



Office of the Bishop

Roman Catholic Diocese of Lubbock

Diocesan Policy regarding Overnight Activities/Retreats with Minors

The Bishop of the Diocese of Lubbock is the only one who can give permission for an overnight event sponsored by a Diocesan entity or program for minors.

In the pre-planning stage, prior to the publication of an overnight event, a letter must be sent to the Bishop asking for approval for the overnight activity/retreat with minors.

The request must include:

- the name of the parish or sponsoring entity,
- name of the coordinator of the event and contact information,
- location and dates of the overnight activity/retreat/conference,
- the approximate ages, gender, and number of attendees.

The request is to be addressed to the Bishop and sent to the Chancellor.

Deacon Adrian Jimenez, Chancellor

Diocese of Lubbock, 4620 Fourth Street, Lubbock, TX 79416

ajimenez@catholiclubbock.org

Once approval has been given, a list of chaperones* is to be sent to Belinda Aguirre, Safe Environment Director, baguirre@catholiclubbock.org or Diocese of Lubbock, 4620 Fourth Street, Lubbock, TX 79416

Anyone traveling with or ministering to minors must have a current Safe Environment clearance on record.

The coordinator of the event is to follow all Diocesan Policies and Procedures for release forms and medical information, sleeping accommodation, and the use of transportation and drivers for off-site conferences and workshops.

Priority must be given to ensure that all participants fulfill their Sunday and Holy Day obligations.

The pastor must have a copy of the Bishop's approval letter, Safe environment confirmation, a list of all participants

(minors, chaperones, and drivers), and a copy of the itinerary.

*Diocesan Policy Chaperones: Each cleared adult is to be in charge of no more than 8 youths. In compliance with Safe Environment policies, the Diocese of Lubbock requires 2 cleared adults (21+) for each activity. Chaperones are to be over the age of 21. [<https://catholiclubbock.org/FaithFormation.html> Adult Code of Conduct]

August 18, 2023

Most Reverend Robert M. Coerver
Bishop of Lubbock

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