

## Non-Parish Based Organizations

The Diocese of Dallas fosters and encourages working relationships with a wide variety of organizations that are registered with the diocese but not considered a parish or diocesan based entity. Our pastors call the Diocesan Pastoral Center to find out if a **non-parish based** group or individual is registered and in good standing.

The registration process entails:

1. The official representative of the organization must complete the 2009 Safe Environment Program Verification Form. [Click here](#) for the 2009 Safe Environment Verification form.
2. In order to maintain a safe environment for children and vulnerable adults, we are now requiring all non-parish based organizations to have their own formal written safe environment program that meets the diocese minimum standards regarding background checks and safe environment training. Each member of your non-parish based organization who works with children, vulnerable adults or is responsible for the finances must comply with diocesan standards. **It is not the responsibility of the parish to conduct background screenings or training for your organization.** [Click here](#) for the 2009 Safe Environment Program Verification Form for Individuals. Please make as many copies as you need.
3. Each non-parish based group must carry general liability insurance of at least \$500,000 and name the diocese and the parish as additional insured. The diocesan risk manager can assist you in identifying an insurance agent for your group if you have difficulty.
4. If a non-parish based group solicits funds or engages in fundraising activities and is not included in the P.J. Kenedy Official Catholic Directory as an exempt entity under the Church's Group Ruling, it must secure its own tax exemption ruling. Each group is required to submit their latest financial statement and proof of IRS exemption.
5. Each non-parish based group that is subject to the criteria in #2 above must participate in our regular internal diocesan audit process for Safe Environment in order to ensure compliance with these standards.
6. Each organization must list all the Apostolates or Ministries under their organization. It will be the responsibility of the official representative of each organization to send this list to the Pastoral Center.