



## The Parish Youth Safety Administrator (PYSA)

**From our “Policies for the Safety of Children and Youth”**

### **Page 18 – Parties Responsible**

**Parish Council President.** Each Parish Council President shall, as Parish Administrator of these Policies at the Parish, (1) enter the Registrant’s pertinent information in the secure database described in Part Two, Section Two (H) below, and (2) review and evaluate each Registrant within the Parish to determine the Registrant’s suitability for becoming a Youth Worker. Such review includes both (x) whether the Registrant has completed the training required under these Policies, and (y) whether the Registrant has successfully passed a background check as required by these Policies. External professionals shall be consulted as necessary.

**Delegation.** The Parish Council President may delegate this responsibility to another person in the Parish, preferably not the Priest, upon a motion duly made, seconded, and carried by the Parish Council in valid session...

### **What is a PYSA?**

The Parish Youth Safety Administrator (PYSA) is a person or persons (PYSAs) appointed by the Parish Council President and Parish Priest to oversee the parish's Youth Safety compliance. Compliance includes Clergy, Youth Workers, and Parish Council Members, and in some cases, employees of the parish. In some parishes, this role is delegated to a member of the Parish Council, a member of the Clergy, a Pastoral Assistant, a Youth Director, or a Parish Administrator.

Parishes that are most successful have additional support from the Parish Leadership, including the Priest or Parish Council President speaking about the necessity of compliance from the solea, addressing it at Parish General Assemblies, etc. A compliance report presented regularly to the Council is also helpful. Many successful parishes ask the leadership of the various Youth Ministries to see that their Youth Workers are compliant. (Ex: Sunday School Director oversees the Sunday School Staff, volunteers, substitute teachers and reports to the PYSA.) There are many successful parishes where the Proistamenos (Presiding Priest) and/or the Parish Council President have administrative access to the parish compliance reports. This is not for them to do the work, but to assist the PYSA with Users who may not have registered or completed compliance.

### **What are PYSA Responsibilities?**

*Each Parish may have its own expectations for their PYSA or PYSAs. Please meet with your Proistamenos and Parish Council President to confirm/add or delete from this list.*

- Ensure that all Clergy, Youth Workers and Parish Council Members have registered, screened (every two years), and trained (every year). Note: Some Metropolises and parishes have made it a requirement for all Users to be trained.
- Review the report at least every quarter to ensure that all who should be registered, screen and trained have done so. (Example: Do you have a new Youth Worker for Athletics, Folk Dance or Olympics that wasn't registered at the beginning of the Ecclesiastical Year?)
- Interface with the Metropolis Youth Safety Administrator (MYSA) and the two Support Teams when needed.
- Review the parish records for Users who are not compliant and follow up with them.
- Review records for Users who are no longer active in the parish or ministries and make their account "inactive."
- Provide a compliance report to the Parish Clergy and Parish Council at least every quarter.
- Attend PYSA Refresher Webinar when offered by your Metropolis or Archdiocese.
- Note: Some PYASAs are responsible for additional Youth Safety laws in their state. For example, Pennsylvania has laws requiring additional screenings and training (for Clergy & Paid Staff). And throughout the Metropolis of Pittsburgh, similar screenings are required. At least two other Metropolises have extra requirements.

**How does my parish appoint/confirm our PYSA/PYASAs?**

- The Parish Priest and/or Parish Council President may email: [youthsafety@goarch.org](mailto:youthsafety@goarch.org). If the Parish Priest or Parish Council President would like administrative access, please indicate so.

Questions? Email [youthsafety@goarch.org](mailto:youthsafety@goarch.org)  
or contact your Metropolis Youth Safety Administrator (MYSA)