Community Nurse's periodic continuing education requirements and licensure.
6. Maintaining regular communication with the parish community on upcoming events, programs and other developments related to health ministry in the parish.
7. Facilitate collaboration efforts and cooperative relationships with the archdiocese, other faith communities and local healthcare providers, especially on issues of pastor/parish life coordinator care, public health and safety.
8. Staffing and coordinating parish and community health fairs and other events in which the parish either hosts or participates.

¹² Westberg, *The Parish Nurse*

9. Maintaining any parish-specific policies and procedures for record-keeping, volunteer recruitment, training, and other considerations. Health Cabinets should be clear on what guidelines provided by the archdiocese are non-negotiable “policies” and which are helpful suggestions that they may choose to adopt or dismiss.

The role of the archdiocesan liaison and periodic parish health ministry leaders’ gatherings

The Office of Family Ministries in the Archdiocese of Indianapolis serves as the liaison to Faith Community Nurses and other parish-based health ministry leaders. This office periodically convenes health ministry leaders in order to set collective goals, collaborate on large projects, share resources and to provide peer support. As its role as archdiocesan liaison, the Office of Family Ministries promotes a model of peer-to-peer resource sharing and goal-setting focused on a broadly shared vision for promoting the development of health ministries in more archdiocesan parishes and strengthening those ministries, which are already established.

Following the model set by the Archdiocese of Philadelphia¹³, the Archdiocese of Indianapolis has adapted the following principles to reflect the relationship between the archdiocesan liaison (Office of Family Ministries) and parish health ministry leaders, collectively:

- Promote a shared vision of the relationship between lifestyle choices, faith and over-all well-being
- Serve as consultants to parishes developing the ministry of Faith Community Nurse and/or a Health Ministry Cabinets
- Offer support to parishes with existing Faith Community Nurses and/or Health Ministry Cabinets
- Assist health ministry leaders to identify helpful resources for health-related education
- Identify community resources and encourage mutually beneficial relationships between community resources and parish health ministry leaders
- Maintain a periodically updated directory of health ministries leaders in the Archdiocese of Indianapolis
- Maintain and periodically update this guideline and policy document as needs and ministry circumstances evolve over time.

¹³ Cf. “The Role of the Archdiocesan Parish Nurse Facilitators,” Archdiocesan Parish Nurse Program, Archdiocese of Philadelphia. <http://www.parnurse-phl.org/roles.htm>

Section 3: Insurance and liability

Sample Health Ministries Disclaimer

The following or similar “disclaimer” should always appear in health ministry brochures or other literature designed to promote and describe a parish’s health ministry.

*St. _____ Catholic Church’s Health Ministry is a free, confidential ministry provided to parishioners and the surrounding community. This service is not intended to be hands-on, clinical nursing care, nor is it intended to replace treatment prescribed by a patient’s attending physician.*¹⁴

Insurance Coverage¹⁵

Faith Community Nurses, Health Cabinets and/or other health ministry leaders should never engage in any activity that even has the appearance of performing clinical procedures, without a standard release or “Hold Harmless” form, which is presented to and signed by the client. These activities can be as simple as blood pressure or bone density screenings. No health ministry activity, no matter how basic or routine should ever be “invasive” or involve the drawing of blood or other bodily fluids, unless an independently insured outside agency, like a county board of health, is brought in for an event, like a health fair, and provides its own release forms (*see the next paragraph below for more details*). This proscription includes the use of “finger sticks” for diabetes screening by parish employee/s or volunteers. Parish release forms should always clearly state that parish-based health ministry is never intended to replace the supervised care of a physician.

Insurance coverage is dependent upon the relationship of the Faith Community Nurse to the parish. If the parish contracts with an agency, hospital or healthcare service, the agency must provide proof of professional liability insurance covering the nurse or other personnel. Additionally, the outside agency must name the parish and the Archdiocese of Indianapolis as an additional insured under the agency’s professional liability insurance. This information must be verified through the archdiocesan Director of Parish Financial Services/Director of Property Insurance and Risk Manager, Mike Witka, (317) 236-1558.

If the parish directly employs a Faith Community Nurse or utilizes a volunteer Faith Community Nurse, then the diocesan insurance program automatically covers the parish and the Faith Community Nurse. This coverage only applies while the nurse is working or volunteering for the parish (not when the nurse is working for other organizations).

There is no coverage for nurses dispensing medication or making a medical diagnosis or for a physician participating in a parish’s health ministry; therefore, those practices are never allowed under any circumstances.

Pre-Screening¹⁶

Considering the nature of parish nursing and the range of risk involved, verification of credentials and background checks must be performed on Faith Community Nurses, whether they are employed or volunteer their services. It is required that all health ministry leaders be trained in the VIRTUS program for the protection of children and all people against sexual abuse. *See Appendix regarding “Reporting Procedures.”* All health ministry volunteers should go through the volunteer application and background check process outlined on the “volunteers” page of the archdiocesan intranet site, <http://www.archindy.org/intranet/shared/hr/volunteers.html>.

¹⁴ Impicciche, Brochure: *Health Ministry at Little Flower*

¹⁵ “Guidelines for Parish Nurse Programs,” Diocese of Belleville.

¹⁶ “Guidelines for Parish Nurse Programs,” Diocese of Belleville.

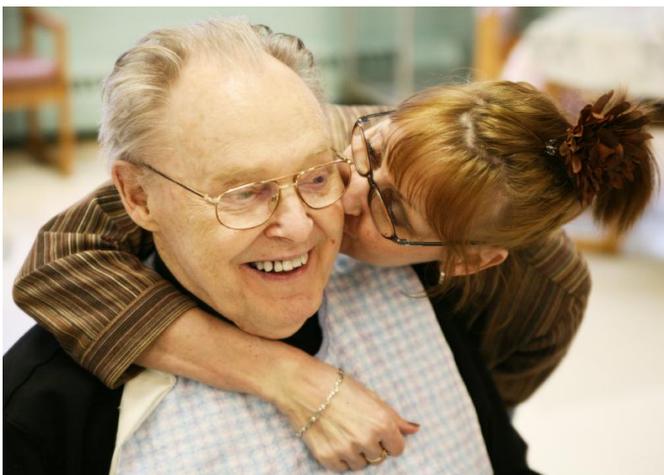
The standard, archdiocesan form for background checks must be used for screening any potential Faith Community Nurse candidate. These forms are obtainable on the archdiocesan website at <http://www.archindy.org/intranet/shared/hr/index.html>. References should be contacted by the pastor/parish life coordinator/parish life coordinator or administrator. The reference forms are also available at the link listed above to the shared information page of the archdiocesan intranet. Those who cannot access this part of the archdiocesan website should consult their parish office to obtain these forms and/or to have these forms completed and processed.

If the parish contracts with an outside agency or healthcare center for nursing services, they should verify that the agency performs these same checks.

General Guidelines for Faith Community Nurses and Parish Health Ministry

“The most common allegation against a Faith Community Nurse would be that he or she overstepped the boundaries of their professional expertise.”¹⁷ Adhering to the following guidelines will help reduce the risk associated with operating a Faith Community Nurse / health ministry program.

- ✓ **Confidential record-keeping.** Faith Community Nurses and/or Health Cabinets must keep records on all parishioner-clients. The records are confidential and should be kept in a locked cabinet. Even though a Faith Community Nurse may be reporting to the pastor/parish life coordinator or other administrator, the records are confidential unless otherwise released with the client’s written permission.
- ✓ **No medical diagnosing.** A Faith Community Nurse / health ministry leader must not provide any medical diagnosis. Appropriate procedures should be followed for referral to physicians and other healthcare providers as needed.
- ✓ **No dispensing of medication.** A Faith Community Nurse / health ministry leader must not dispense medication. This includes non-prescription or over-the-counter medication.
- ✓ **Know and follow all abuse reporting procedures.** All abuse involving minors or adults must be reported to the appropriate government agency. *See Appendix regarding “Reporting Procedures.”*



- ✓ **Legally compliant delegation.** All acts delegated within the scope of professional nursing to an LPN or less skilled assistant must be in compliance with state requirements.

¹⁷ “Guidelines for Parish Nurse Programs,” Diocese of Belleville.

Privacy Regulations (HIPAA)¹⁸

HIPAA (pronounced “hippa”) is an acronym for the Health Insurance Portability and Accountability Act of 1996 (which went into effect in 2003), and it has become synonymous with healthcare privacy. For pastor/parish life coordinator ministers, HIPAA means that hospitals and other healthcare facilities can no longer inform the parish if parishioners are admitted, unless the patient specifically requests to be listed as a member of their particular parish in the facility’s patient directory.

Health Ministry leaders should advise their parishioners to contact the parish any time a loved one is admitted to the hospital or wishes to be visited in a healthcare facility. A brief statement can be published regularly in the parish bulletin and parish website explaining why this is necessary. Such a notice could read...

“Attention: Hospital Visits ... Due to recent changes in privacy laws, hospitals and other healthcare facilities can no longer inform parishes that a parishioner has been admitted. Parishioners and/or their families should contact the parish office directly any time a loved one is admitted to the hospital or wishes to be visited at a healthcare facility. Also, please ask to be listed in the hospital’s patient directory as a member of this parish. This will help the priest or Communion minister locate patients more efficiently.”

Health ministry leaders who work in healthcare facilities should be especially careful not to share information at the parish or with a patient’s family members about a patient-parishioner’s status or condition, when that information is gained through one’s work, paid, non-paid, or volunteer, at the healthcare facility. Such information can only be shared when one has obtained the patient’s consent to do so. Exceptions to this disclosure rule include any reports of abuse or neglect. This disclosure rule does not technically apply to those who gain patient information in their role as clergy or lay ministers, but health ministry leaders should exercise due discretion when and if they become privy to a patient’s personal information (See Appendix E) For example, pastor/parish life coordinator ministers should receive some form of consent, from the patient if possible or from the patient’s nearest loved one, before proclaiming or publishing prayer intentions in the bulletin or during liturgies.

Health cabinets and/or Faith Community Nurses should discern and devise a clearly written privacy policy that applies to one’s local community, based on any policies or considerations that might be specific to different hospitals and other facilities in your area. Deaneries should consider adopting uniform privacy policies for patient-parishioner visits, perhaps even implementing a coordinated: rotating visitation schedule, if that is feasible. Such policies should include the following...

- ✓ Pastor/parish life coordinator / administrator / PLC, faith community nurse, and health ministry volunteers (Extraordinary Ministers of the Eucharist and others) will share amongst themselves, as a ministry team, only the information necessary to provide the appropriate pastor/parish life coordinator ministry to the patient and his/her family.
- ✓ A general consent form should be devised that gives the parish permission to include the patient’s name in any parish prayers or prayer list and a *general* description of the reason for the prayer intention, such as “surgery” or “hospitalization.” Prayer intentions should not include sensitive details about the patient’s condition, such as “breast cancer” or “head trauma.”

See Appendix B for information and samples of standardized release forms for client confidentiality and consent.

¹⁸ Schnorr, Marcia RN, Ed.D. “HIPAA and the Parish Nurse.” The Lutheran Church-Missouri Synod website, <https://www.lcms.org/graphics/assets/media/WRHC/HIPPA.pdf>

Appendix A

Parish Health Ministry Resources

Archdiocese of Indianapolis

Office of Family Ministries (liaison for Faith Community Nurses and parish health ministries)

1400 N. Meridian Street, Indianapolis, IN 46202-2367
P.O. Box 1410, Indianapolis, IN 46206-1410
Phone: (317) 236-1596
Fax: (317) 236-1401
Email: dbethuram@archindy.org
Website: <http://www.archindy.org/family/health.html>

Care Team Network (CTN)

“CTN is a national training and resource center for the development of volunteer Care Teams for persons with health concerns or special needs.” CTN has been used in the archdiocese as a model for organizing a Health Cabinet.

188 Community Care Building, 908 S. 20th Street, Birmingham, AL 35294-2050
Phone: (877) 614-9129
Fax: (205) 975-6448
Email: careteam@uab.edu
Website: www.careteam.org

Secretariat for Catholic Charities (Archdiocese of Indianapolis)

David Siler, Executive Director
David J. Bethuram, Associate Executive Director

Catholic Charities, Indianapolis (including St. Elizabeth Coleman Pregnancy & Adoption Services)
David Bethuram, Agency Director

1400 N. Meridian Street, Indianapolis, IN 46202-2367
P.O. Box 1410, Indianapolis, IN 46206-1410
Phone: (317) 236-1500
Fax: (317) 236-1401
Email: CatholicCharities@archindy.org
Website: <http://www.archindy.org/cc/indianapolis/index.html>

St. Elizabeth-Coleman Adoption Services

2500 Churchman Avenue, Indianapolis, IN 46203
Phone: (317) 787-3412 / (800) 499-9113
Fax: 317-787-0482
Email: info@stelizabeths.org
Website: <http://www.stelizabeths.org/index.asp>

Catholic Charities, Bloomington
Marsha McCarty, Agency Director

635 N. College Avenue, Bloomington, IN 47404
Phone: (812) 332-1262
Email: mmccarty@CatholicCharitiesBtown.org
Website: <http://www.archindy.org/cc/bloomington/index.html>

Catholic Charities, New Albany (St. Elizabeth – Catholic Charities)

601 E. Market Street, New Albany, IN 47150
Phone: (812) 949-7305 / (800) 227-3002
Email: crobertson@stelizabethcatholiccharities.org
Website: <http://www.stelizabethcatholiccharities.org/>

Catholic Charities, Tell City
Joan Hess, Agency Director

802 Ninth Street, Tell City, IN 47586
Phone: 812-547-0903
Email: info@CatholicCharitiesTellCity.org
Website: <http://www.archindy.org/cc/tellcity/contact.html>

Catholic Charities, Terre Haute
John E. Etling, Agency Director

2931 Ohio Blvd., Terre Haute, IN 47803
Phone: (812) 232-1447
Website: <http://www.archindy.org/cc/terrehaute/index.html>

Catholic Health Association

Sister Carol Keehan, DC, President

1875 Eye St., NW, Suite 1000, Washington, DC 20006-5409
Phone: (202) 296-3993
Email: <http://www.chausa.org/Pub/Email/emailnosterholt.htm>
Website: <http://www.chausa.org/PublicHome.htm>

Health Ministries Association, Inc.

Marlene Feagan, President
PO Box 529, Queen Creek, AZ 85242
Phone: (800) 280-9919
Email: http://www.hmassoc.org/contact_us.html
Website: <http://www.hmassoc.org/index.html>

Indiana Catholic Conference

Glenn Tebbe, Executive Director

1400 N. Meridian Street, PO Box 1410, Indianapolis, IN 46206
Phone: (317) 236-1455
Fax: (317) 236-1456
Email: icc@archindy.org
Website: <http://indiana.nasccd.org/>

Available on the ICC website:

A Catholic Guide to Health Care Directives: A Resource for Indiana Catholics that includes end of life care (and its companion supplement); published in 2007.

Indiana Center for Parish Nursing

A Chapter of the Health Ministries Association, Inc.
1500 North Ritter, Building 4, Indianapolis, IN 46219
Phone: (317) 355-4762
Email: 2005icpn@sbcglobal.net

International Faith Community Nurse Resource Center

475 E. Lockwood Avenue, St. Louis, MO 63119
Phone: (314) 918-2559
Fax: (314) 918-2558
Email: awest@eden.edu
Website: <http://www.parishnurses.org/>

The National Catholic Bioethics Center (NCBC)

John M. Haas, Ph.D. S.T.L., President
6399 Drexel Rd, Philadelphia, PA 19151
Phone: (215) 877-2660
Fax: (215) 877-2688
Email: <https://www.informationsecured.com/ncbc2/contactinfo.asp>
Website: <http://www.ncbcenter.org/index.asp>

Rev. Joseph Rautenberg

Archdiocese of Indianapolis Bioethics Consultant

P.O. Box 1410, Indianapolis, IN 46206
Phone: (317) 236-1449
Email: jrautenberg@archindy.org

Substance Addiction Ministry (“SAM”) of the Archdiocese of Indianapolis

Office of Family Ministries (see above “Archdiocese of Indianapolis”)

Deacon Bill Jones, St. Bartholomew, Columbus, IN
Phone: (812) 376-0308
Email: williams_jones@sbcglobal.net

University of Indianapolis, School of Nursing

Anne Thomas, Interim Dean

1400 East Hanna Avenue • Indianapolis, Indiana 46227
Nursing Office: (317) 788-3206 / nursing.uindy.edu
Contacts: Becca Cartledge
(317) 788-3505 / rcartledge@uindy.edu
Kathy Hetzler
(317) 788-3203 / hetzlerk@uindy.edu

United States Conference of Catholic Bishops

3211 4th Street, N.E., Washington DC 20017-1194
Phone: (202) 541-3000
Website: <http://www.usccb.org/>

Available on the USCCB website; “Publications” section:

Ethical and Religious Directives for Catholic Health Care Services; Product Code: 5-454;
ISBN: 1-57455-454-9; \$2.95.

Health and Health Care; Product Code: 830-4; ISBN: 1-55586-830-4; \$3.50

Appendix B

Release Forms

The Office of Family Ministries has developed standardized forms, which are in the process of being reviewed, revised if necessary and ultimately approved for use by parishes. These forms, once completed and approved, will be made available on the archdiocesan website's page for Health Ministry and Faith Community Nurses, <http://www.archindy.org/family/health.html> and in this Appendix.

Appendix C

The Faith Community Nursing Program at the University of Indianapolis

The University of Indianapolis ("UIndy") offers "Basic Core Curriculum" program, which is based on the standards of the International Faith Community Nurse Resource Center, the National League for Nursing (NLN) and the American Nurses Association (ANA) Credentialing Center, and the program is approved by the Indiana State Nurses Association. The Basic Faith Community Nurse Preparation Course can also be taken for three credit hours of BSN or MSN elective credits. For additional information on the Faith Community Nursing Program at the University of Indianapolis please visit their website <http://nursing.uindy.edu/parish/program.php>.

Other accredited parish nursing and health ministries programs may qualify for Faith Community Nurse certification. Pastor/parish life coordinators can exercise due discretion in determining the quality of a program, or they may consult the Office of Family Ministries. A 'rule of thumb' to follow is accreditation by the International Parish Nursing Resource Center, the Health Ministries Association and the American Nurses Association.

The following list is a selection of "Current Topics" covered in UIndy's Parish Nursing course:

- Role of the parish community in health ministry
- History and Philosophy of Parish Nursing
- Theology and Wholeness
- Self Care
- Ethics in Parish Nursing
- Assessment: Individual, Family & Congregation
- Accountability & Documentation
- Functions of the Faith Community Nurse
 - Integration of Faith & Health
 - Counselor
 - Health Education
 - Referral Agent
 - Coordination of Volunteers
 - Developer of Support Groups
 - Health Advocate

- Legal Considerations
- Getting Started
- Grief and Loss
- Grant Writing
- Functioning within a Ministerial Team
- Health Promotion & Maintenance
- Prayer & Worship Leadership
- Commissioning Service

Appendix D

Professional Development Opportunities

Please note: The following list is not comprehensive and will be augmented and updated periodically.

Clinical Pastor/parish life coordinator Education (CPE)

Accrediting Agencies

Association for Clinical Pastor/parish life coordinator Education, Inc.

www.acpe.edu

East Central Region-ACPE

www.ecr-acpe.org

CPE Programs in the Archdiocese of Indianapolis

St. Vincent Hospital, Indianapolis

<http://www.stvincent.org/ourservices/pastoralcare/cpe/default.htm>

Department of Pastor/parish life coordinator Care
2001 W 86th St, PO Box 40970
Indianapolis, IN 46240-0970.

Phone: (317) 338-9874

Fax: (317) 338-2987

E-mail: ragillig@stvincent.org

Programs: CPE (Levels I and II), Supv. CPE *Offerings:* W-Sp-Su-F-Yr-E *Stipends:* Yr-Supv
Application Fee: \$25.

Clarian Health

http://www.clarian.org/portal/patients/clinical?clarianContentID=/clinical/chaplaincy/pastoral_education

Director, Pastoral Education
Methodist Hospital
P.O. Box 1367
1701 N. Senate Ave.
Indianapolis, IN 46202
Phone: (317) 962-8611
Fax: (317) 962-3487

Chaplaincy Service and Pastoral Education,
550 University Boulevard, UH 1410
Indianapolis, IN 46202-5250.
Phone: (317) 274-7415
Fax: (317) 274-7440

Programs: CPE (Levels I and II), Supv. CPE *Offerings:* W-Sp-Su-F-Yr-E *Stipends:* Yr-Supv
Application Fee: \$25.

Community Health Network, Indianapolis (Affiliated with Clarian)

<http://www.ecommunity.com/clinicalpastoral/>

CPE Programs Bordering Archdiocese

Archdiocese of Louisville

Norton Healthcare, Louisville, KY

http://www.nortonhealthcare.com/services/pastoral/clinicalpastoral_edu.aspx

University of Louisville HealthCare (Louisville CPE Cluster)

www.uoflhealthcare.org

Department of Chaplaincy Services
530 S. Jackson St,
Louisville, KY 40202-1675.
Phone: (502) 562-3417
Fax: (502) 561-2166
Email: isaacnj@ulh.org

Programs: CPE (Levels I and II) *Offerings:* Sp-Su-F-Yr-E *Stipends:* Yr
Application Fee: \$50.

Archdiocese of Cincinnati

Cincinnati Children's Hospital Medical Center

Department of Pastoral Care
3333 Burnet Ave.
Cincinnati, OH 45229-3026.
Phone: (513) 636-4376
Fax: (513) 636-4971
E-mail: judy.ragsdale@cchmc.org

Programs: CPE (Levels I and II), Supv. CPE *Offerings:* Yr-E *Stipends:* CPE-M
Application Fee: \$25.

TriHealth Clinical Pastoral Education c/o Good Samaritan Hospital

375 Dixmyth Ave.
Cincinnati, OH 45220-2475
Phone: (513) 872-2281
Fax: (513) 872-7050
E-mail: gerald_niklas@trihealth.com

Programs: CPE (Levels I and II) *Offerings:* W-Su-F-E
Application Fee: \$35

Twin Towers Retirement Community

www.twintowers.org

5343 Hamilton Ave.
Cincinnati, OH 45224-3130
Phone: (513) 853-2746
Fax: (513) 719-3473
E-mail: DSchwarz@twintowers.org

Programs: CPE (Levels I and II) *Offerings:* W-F-E
Application Fee: \$0.

Kettering Medical Center Network (Metro Dayton)

www.kmcnetwork.org

Department of Pastoral Care
3535 Southern Blvd.
Kettering, OH 45429-1221
Phone: (937) 395-8640
Fax: (937) 395-8134
E-mail: henry.uy@kmcnetwork.org

Programs: CPE (Levels I and II) *Offerings:* Su-Yr-E *Stipends:* CPE-Yr
Application Fee: \$25.

Ecclesial Lay Ministry (ELM) Program (Archdiocese of Indianapolis)

<http://www.archindy.org/layministry/index.html>

Ed Isakson, Director of Human Resources
Phone: (317) 236-1549
Email: eisakson@archindy.org

- Saint Meinrad School of Theology, designed the ELM program to serve the needs of dioceses in the preparation of quality lay ministers for the Church. The purpose of ELM is to give the local church the assurance that their lay ministers have the best possible preparation in the areas of theological education, spiritual formation, and personal and professional skills development.
- ELM is a comprehensive, four-year formation program that integrates academic, spiritual and professional skills. It aims at forming the whole person for ministry.
- ELM is an adult learning program that is flexible enough to meet the needs of students' at all educational levels. It aims at providing the diocesan ministerial community with a common focus and experience out of which to live their ministries.
- ELM is a cooperative program. It not only provides crucial formation for ministry candidates, it also assists the local diocese in developing support networks in ongoing formation and mentoring.
- Saint Meinrad believes that formation within Church ministries means developing quality relationships. ELM limits by design the elements of the program delivered by video or distance learning technologies. Instructors meet with ministry candidates, demonstrating pastoral skills, building relationships, and serving as resource persons for the participants.

Source: *What is the Ecclesial Lay Ministry Formation Program?* <http://www.archindy.org/layministry/whatis.html> (October 1, 2008)

Benedict Inn (Sisters of St. Benedict), Beech Grove

Spiritual Direction Internship

http://web.mac.com/annpatrice/Benedict_Inn/Spiritual_Direction_Internship.html

Contact: Sister Rachel Best, OSB
(317) 788-7581

Marian University, Indianapolis

Marian University provides a range of degree and non-degree programs in the area of pastoral leadership, religious education, and theology. Visit their website below for more information.

Certificate Program in Pastoral Leadership (Marian University)

Post-baccalaureate; 32 credits, continuous mentoring and internship participation.

"Persons entering the Pastoral Leadership Program may have certain national, ministry-specific, program certifications accepted as partial fulfillment of requirements."

<http://www.marian.edu/academics/LiberalArts/Majors/TheologyPhilosophy/Pages/Theology.aspx>

Andy Hohman, S.T.L.
Phone: (317) 955.6113

Email: ahohman@marian.edu
liberalarts@marian.edu

St. Mary of the Woods College (Terre Haute area)

"Theology at the Woods"

http://www.smwc.edu/academics/departments/theology_philosophy/theology/index.php

"Woods External Degree" (WED) http://www.smwc.edu/academics/distance_program/index.php

Westberg Symposium

<http://www.parishnurses.org/Home.aspx?ContentID=24>

Join the Westberg Symposium mailing list ...

"If you would like to be added to our mailing list to receive a registration brochure for the ... Westberg Symposium, submit your email address at

<http://www.marketvolt.com/CustApp/custnew.asp?accountid=757&sa=757&AX=63178503>.

Andrea West
Phone: (314) 918-2684
Email: awest@eden.edu

Appendix E

Reporting Procedures for Allegations of Sexual Abuse of Minors and All Other Sexual Misconduct (Archdiocese of Indianapolis)

All parish volunteers, including those who are participating in parish nursing / health ministry must receive and read a copy of *To Be Safe and Secure*.^{*19} Copies can be obtained online at <http://www.archindy.org/abuse/policy.html>, and hard copies can be obtained by contacting one's parish or the Archdiocese at ...

Archdiocese of Indianapolis
c/o Office of Chancellor
1400 N. Meridian Street
Indianapolis, Indiana 46202-2367

Mailing address:
P.O. Box 1410, Indianapolis, Indiana 46206-1410
Telephone: 317-236-1400 / 800-382-9836 (within Indiana)

Signed copies of the accompanying "Parish / Agency Policy Receipt Form" must be submitted by each volunteer to his/her parish. These forms will be kept on file in the parish and acknowledge that the signatory has received a complete copy of the policies, read them, and agrees to comply with their directives and procedures.

All archdiocesan clergy, employees, and volunteers and religious working on behalf of the archdiocese shall comply with all pertinent reporting Indiana laws and archdiocesan reporting requirements:

- Clergy, religious, employees, and volunteers shall report any suspected instance of child abuse to two entities: Child Protection Services and the archdiocese. Indiana law requires reporting to Child Protection Services (Hotline: 800-800-5556).
- Archdiocesan policy requires reporting all suspected or alleged incidents of sexual misconduct to the archdiocese's victim assistance coordinator (317-236-7325 or 800-382-9836, extension 7325), who serves as the archbishop's personal representative to victims and the faith communities in which sexual misconduct has occurred.

The process: What to expect if you are a victim of sexual misconduct and report the incident to the Archdiocese of Indianapolis

If you are a victim of sexual misconduct by a person ministering on behalf of the Church, please contact the archdiocesan victim assistance coordinator, Jan Link, Archdiocese of Indianapolis, P.O. Box 1410, Indianapolis, Indiana 46206-1410, 317-236-7325 or 800-382-9836, ext. 7325.

You will be asked to meet with the victim assistance coordinator and, if a cleric is being accused, canon law requires that a priest must also be present at that meeting. The meeting can take place at the victim

¹⁹ *To Be Safe and Secure: Policies and Procedures, Standards of Behavior For the Protection of Minors and Others from Sexual Misconduct by Those Ministering on Behalf of the Archdiocese of Indianapolis (October 2004)*. Copyright © 2004 by the Archdiocese of Indianapolis. All Rights Reserved. Published by Criterion Press, Inc.

assistance coordinator's office in the Archbishop O'Meara Catholic Center in Indianapolis or at another mutually agreed upon location.

At all times, your report to us will be considered confidential.

You will be asked for relevant details of the incident, such as the name of the accused, the date or approximate date of the incident, and what happened.

The Church is concerned for your spiritual and emotional welfare and wants to help heal whatever spiritual or emotional wounds you may have suffered as a result of the sexual misconduct. Every individual is different in her or his ability to deal with the aftermath of sexual misconduct. Most individuals benefit from professional counseling, and the archdiocese will cover your out-of-pocket costs for such counseling provided by a licensed therapist.

The Church is also concerned for the safety and well-being of others, especially children. Your courage and cooperation in reporting incidents of sexual misconduct by those ministering on behalf of the Church will help us keep others safe and secure.

If you were younger than 18 when the sexual misconduct occurred, the archdiocese must report the incident to civil authorities. It will be necessary to give your name to those authorities, but they are required by law to hold your identity in confidence.

The victim assistance coordinator or the pastoral care worker, who works with the coordinator, will keep you informed as the investigation proceeds and will check in with you for as long as needed to see how you are doing.

Policies and procedures at a glance

The Archdiocese of Indianapolis takes immediate and decisive action on all accusations of sexual misconduct in accordance with the pertinent provisions of the "Charter for the Protection of Children and Young People," the "Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons," long-standing archdiocesan policy, civil law, and Church law.

These policies and procedures deal with sexual misconduct, which is broader than sexual abuse. Sexual misconduct is understood to include sexual abuse, child abuse, sexual harassment, and sexual exploitation. These policies and procedures also concern themselves with all Church personnel—not just clerics. They pertain to priests and deacons, lay employees, religious, and volunteers working or ministering on behalf of the archdiocese.

In all cases involving allegations of sexual misconduct by Church personnel, it is the policy of the Archdiocese of Indianapolis to:

- Respond promptly to all allegations of sexual misconduct.
- Reach out to victims and their families and communicate our sincere commitment to their spiritual and emotional well-being.
- Initiate a preliminary investigation and, if appropriate, promptly relieve the alleged offender of any duties.
- Report the incident, when appropriate, to proper civil authorities and cooperate with the investigation.
- Initiate an internal investigation and present findings to the Archdiocesan Review Board, which will, in turn, make recommendations to the archbishop based upon its findings and/or the findings of civil authorities.

- Deal as openly as possible with members of the community with due regard to the respect owed to the privacy and reputations of all persons involved and with respect to Church law.

All archdiocesan clergy, employees, and volunteers and religious working on behalf of the archdiocese shall comply with all pertinent reporting Indiana laws and archdiocesan reporting requirements:

- Clergy, religious, employees, and volunteers shall report any suspected instance of child abuse to two entities: Child Protection Services and the archdiocese. Indiana law requires reporting to Child Protection Services (Hotline: 800-800-5556).
- Archdiocesan policy requires reporting all suspected or alleged incidents of sexual misconduct to the archdiocese's victim assistance coordinator (317-236-7325 or 800-382-9836, extension 7325), who serves as the archbishop's personal representative to victims and the faith communities in which sexual misconduct has occurred.