



February 6, 2026

Sent via DocuSign and USPS

Pastors and Administrators
of the Archdiocese of San Francisco

RE: Mandatory Compliance with USCCB Charter Requirements

Dear Pastors and Administrators,

This correspondence constitutes **formal notice** regarding mandatory parish compliance with the *Charter for the Protection of Children and Young People* promulgated by the United States Conference of Catholic Bishops (USCCB) and adopted by the Archdiocese of San Francisco.

It has been identified that information concerning the reporting of clergy sexual abuse is not consistently or readily available in all parishes. Such omission constitutes **noncompliance** with the explicit requirements of the USCCB Charter.

The Charter mandates and requires the following:

“The procedures for those making a complaint are to be readily available in printed form and other media in the principal languages in which the liturgy is celebrated in the diocese/eparchy and be the subject of public announcements at least annually.”
(Article 2, page 9 - <https://www.usccb.org/resources/Charter-for-the-Protection-of-Children-and-Young-People-2018-final%281%29.pdf>)

Accordingly, and without exception, **each parish is required to implement and maintain the following:**

1. The **“Promise to Protect. Pledge to Heal.”** poster must be **prominently and continuously displayed** in a visible location accessible to parishioners. <https://sfarch.org/protecting-children/#ParishComplianceUSCCB>
2. Information regarding the reporting of clergy sexual abuse must be available in **printed form and other media**, and in the principal languages used in parish liturgies. <https://sfarch.org/protecting-children/#ReportAbuse>



3. Please be reminded that it is highly recommended that the abuse reporting guidelines be published in the **parish bulletin at least monthly**.
4. Reporting information may also be published on the **parish website** as an additional means of accessibility.

The responsibility of this office is to **communicate the governing requirements** under the USCCB Charter. **The responsibility for implementation, enforcement, and ongoing compliance rests solely with the pastor and parish.**

Given the legal and moral gravity of these obligations, **strict compliance is required**. To ensure accountability and adherence to the Charter, the Archdiocese will conduct **systematic compliance monitoring**. Authorized monitors will conduct **random parish visits at least annually** to verify that required reporting information is properly displayed and accessible.

Failure to return this acknowledgment may be construed as noncompliance and may result in follow-up action. Should you require clarification or additional materials to fulfill these obligations, please contact this office without delay.

Thank you for your prompt attention and cooperation in this matter.

Sincerely in the Lord,

Very Reverend Andrew P. Spyrow
Vicar for Clergy
Archdiocese of San Francisco

Deacon Fred Totah
Director of Pastoral Ministry
Archdiocese of San Francisco



Acknowledgment

Re: Mandatory Compliance with USCCB Charter Requirements

Please complete and sign this acknowledgment through Docusign or return a hardcopy to the Vicar for Clergy Office no later than February 27, 2026.

_____ This parish confirms that information regarding the reporting of clergy sexual abuse is readily available and properly displayed in compliance with the USCCB Charter.

_____ Please send this parish updated flyers and related reporting materials.

Name of Pastor/Administrator: _____

Name of Parish: _____

Signature: _____

Date: _____