

Episcopal Diocese of San Diego

Safeguarding God's People

Policy Manual on Sexual Abuse and Misconduct:
Prevention and Response



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Revised: May 2008



THE EPISCOPAL DIOCESE OF SAN DIEGO

The Right Reverend James R. Mathes
Bishop

January 20, 2007

Dear Brothers and Sisters in Christ:

The ministry to which we are called, is a ministry of trust and faithful commitment to providing a safe place for all who come to the doors of our churches and to the ministries we offer in each of our communities. *Safeguarding God's People* is the title we use to describe the body of work contained in this manual. The purpose of this manual is to provide policies and procedures for the prevention and response to sexual abuse and misconduct.

"Those who serve the church, whether as clergy or lay workers, paid or unpaid, maintain a powerful relationship and authority and trust with the people whom they minister. Betrayal of that trust through violation of sexual boundaries, causes great emotional and spiritual harm. Such misconduct is a denial of our identity as Christians. We must take every step to prevent it, and to respond with swift justice when misconduct does occur." (*Diocese of Virginia, Policy Manual on Sexual Abuse and Misconduct: Prevention and Response*)

It is my hope and expectation that you will take seriously your responsibility to use the important information and policies in this manual in ways that will create safe and sacred space in your church. It is my prayer that your good work and attention to those efforts will mean that we will not have to face the difficult situations of sexual misconduct in our Diocese.

I am grateful to those who have labored to provide this manual. I believe it will guide us to be a healthier place for our ministry filled with hope, meaning and purpose.

A handwritten signature in cursive script that reads "James R. Mathes".

Faithfully,
The Rt. Rev. James R. Mathes

Credits

The Episcopal Diocese of San Diego is extremely grateful to the Diocese of Virginia for permission to adapt their Manual for its use.

The Diocese of Virginia Manual was written by Cheryl Kenny in consultation with the commission for the Prevention of Sexual Misconduct of the Diocese of Virginia.

Members of the Commission during the preparation of the manual: The Rev. Kent D. Rahm – Chair; The Rev. Jacqueline Thomson – co-chair; Ruth Brock; J.P. Causey Jr.; the Rev. Bruce Gray, D.Min; The Rev Torrence Harman; Peggy L.Hombs; Catherine Keeley; Marilyn Lloyd; Norman Lyford; Barbara Maniha LCSW, BCD; Timothy J. Teague, PhD.; and The Rev. Ann Riggs.

The Virginia Manual was adapted for use in the Diocese of San Diego by The Rev. Canon Lee B. Teed and The Rev. Canon Jennifer R. Vervynck in consultation with the Diocese of San Diego Safe Church Trainers: The Rev. Gwynn Freund, The Rev. Judith A. Allison and The Rev. Mary A. Mroczka

We are especially grateful for the clerical assistance of Candy Mulkey in preparing this manual.

Prayer for the Care of Children

Almighty God, heavenly Father, you have blessed us with the joy and care of children: Give us calm strength and patient wisdom as we bring them up, that we may teach them to love whatever is just and true and good, following the example of our Savior Jesus Christ. Amen.

Book of Common Prayer, page 829, prayer 46

Prayer for Guidance

O God, by whom the meek are guided in judgment, and light rises up in darkness for the godly: Grant us, in all our doubts and uncertainties, the grace to ask what you would have us to do, that the Spirit of wisdom may save us from all false choices, and that in your light we may see light, and in your straight path may not stumble; through Jesus Christ our Lord. Amen.

Book of Common Prayer, page 832, prayer 5

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Using This Manual

This Policy Manual on Sexual Abuse and Misconduct: Prevention and Response (“Policy Manual”) is a reference guide. The text of each section provides an overview of a particular topic, then identifies the part of the tabbed appendix which provides more specific information about that subject. For example, Section IV-A, page 8 of the Policy Manual summarizes screening and recruiting/hiring requirements for church workers, then refers to Tab B for detailed procedures on those steps, plus related documents such as a job application.

This Policy Manual is in a tabbed binder format in order to facilitate the addition or substitution of new material and information.

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Required Reading

NOTE: IN ADDITION TO THE TABS LISTED BELOW, all must read the main text of the Policy Manual, pages 1-16, PLUS all paid and unpaid workers whose jobs include recruiting or hiring must read all of Tab B, and all workers whose jobs include providing counseling must read Tab U.

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Parish Administrators	B, G, S, T, U
Parochial School Teachers	H, S, T
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Child/Youth Workers (paid and unpaid) B-5 (if unpaid),	P, S
Vestry Members and Wardens	B, R, S, T, U
Leaders of Non-Church Groups Using Church Facilities	Q, S

Episcopal Diocese of San Diego

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Quick-Find Information

Reporting Claims of Misconduct

Report Suspected Child Abuse:

San Diego County (858) 560-2191 or (800) 344-6000

Yuma Arizona (888) 767-2445

Imperial County (760) 337-7750

Riverside County (800) 442-4918

If you are not able to get through on these numbers, call your local police department.

Report these claims also to the Bishop (ask to speak to the Bishop and state that it is urgent and confidential):

The Rt. Rev. James R. Mathes (619) 291-5947

Report Claims Of Episcopal Clergy Misconduct to the Bishop (ask to speak to the Bishop and state that it is urgent and confidential):

The Rt. Rev. James R. Mathes (619) 291-5947

Report Claims of Misconduct by Lay Ministers to the Rector/Vicar/Priest-in-Charge at your parish.

Additional Resources:

San Diego County Suicide & Crisis Hotline (800) 479-3339

Forms for Reporting Suspected Child Abuse

Form 8572 is available electronically at the following website:

http://caag.state.ca.us/childabuse/pdf/ss_8572.pdf

Directions for use are available at the following website:

http://caag.state.ca.us/childabuse/pdf/8572_instruct.pdf

Procedures and suggested form

Tabs S-1 and S-2 for reporting suspected child sexual abuse

Diocese of San Diego web site www.edsd.org

Episcopal Diocese of San Diego

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I. Introduction

“Safeguarding God's People”

We have been called as Christians to be the Body of Christ together, in our Christian communities, and in the world. Through our Baptismal Covenant, we are committed to Christ to be ministers of the church - to spread the Good News, and to love, serve and care for others.

This church program, "Safeguarding God's People" is designed to deepen our understanding of Christian ministry that lives out our Baptismal promises: to show the Good News by word and example, to seek and serve Christ in all persons, to strive for justice and peace among all people, and to respect the dignity of every human being (Sacrament of Holy Baptism, BCP p.305).

While all Christians are ministers of the church, each Christian is given particular spiritual gifts by God:

The gifts God gave were that some would be apostles, some prophets, some evangelists, some pastors and teachers, to equip the saints for the work of ministry, for building the Body of Christ. (Ephesians 4:11-12)

The call to ministry is universal and belongs to all believers regardless of their position, role, age or gender. Within the ministering community are some ministers, either lay or ordained, who exercise responsibilities and assigned authority to lead in ministry. Ministry to one another and to the world in the name of the faith community manifests itself in relationships which require trust and respect of healthy boundaries. It is a particular responsibility of Christian leaders to equip all ministers with the understanding and abilities to protect and safeguard all in their care from any harm or violation to their personhood as children of God.

A. Authority and Power in Christian Leadership

Christian leadership is distinguished from other positions of authority by a desire and call to serve: "*Whoever wishes to be great among you must be your servant*" (Mt. 20:29). Jesus, the one who came to serve, is our model for Christian leadership. Therefore, Christian leadership is servant leadership: authority which seeks not to rule, but to give. Servanthood is not powerless. The authority of the Christian leader

comes from Christ, who calls his ministers, lay and ordained, and endows them with gifts for service. This authority is sanctioned and underwritten by the particular Christian community as it calls leaders to various offices of ministry.

It is important to recognize that this symbolic power of ministry is granted to individual ministers simply by the virtue of the office of Christian call to leadership, and is not related to any perceptions of power or lack of power of the individual. The power of the minister, although often unspoken, is inherent in any position of Christian leadership. The just and proper use of this power is the critical responsibility for Christian ministers.

Christian leadership can be described as a stewardship of power. The minister has symbolic power as a representative of the Church. In following Jesus, servant leaders serve neither their own desires nor the demands of those they serve. Their power is to be exercised in accordance with Christian teaching and the guidance of fellow Christians and Christian leaders, to serve Christ by building up and strengthening the Body of Christ. Any other use of this power is a violation of the trust placed in the hands of Christian leaders by their communities in the name of Christ.

B. Misuse Of Power Of The Ministry

The people of God look to the church for healing power in the Body of Christ. Just as Jesus offered his life to love, serve and care for others, in truth, mercy and justice, Christian ministers are called by their Baptismal covenant to follow Jesus' example. As ministers, they hold a sacred trust that respects the dignity of all people by maintaining boundaries that reflect that respect. The minister is always responsible for maintaining the personal and pastoral boundaries of the relationship. Whenever any minister, be it clergy, teacher, youth worker or committee leader involves a person under his or her care in any abuse of power, the breach of pastoral trust is extremely harmful to all concerned.

Abuse of power may occur in the form of sexual improprieties, or any act or activity that exploits, abuses or takes advantage of persons in the minister's care, for the minister's own purposes. 'Mutual consent' does not apply here.

C. Justice And Mercy In Ministry

Jesus was concerned with the use of power and authority. He called on the leaders of his day to exercise their power in just and merciful ways. He proclaimed God's concern for the suffering and the vulnerable, the divine passion for justice, and God's call to repentance for those who misused their positions of power.

As faithful followers of Christ, we are to respond with compassion and care to any persons injured, and to follow a process of exploration, redress and correction that provides for the healing of persons harmed, and the reconciliation of offenders. Honesty, accountability and a process for making amends is essential to the health of the faith community.

Justice and mercy in the Church require that there be full understanding on the part of all ministers as to the potential and characteristics of abuse of the power of Christian ministry. This leads to a process of recognition, protection and support that opens the

way to the healing love of God. In this way of truth in the service of justice and mercy, the servant community of the Church is faithful to its call from God, "who through Christ reconciled us to himself and gave us the ministry of reconciliation" (*II Cor. 5:18*).

D. Purpose of "Safeguarding God's People" Training

The House of Bishops' Resolution X031 has affirmed that the mandates of our Baptismal Covenant : love, respect, service and justice to all of God's people, obliges the Church to articulate clear standards for the actions and responsibility of all ministers of the Church. Three basic provisions proposed are being implemented and expanded:

- 1) Thorough screening and selection of clergy, staff and lay ministers of the Church
- 2) Careful and continuous monitoring of all programs and interactions involving children, youth and adults
- 3) Provision for education and training of lay and ordained ministers in roles of care and responsibility in their parishes.

Our Episcopal Diocese of San Diego provides this training to assure that all members of the Church, for we are all Christian ministers, have access to understanding what constitutes healthy Christian community. Further, those who have embraced roles as Christian leaders, shall be prepared through this diocesan training to maintain the attributes of a healthy parish.

- 1) Maintaining appropriate boundaries in all relationships that respects the integrity of all persons, made in the image of God, loved by God and given to us to love, preserve and protect.
- 2) Willingness to provide special vigilance for our children and youth. All adults of the parish are responsible for safeguarding of all young people in our community.
- 3) In commitment to our Baptismal Covenant, holding an environment of open communication and transparent behavior that preserves the bonds of pastoral trust in a safe Church.
- 4) Knowledge of appropriate remedial processes when any break in pastoral trust occurs.

(The Rev. Dr. Judith Allison and The Rev. Dr. Mac Collins)

E. Diocesan Policy on Sexual Abuse and Misconduct

The Episcopal Diocese of San Diego will not tolerate sexual misconduct involving its clergy, lay employees or volunteers. Every person who serves the church through

parish, educational, pastoral, recreational or other activities is expected to maintain the highest ethical standards in relationships with those to whom they minister.

The relationship between those who serve the church and the children to whom they minister is particularly fragile. **Therefore, clergy and others in the employ or service of the church who have a civil or criminal record of child sexual abuse, who have admitted committing prior sexual abuse, or who are known to have a paraphiliac diagnosis (for example, pedophilia, exhibitionism, or voyeurism) as defined by the American Psychiatric Association, will not be permitted to interact with children or youth.**

The Diocese of San Diego is committed to providing pastoral care to all involved with, and/or affected by, instances of child sexual abuse or adult sexual misconduct. In essence, pastoral care grows out of faith-based relationships and proceeds with an awareness of the spiritual and emotional needs of both the individual and the community. It may include providing guidance, support, consolation and even confrontation, in an effort to minister as we believe God would desire.

II. Defining Child Sexual Abuse

Sexual abuse of a child is a criminal offense in every state in the United States. California law defines an abused child, in part, as a child less than eighteen years old, whose parents or other persons are responsible for his/her care:

Commit or allow to be committed any illegal sexual act upon [that] child, including incest, rape, indecent exposure and prostitution, or to allow [that] child to be used in any sexually explicit visual material.

The law also defines child neglect or abuse as:

Causing, or threatening to cause, a non-accidental physical or mental injury, or creating a substantial risk of impairment of bodily or mental function;

Neglecting or refusing to provide adequate food, clothing, shelter, emotional nurturing or health care;

Neglecting or refusing to provide adequate supervision in relation to a child's age and level of development; and abandoning the child.

Sexual abuse encompasses acts of sexual assault and sexual exploitation by a parent or other caregiver. It includes a broad range of behaviors, such as fondling; oral, vaginal or anal intercourse; indecent exposure; voyeurism and sexual exploitation. It may consist of a single incident or of many incidents over a long period of time. Victims range in age from infants through teenagers.

The Handouts from the Diocesan Safeguarding God's People Training provides additional information about child sexual abuse.

III. Defining Adult Sexual Misconduct

Christians recognize that there must be limits and boundaries to sexual behavior. It is particularly important to be careful in our relationships with those under our care or authority, where there may be a power differential. Where clergy or others in positions of authority are the subject of sexual advances by others, they must accept responsibility for maintaining those appropriate boundaries. Not to do so is an abuse of power and a betrayal of trust.

Studies have shown that about one in ten ministers is guilty of having sexual intercourse with someone from their workplace. Another approximately two in ten have been involved in some other form of sexual misconduct. Experience has demonstrated that the great majority of claims of sexual misconduct are well founded. The vast majority of sexual misconduct cases involve misconduct by male clergy with female parishioners. Sexual misconduct often involves a person in a superior position such as a supervisor. It may include longstanding affairs, one-time sexual contacts, sexual relations outside of marriage, abuse of children or seduction of youth. Sexual misconduct encompasses a broad range of behaviors, including:

A. Sexual Exploitation

Exploitation involves an imbalance of power, such as employer over employee, strong over weak, spiritual leader over parishioner, and so on. It can be overt, such as where favors are given in return for sexual favors. It also can be more subtle, such as where a sexual relationship develops between a church worker and someone under him or her in a pastoral, mentoring or supervisory relationship.

Feelings of attraction can develop in unequal relationships, giving rise to exploitation even where there is apparent consent from both individuals. **A romantic relationship between a clergy member, and a parishioner is fraught with risks of the abuse of power. This is why any sexual contact within such a relationship runs the risk of being exploitative.**

Historically, romantic relationships between single clerics and other single persons with whom the cleric has a pastoral relationship have not been defined as sexual exploitation. However, such clergy dating could create feelings of resentment, competition or rejection for other members of the parish. In some circumstances, it could lead to legal proceedings.

A cleric cannot be both spiritual advisor and suitor at the same time. Therefore, in the event a romantic relationship does develop, certain steps must be taken to address the facts that (a) when dating a cleric, a parishioner loses his or her priest, and (b) secrecy surrounding such a relationship could harm the parish. At the very least, the clergy member must arrange for alternate pastoral care for the involved parishioner.

One way to do that is to have either the cleric or the parishioner leave the parish. For rectors, vicars and priests-in-charge, such relationships might be possible if there is ongoing consultation with the Bishop. Additionally, in a multi-staffed congregation, a

dating relationship might be possible where there is ongoing consultation between the priest and the rector. In a single clergy parish, such a relationship might be possible if there is ongoing consultation with the Bishop.

While dating is allowed between lay staff and parishioners generally, because of the imbalance of power concerns, **dating between a lay worker and those parishioners who participate in that worker's program also is discouraged, and requires similar safeguards.**

B. Sexual Abuse

Abuse refers to any act committed with the intent to molest sexually, or to arouse or gratify, where the abuser touches or forces the abused to touch the genitalia, anus, groin, breast or buttocks, or the material touching such intimate parts. It also can include sexual contact with minors or legal incompetents, even where that contact seems consensual.

C. Sexual Harassment

Harassment can take three forms:

1. Physical harassment. Physical harassment involves unwanted physical touching of the hair, body or clothing, or even purposefully brushing against someone. Prolonged hugs, especially front to front, or those with pelvic contact or rubbing hands across the back, could constitute physical harassment, as could an unwanted massage of the shoulders, back or neck. Even behavior that is intended to be playful could be considered physical abuse.

2. Verbal harassment. Verbal harassment includes making explicit comments or innuendos about one's own sex life, or asking questions about another's sexual behavior. Verbal harassment also can include comments about a person's anatomy or clothing that may be perceived as sexual, using nicknames with sexual connotations (such as "hunk" or "babe"), or making repeated requests for social engagements. It also can take the form of sexually oriented humor or language, or sending e-mails, telephone messages or other communications that contain such humor or language. (It is important to note that appropriate conversational norms develop and evolve in every office over time. When in doubt about propriety, refrain from such conversations or seek counsel from an advisor.)

3. Non-verbal harassment. Non-verbal harassment can include displaying sexually suggestive visual materials, from cartoons to calendars, or displaying one's own body parts through lack of clothing or positioning of the body. It also includes making sexual gestures with hands or body movements, and making facial expressions that communicate sexual or romantic interest.

Handouts from the Diocesan Safeguarding God's People Training on preventing adult sexual misconduct include more detailed description of what constitutes sexual misconduct.

IV. Preventing Child Sexual Abuse and Adult Sexual Misconduct

A. Screening and Recruiting/Hiring

One effective means of reducing the incidence of child sexual abuse or adult sexual misconduct is to screen carefully clergy and all lay workers, paid and unpaid. Such screening could require: a) carefully reviewing a signed job application, b) conducting a personal reference check, c) conducting a background check, and d) requiring an employee to sign a certification that he/she has not been arrested for, or convicted of, any crime involving child abuse and/or neglect, nor had any such conviction expunged; been charged with child sexual abuse in a civil proceeding; committed an act of child sexual abuse; or been diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, voyeurism or exhibitionism. **Tab B** and **sub-tabs B-1 through B-8** include information and documents related to the screening and recruiting/hiring process, including: a) an overview of screening and recruiting/hiring procedures, b) the Episcopal Diocese of San Diego Application for Church Workers, c) sample certification forms, d) handouts from diocesan workshops on the prevention of child sexual abuse and on the prevention of adult sexual misconduct, e) procedures for conducting background checks, and f) procedures for checking personal references.

B. Training

Training also is an important deterrent to child sexual abuse and adult sexual misconduct. Those who work with children or youth must be trained to recognize the warning signs of potential abuse, as well as learn the procedures for reporting suspected abuse. They also must become familiar with safe practices designed to reduce the potential for abuse occurring, such as never leaving a child with just one adult (a person 18 years or older), and not conducting classes or meetings behind closed doors. Learning how to recognize and avoid situations that could lead to inappropriate behavior is an important aspect of training on the prevention of adult sexual misconduct. Bishops, clergy, chancellors, seminarians, pastoral response teams and church workers are in positions of power because of the nature of their positions, and because ministry involves personal relationships. Their training must give them insight into their own weaknesses and motivations, and the tools to avoid falling into sexually inappropriate behaviors.

Diocesan training on child sexual abuse and adult sexual misconduct is provided in two ways: by reading designated portions of this Policy Manual, and by completing full or abbreviated diocesan workshops on these subjects.

1. Reading requirements. All church employees and volunteers, vestry/wardens and clergy must certify that they have read specified sections of the Policy Manual as follows:

Lay employees, as well as clergy and vestry members/wardens, must read the following:

a) All of the main text (pages 2-12) of this Policy Manual;

- b) Only as to clergy, vestry/wardens, and all employees whose job includes recruiting or hiring, all of **Tab B** and its sub-tabs;
- c) That tab which relates to his/her specific worker position (teacher, nursery worker, choir director, etc.);
- d) **Tab S**, "How and Where to Report Suspected Child Sexual Abuse and Adult Sexual Misconduct";
- e) **Tab T**, "Response to Reports of Child Sexual Abuse or Adult Sexual Misconduct"; and
- f) Only as to clergy, vestry/wardens, the parish administrator, and all employees whose job includes providing counseling, **Tab U**, "Congregational Healing".

All regularly scheduled "Sunday Morning Only" workers, plus volunteer supervisory child/youth workers, must read the following:

- a) All of the main text (pages 2-12) of this Policy Manual;
- b) Only as to "Sunday Morning Only" workers who are volunteers, **Tab B-5**, "Handouts from Diocesan Workshop on Prevention of Child Sexual Abuse";
- c) Only as to workers whose job includes recruiting or hiring, all of **Tab B** and its sub-tabs;
- d) That tab which relates to his/her specific worker position (Sunday School teacher, nursery worker, etc.); and
- e) **Tab S**, "How and Where to Report Suspected Child Abuse and Adult Sexual Misconduct."

Note that where workers are unable to read the Policy Manual on their own due to educational, language or other barriers, it is the responsibility of clergy or the vestry to ensure the materials in the Policy Manual are reviewed and understood by that worker.

Leaders of non-church groups using church facilities must read all of the main text of the Policy Manual plus **Tabs Q** and **S**.

Tab B-3 is a sample certification that the required reading has been completed.

2. Workshop Attendance Requirements. The Episcopal Diocese of San Diego offers full and abbreviated training workshops on the prevention of child sexual abuse and full training workshops on the prevention of adult sexual misconduct. Full and abbreviated training workshops are described in **Tab B**, pages 3 and 4.

- a) Workshops on Prevention of Child Sexual Abuse

Clergy, all lay employees, and all volunteer supervisory youth/child workers, all seeking lay licenses as Eucharistic Visitor, Worship Leader, Catechist, Lay Preacher, and/or Pastoral Leader must attend a full diocesan training workshop, taught by a trainer certified by Episcopal the Diocese of San Diego, on the prevention of child sexual abuse.

A copy of the certificate of completion that is presented at the end of such diocesan training workshops is sufficient to demonstrate compliance with this requirement. Clergy must keep one copy of that certificate of completion for their files, plus submit one copy to the parish and another to the diocese. Non-clergy must keep one copy for their files, plus submit a copy to the parish. Workshop attendees are responsible for obtaining and keeping documentation of workshop completion. Those unable to present such documentation when requested must complete another such workshop.

A waiver of the diocesan training workshop requirement may be granted where an individual, who is required to take the training, can provide documentation of completion of equivalent training in another diocese.

Vestry/wardens and regularly scheduled volunteer “Sunday Morning Only” workers are strongly urged to attend, an abbreviated workshop on the prevention of child sexual abuse. Tab B-4 includes an outline of the abbreviated workshop. Since certificates of completion are not presented for abbreviated workshops, the attendee must provide such a certification for the signature of the workshop leader. **Tab B-4** also includes a certification form that may be used for this purpose. Attendees must keep one copy of the completed and signed certificate for their files, plus submit one copy with their parish. Workshop attendees are responsible for obtaining and keeping documentation of workshop completion. Those unable to present such documentation when requested must complete another such workshop.

Tab B-5 is comprised of handouts that highlight information from the diocesan workshops on the prevention of child sexual abuse. Workers must bring a copy of **Tab B-5** handouts to the prevention of child sexual abuse workshop that they attend. Those handouts are:

Child Sexual Abuse Knowledge Inventory
Agenda for Training on Prevention of Child Sexual Abuse
Do's and Don'ts for Responding to a Child's Report of Sexual Abuse
Age Level Behavioral Indicators
Physical, Emotional, and Behavioral Boundary Violations
Safe Practices to Reduce the Potential for Child Sexual Abuse
Knowledge Inventory Answers

b). Workshops on Prevention of Adult Sexual Misconduct

Clergy and all lay employees all seeking lay licenses as Eucharistic Visitor, Worship Leader, Catechist, Lay Preacher, and/or Pastoral Leader must attend a full diocesan training workshop, taught by a trainer certified by the

Episcopal Diocese of San Diego, on the prevention of adult sexual misconduct . A copy of the certificate of completion that is presented at the end of such diocesan training workshops is sufficient to demonstrate compliance with this requirement. Clergy must keep one copy of that certificate of completion for their files, plus submit one copy to the parish and another to the diocese. Non-clergy must keep one copy for their files, plus submit a copy to the parish. Workshop attendees are responsible for obtaining and keeping documentation of workshop completion. Those unable to present such documentation when requested must complete another such workshop. A waiver of the diocesan training workshop requirement may be granted where a worker documents completion of equivalent training in another diocese.

Tab B-6 is comprised of handouts that highlight information from the diocesan workshop on the prevention of adult sexual misconduct. Workers must bring a copy of **Tab B-6** handouts to the prevention of adult sexual misconduct workshop that they attend. Those handouts are:

Agenda for Training on the Prevention of Adult Sexual Misconduct
Examples of Sexual Misconduct in the Bible and the Apocrypha
Sexual Misconduct Defined
Four Types of Abusive Clergy and Staff
Characteristics of Victims
Prevention Strategies
Personal Precautions

V. Complying with Screening, Recruiting/Hiring and Training Requirements

The chart on the following pages summarize, according to each worker's position (paid and unpaid), what is required in order to comply with the church's current screening, recruiting/hiring and training requirements. (It also notes the certification requirements for non-church leaders who use church facilities.) Additionally, the chart refers to individual tabs (**Tabs C-R**) which relate to specific types of church positions (Sunday School Teacher, choir director, etc.). Those tabs provide further information about the screening, recruiting/hiring and training requirements for particular positions, and suggest safe practices and/or warning signs of abuse or misconduct which are particularly relevant to workers in such positions.

All current workers who have not met these screening, recruiting/hiring and training requirements should contact their supervisors immediately to ensure that the necessary documentation and/or training is completed.

The chart notes specific requirements for the following:

Clergy
Director of Christian Education (DCE)/Director of Children's Ministry
Nursery Workers/Child Care Providers (paid)
Nursery Volunteers for "Sunday Morning Only"

Lay Licensing
Organists/Choir Directors/Music Directors
Other Program Staff (Outreach, Lay Pastoral Associates, etc.)
Parish Administrators
Parochial School Teachers
Secretaries/Administrative Assistants/Receptionists
Sextons
Sunday School Teachers
Vestry/Wardens
Youth Workers (paid)
Youth/Child Volunteers Who Regularly Supervise Youth/Child Activities
(other than "Sunday Morning Only" workers)
Youth Volunteers Who Work "Sunday Morning Only"
Non-Church Leaders Using Church Facilities

Chart for Screening, Recruiting/Hiring and Training Compliance

Chart Legend is at End of Chart

ALL required training must be completed within 12 months of beginning employment or ministry

	Read manual plus these tabs	Child sexual abuse workshop	Adult sexual misconduct workshop	Criminal background check	Job app., Reference background check authorizat'n	No child abuse convict, etc.	Tab specific to this position
Clergy	B, C, S, T, U	Full workshop req'd	Full workshop req'd	req'd	Req'd, along with profess'l reference check	Req'd	Tab C
All Lay Employees including Dir. of Christian Educ. (DCE)/ Dir. of Children's Ministry	B where responsible for hiring or recruiting, D, S, T	Full workshop req'd	Full workshop req'd	Req'd	Req'd	Req'd	Tab D
Nursery/ Child care providers	B where responsible for hiring or recruiting, E, S, T	Full workshop req'd	Full workshop req'd	Req'd	Req'd	Req'd	Tab E
Organist/ Choir Dir./ Music Dir.	B where responsible for hiring or recruiting F, S, T	Full workshop req'd	Full workshop req'd	Req'd	Req'd	Req'd	Tab F
Parish Administration	B,G,S,T,U	Full workshop req'd	Full workshop req'd	Req'd	Req'd	Req'd	Tab G
Parochial School teacher	B where responsible for hiring or recruiting H, S, T	Full workshop req'd	Full workshop req'd	Req'd	Req'd	Req'd	Tab H
Secretary/ admin. Asst/Reception	I.S.T	Full workshop req'd	Full workshop req'd	Req'd	Req'd	Req'd	Tab I

Chart for Screening, Recruiting/Hiring and Training Compliance *continued*

	Read manual plus these tabs	Child Sexual abuse workshop	Adult sexual misconduct workshop	Criminal Background check	Job App., reference, background check authorizat'n	No child abuse convict, etc.	Tab specific to this position
Sexton	B where responsible for hiring or recruiting, J, S, T	Full workshop req'd	Full workshop req'd	Req'd	Req'd	Req'd	Tab J
Youth Worker	B where responsible for hiring or recruiting K, S, T	Full workshop req'd	Full workshop req'd	Req'd	Req'd	Req'd	Tab K
Other Program staff (Outreach, Lay Pastoral Associates, etc.	B where responsible for hiring or recruiting L,S,T	Full workshop req'd	Full workshop req'd	Req'd	Req'd	Req'd	Tab L
Volunteer Youth Workers Who Regularly Supervise Child/Youth Activities (excludes "Sunday Morning Only")	B where responsible for hiring or recruiting M, S	Full workshop req'd	Full workshop Not req'd	Req'd only for those whose work includes off-site activities	Req'd	Req'd	Tab M
Regularly Scheduled "Sunday Morning Only" Workers including Sunday School Teachers	All of B where responsible for hiring or recruiting, B-5 where a volunteer, N, S	Full workshop req'd if paid; Abbrev'd workshop recom'd if unpaid	Full workshop req'd if paid	Not Req'd	Not Req'd	Req'd	Tab N
Lay Licensing- Euch. Visitor, Worship Ld, Catechist, Preacher, Pastoral Ld	B 5-6, S,T,U	Full workshop req'd <i>Workshop Not req'd for Euch. Minister</i>	Full workshop req'd <i>Workshop Not req'd for Euch. Minister</i>	Not Req'd	Not Req'd	Req'd	Tab L-1
Nursery Volunteers	B-5, O, S	Abbrev'd workshop recom'd	Not Req'd	Not Req'd**	Not Req'd	Req'd	

Chart for Screening, Recruiting/Hiring and Training Compliance *continued*

	Read manual plus these tabs	Child Sexual abuse workshop	Adult sexual misconduct workshop	Criminal Background check	Job App., reference, background check authorizat'n	No child abuse convict, etc.	Tab specific to this position
Paid and Unpaid Child Workers	B where a volunteer P, S	Full workshop req'd if paid; Abbrev'd Workshop recom'd if unpaid	Full workshop req'd if paid	Not Req'd	Not Req'd	Req'd	Tab P
Non-church leaders using church facilities	Q, S	Not req'd	Not Req'd	Not Req'd	Not Req'd	Not Req'd	Tab Q
Vestry/wardens	B,R,S,T,U	Recom'd	Recom'd	Not Req'd	Not Req'd	Not Req'd	Tab R Signed paperwork

Chart Legend

Column One, "Read Manual plus these tabs," refers to the requirement that all of the main text of the Policy Manual (pages 2-12) plus the designated tabs have been read. See **Tab B-3** for a form certifying that reading was completed. Where workers are unable to read the Policy Manual on their own due to educational, language or other barriers, it is the responsibility of clergy or the vestry to ensure the materials in the Policy Manual have been reviewed and understood by that worker.

Column Two, "Child sexual abuse workshop," refers to required documentation demonstrating that a full Episcopal Diocese of San Diego workshop on the prevention of child sexual abuse (or acceptable training in another diocese) has been completed. Some workers need take only an abbreviated workshop; they must certify completion of such training. See **Tab B-4** for an abbreviated workshop outline and a certification form, which should be taken to the workshop for signature.

Column Three, "Adult sexual misconduct workshop," refers to documentation demonstrating that a full Episcopal Diocese of San Diego Workshop on the prevention of adult sexual misconduct (or acceptable training in another diocese) has been completed.

Column Four, "Criminal background check," refers. An Oxford document check will be made. See **Tab B-7** for how to conduct background checks.

Column Five, "Job app, reference, background check authorization," refers to the Episcopal Diocese of San Diego Application for Church Workers, which includes a request for personal references and an authorization for background check. See **Tab B-**

1. Personal references must have been checked before the worker begins. See **Tab B-8** for conducting a personal reference check.

Column Six, "No child abuse conviction," refers to a written certification that the individual has not been arrested for, or convicted of, any crime involving child abuse and/or neglect, nor had any such conviction expunged; been charged with child sexual abuse in a civil proceeding; committed an act of child sexual abuse; or been diagnosed with any paraphiliac psychological condition, including, but not limited to, pedophilia, voyeurism or exhibitionism. See **Tab B-2** for certification form.

Column Seven, "Tab Specific to this Position," refers to the Appendix tab which specifically addresses screening, recruiting/hiring and training requirements for workers in that position, plus suggested safe practices and/or warning signs of particular significance to those in such a position.

VI. Reporting Allegations of Sexual Abuse or Misconduct

A. Child Sexual Abuse

California law requires that those responsible for the care or treatment of children report to state authorities any instance where there is a reasonable cause to believe a child has been abused or neglected, or is in danger of abuse or neglect. That obligation extends to any person providing child care for pay, and anyone associated with or employed by a private organization responsible for the care, custody and control of children. This requirement likely would include clergy and Sunday School teachers.

1. Report to CPS. All initial reports of suspected abuse should be made to Child Protective Services. Further information about the procedures for reporting to CPS is set forth in **Tab S-1**.

2. Report to police. When it appears a child may be in immediate danger, or when the suspected abuser is not a parent or a caretaker, the local law enforcement authorities also should be contacted.

3. Report to church. Additionally, when the suspected abuse took place on church property or during a church event, when the suspected abuser is a clergy member, or when the suspected abuser has gained access to the child through a church relationship, the diocese and the church should be contacted. **Tab S-1** provides further information about making a report to the church. **Tab S-2** includes a suggested diocesan form for reporting suspected child abuse.

B. Adult Sexual Misconduct

Anyone suspecting adult sexual misconduct involving clergy or church workers has a moral and spiritual responsibility to notify promptly a member of the clergy of the affected parish. In the event the misconduct involves a priest, another clergy member of that parish should be notified of the misconduct. If the only clergy for the affected parish

is the one suspected of misconduct, contact the Bishop directly by calling DIOCESE (619-291-5947). State that the matter is urgent and confidential.

Tab S-3 provides additional information about the process for reporting adult sexual misconduct, and the need for documentation and confidentiality.

VII. Responding to Allegations of Sexual Abuse or Misconduct

The Episcopal Diocese of San Diego has developed suggested procedures for responding to allegations of child sexual abuse or adult sexual misconduct. It is within the power of the Bishop to determine which, if any, of these suggested procedures are appropriate for a particular circumstance.

A. Parish Level

Response procedures at the parish level require notification of the allegation be made to parish leaders and, where child abuse is suspected, to the appropriate authorities and the parents. If the allegation is that a church worker abused a child, that worker must be suspended from duties related to children. Further details of the parish procedures are set forth in **Tab T-1**.

Tab T-2 provides guidelines for pastoral response when adult members of a parish are either child sexual abuse victims or perpetrators of child sexual abuse.

B. Diocesan Level

The suggested diocesan response procedures require that all complaints be sent to the Bishop. The Bishop may then assign the case for investigation to a Response Team, a group of lay and clergy persons appointed by the Bishop to investigate such charges. After an investigation, the Response Team submits its findings to the Bishop for a final decision as to whether the allegations are substantiated. The Bishop then determines the appropriate actions to be taken as a result of that decision. The diocesan response procedures are detailed further in **Tab T-1**.

The diocesan response procedures are based upon the following principles:

1. Recognition that the Bishop's role in addressing allegations of misconduct is both pastoral and disciplinary, and that he/she will utilize an integrated approach that encompasses legal, mental health and pastoral avenues for addressing the allegation;
2. Commitment to respond appropriately to every allegation put before the Bishop, and to address the pastoral concerns of both complainants and respondents;
3. Commitment to utilize a procedure that ensures all persons are treated with compassion, justice and consistency, and to employ those procedures for every allegation, unless the Bishop determines that an allegation is unfounded or of a trivial nature;

4. Assurance that the Bishop is not the only person who assesses the substance of an allegation, and that he/she may consult in confidence with any other person to review issues and materials regarding any allegation;
5. Recognition that the Bishop should refrain from placing conversations regarding allegations within a sacramental framework, but that he/she should carefully guard the privacy of all individuals concerned;
6. Recognition that clergy and church workers can be wrongly accused of sexual misconduct;
7. Recognition that litigation is a recourse available to anyone;
8. Recognition that when the Bishop deems it appropriate, he/she may refer cases for further investigation under relevant canonical procedures; and
9. Recognition that congregational healing procedures are often an integral part of the response process.

C. *Congregational Healing*

It is essential that the diocese respond to a report or instance of sexual abuse or misconduct in a manner which promotes healing for the victim, the offender and the loved ones of both parties, as well as healing within the congregation generally. **Appendix U** describes the steps recommended to ensure congregational healing occurs.

Tab A

Diocese of San Diego Resolution Regarding Training on Child Sexual Abuse and Adult Sexual Misconduct

The Episcopal Diocese of San Diego Resolution Regarding Training on Child Sexual Abuse and Adult Sexual Misconduct

Title: Safeguarding God's Children Resolution 06-02

Therefore be it *Resolved*, that this 2006 San Diego Diocesan Convention recommit itself to the vision of the role of children in the church as articulated in *A Children's Charter for the Church* as adopted by the 72nd General Convention of 1997. The *Charter*, among other things, calls the church to:

- Receive, nurture and treasure each child as a gift from God;
- Love, shelter, protect and defend children within the community and in the world, especially those who are abused, neglected or in danger;
- Advocate for the integrity of childhood and the dignity of all children at every level of our religious, civic and political structures;
- And to be a community where children and adults know one another by name, care about one another, and work together to follow Jesus' teachings and do God's work; and be it further

Resolved, that this Convention acknowledges that the times and circumstances demand that the Church articulate a clear and firm commitment to the safety of all, especially children, that we support this commitment with clear firm policies and procedures for the well being of all; and that we commit this Church to being and becoming a place where children and youth are safe, especially from abuse and neglect; and be it further

Resolved, that this Diocese revise current policies and develop and adopt policies and procedures for the protection of children and youth from abuse and address:

- Screening and selection processes for those who regularly work with youth;
- Articulation of behavioral standards for those working with children or youth;
- Education and training in creating a safe church, and
- Guidelines for responding to concerns

Resolved, that every congregation of this Diocese commit itself to providing safe church environment by complying to the new policies and procedures which are developed and distributed in 2006-2007.

Title: Safeguarding God's People Resolution 06-04

And we further *Resolve*, that this Convention 2006 recommit itself to mandates of our baptismal covenant which include seeking and serving Christ in all persons, loving our neighbors as ourselves, striving for justice and peace for all people and respecting the dignity of every human being, and be it further

Resolved, that because of these mandates of love, respect, service and justice, we have acknowledged our obligation to articulate clear standards about sexual

harassment and misconduct and to ensure that our ministry is guided by them, and be it further

Resolved, that this Diocese revise current policies and training and develop and adopt policies and procedures for the avoidance of misconduct which comply with the Title IV revisions of the Canons of the National Church adopted at General Convention 2006.

Resolved, that every congregation of this San Diego Episcopal Diocese commit itself to providing a safe church environment by complying with the new policies and procedures which are developed and distributed in 2006-2007.

Tab B-1

Episcopal Diocese of San Diego: Application for Church Workers

Episcopal Diocese of San Diego

Application for Church Workers

Name of Applicant: _____

Name of Church: _____

Location of Church: _____

Church Position Sought: _____

Section I – General Information

All Applicants Must Complete This Section

(Where a resume is also submitted, information on that resume need not be repeated here.)

Date of application: _____

Applicant's name: _____

Last First Middle

Applicant's current address: _____

Applicant's social security number: _____

Applicant's home telephone (with area code): _____

1. Have you ever used a name that is different from the one listed on this application (for example, married, maiden, a.k.a.)?

If so, list all such names: _____

2. Do you have a driver's license? _____

If yes, what state issued the license? _____

What is your driver's license number? _____

NOTE: In order to verify identity of applicants, we ask applicants to show their driver's license to the person conducting their interview.

3. List your last two previous home addresses (street, apartment number if applicable, city, state, and zip code):

Address One: _____

Address Two: _____

Name of Applicant: _____

4. List where you went to school and the year you graduated (if you did not graduate, please note.):

High School: _____

Year graduated: _____

College: _____

Year graduated: _____

Graduate School: _____

Year graduated: _____

5. List your employers for the past ten years:

Employer One:

Date of employment: _____

Position held: _____

Name of employer: _____

Address of employer (street, city, state): _____

Telephone number of employer: _____

Contact Person for employer: _____

Employer Two:

Date of employment: _____

Position held: _____

Name of employer: _____

Address of employer (street, city, state): _____

Telephone number of employer: _____

Contact Person for employer: _____

Employer Three:

Date of employment: _____

Position held: _____

Name of employer: _____

Address of employer (street, city, state): _____

Telephone number of employer: _____

Contact Person for employer: _____

Name of Applicant: _____

Name of employer: _____

Telephone number of employer: _____

Contact Person for employer: _____

6. On what date will you be available to begin work? _____

7. What is the minimum length of your commitment to this position? _____

8. Have you ever had a business or professional license revoked or suspended?

If so, give full details: _____

9. Are you currently the member of a church?

If so, list its name and address, and how long you have been a member:

10. List the name and address of any other churches that you have regularly attended during the past five years.

Please list three personal references. **(Do not list former employers or relatives)**

Address include: city, state, zip code

Name: _____

Complete Address: _____

Telephone (with area code): _____

Name: _____

Complete Address: _____

Telephone (with area code): _____

Name: _____

Complete Address: _____

Telephone (with area code): _____

Section II - Driving Information

Name of Applicant: _____

Only Applicants Whose Work Duties Will Include Driving Must Complete this Section:

12. Have you ever been convicted of driving under the influence of drugs or alcohol?
If so, list each such charge, when and where it was made, and its outcome:

13. Has your driver's license ever been revoked or suspended?
If so, give full details:

14. Applicants for positions that include driving are required to provide the following documentation:

- A copy of his/her driving record from the California Division of Motor Vehicles.
- Proof that he/she carries automobile insurance

Section III - Youth/Child Workers

Only Applicants Whose Duties Include Supervision or Custody of Minors (excluding "Sunday Morning Only" workers) Must Complete This Section

Name of Applicant: _____

15. What type of children's or youth work do you prefer?

16. Describe all of your previous church work involving children or youth. Identify the church, its location, the dates of your work there, and the type of work you performed.

17. Describe any callings, gifts, training, education, or other factors that have prepared you to work with children or youth.

18. Have you ever been convicted of any offense involving the abuse or mistreatment of children? **If so, give full details:**

18b. Have you ever been convicted of:

a) a misdemeanor involving lying, stealing or cheating?

b) a felony? **If so, give full details:**

19. Describe any concerns you may have, based on your personal history, about taking a position that requires supervision, guidance and/or care of children or youth.

Section IV – Certification and Authorization for Background Checks

All Applicants Must Complete This Section

20. If you are offered a position, you will be asked to sign a certification that you: a) have not been convicted of any crime involving child abuse and/or neglect, nor had any such conviction expunged; b) have not been alleged in a civil proceeding to have sexually abused a child; c) have never committed an act of child sexual abuse; and d) have not been diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, exhibitionism or voyeurism.

Are you willing to sign such a certification? Yes _____ No _____

I hereby certify, under penalty of perjury, that the information given in the foregoing Application for Church Workers is true, complete and correct.

I further certify that I understand and agree that a complete background investigation, including but not limited to a judgment search, credit check and criminal background check, may be conducted with respect to me. I also understand and agree that this information may be verified by contacting persons and organizations with whom I have had contact, or which may have information concerning me. I hereby release and agree to hold harmless from liability any person or organization that provides such information. I also agree to release and hold harmless the Diocese of San Diego and _____ (parish name), their officers, employees, agents and volunteers from any and all liability as it relates to any investigation taken by them regarding the information contained in this application, or any action taken by them as a result of such investigation.

Name of Applicant (print): _____

Signature of Applicant: _____

Date: _____

Tab B-2

Certification Form Regarding No Prior Child Sexual Abuse Conviction, Paraphiliac Diagnosis or Act of Abuse

Episcopal Diocese of San Diego

Certification Regarding No Prior Child Sexual Abuse Conviction, Paraphiliac Diagnosis Or Act of Abuse

I hereby certify that all of the following statements are true:

- (1) I have not been convicted of any crime involving child abuse and/or neglect, nor have I had any such conviction expunged; and
- (2) I have not been alleged in a civil procedure to have sexually abused a child; and
- (3) I have never committed an act of child sexual abuse; and
- (4) I have not been diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, exhibitionism or voyeurism.

I understand and acknowledge that the church is relying upon the accuracy of this certification, and that any misrepresentation of the statements set forth herein is grounds for the immediate termination of m employment.

Name of Applicant (print): _____

Signature of Applicant: _____

Date: _____

Keep this certification in personnel/volunteer files in church office

Tab B-3

Certification Forms

Regarding Reading of Policy Manual

**Certification Regarding Reading of Policy Manual
For Lay Applicant** *(Lay Employment & Volunteers)*

**Certification Regarding Reading of Policy Manual
For Lay Licensed Minister**

**Certification Regarding Reading of Policy Manual
For Warden/Vestry Member**

**Annual Certification of Church Vestry and/or Institution
Compliance Regarding the Safeguarding God's People Manual**

**Certification Regarding Reading of Policy Manual
For the Governing Bodies of the Diocese:
Diocesan Council, Corporation, & Standing Committee**

**Certification Regarding Reading of Policy Manual
and the California Summary of Child Abuse Statutes
and Report Requirements of the State of California for
Assistant, Clergy Licensed to Officiate, Non-parochial/Retired
Clergy**

**Certification Regarding Reading of Policy Manual
and the California Summary of Child Abuse Statutes
and Report Requirements of the State of California for
New Rector/Vicars**

**Certification Regarding Reading of Policy Manual for
Non-Church Groups Using Church Facility**

Episcopal Diocese of San Diego

Certification Regarding Reading of Policy Manual For Lay Applicant (*Lay Employees & Volunteers*)

I hereby certify that I have read the following sections of the Episcopal Diocese of San Diego Policy Manual on Sexual Abuse and Misconduct: Prevention and Response ("Policy Manual"), and the Appendix tabs checked below, that I understand their contents, and that I agree to abide by the policies set forth in those materials.

I have read all of materials that are checked:

- _____ All of the main text (pages 2-12) of the Policy Manual
- _____ All of **Tab B and its sub-tabs**
- _____ That tab which relates to my specific worker position
- _____ **Tab S**, "How and Where to Report Suspected Child Sexual Abuse and Adult Sexual Misconduct"
- _____ **Tab T**, "Response to Reports of Child Sexual Abuse or Adult Sexual Misconduct"
- _____ **Tab U**, "Congregational Healing"

I understand and acknowledge that the church is relying upon the accuracy of the statements set forth in this certification. I further understand and acknowledge that any misrepresentation of the statements set forth herein is grounds for the immediate termination of my employment and/or involvement as a volunteer.

Name of Applicant: (print) _____

Signature of Applicant: _____

Date: _____

Keep this certification in personnel/volunteer files in church office

Episcopal Diocese of San Diego

Certification Regarding Reading of Policy Manual For Lay Licensed Minister

I hereby certify that I have read the following sections of the Episcopal Diocese of San Diego Policy Manual on Sexual Abuse and Misconduct: Prevention and Response ("Policy Manual"), and the Appendix tabs checked below, that I understand their contents, and that I agree to abide by the policies set forth in those materials.

I have read all of materials that are checked:

- _____ All of the main text (pages 2-12) of the Policy Manual
- _____ **Tab B-5**, "Handouts from Diocesan Workshop on Prevention of Child Sexual Abuse"
- _____ **Tab B-6**, "Handouts from Diocesan Workshop on Prevention of Adult Sexual Misconduct"
- _____ **Tab L-1** Tab that relates to Lay Licensing Ministry
- _____ **Tab S**, "How and Where to Report Suspected Child Sexual Abuse and Adult Sexual Misconduct"
- _____ **Tab T**, "Response to Reports of Child Sexual Abuse or Adult Sexual Misconduct"
- _____ **Tab U**, "Congregational Healing"

I understand and acknowledge that the church is relying upon the accuracy of the statements set forth in this certification. I further understand and acknowledge that any misrepresentation of the statements set forth herein is grounds for the immediate termination of my being licensed.

Name of Lay Licensed Minister: (print) _____

Signature of Lay Licensed Minister: _____

Date: _____

Keep this certification in personnel/volunteer files in church office

Episcopal Diocese of San Diego

Certification Regarding Reading of Policy Manual For Warden/Vestry Member

I hereby certify that I have read the following sections of the Episcopal Diocese of San Diego's Policy Manual on Sexual Abuse and Misconduct: Prevention and Response ("Policy Manual"), and the Appendix tabs checked below, that I understand their contents, and that I agree to abide by the policies set forth in those materials.

I have read all of materials that are checked:

- _____ All of the main text (pages 2-12) of the Policy Manual
- _____ All of **Tab B and its sub-tabs**
- _____ That tab which relates to my specific worker position
- _____ **Tab S**, "How and Where to Report Suspected Child Sexual Abuse and Adult Sexual Misconduct"
- _____ **Tab T**, "Response to Reports of Child Sexual Abuse or Adult Sexual Misconduct"
- _____ **Tab U**, "Congregational Healing"

I understand and acknowledge that the church is relying upon the accuracy of the statements set forth in this certification. I further understand and acknowledge that any misrepresentation of the statements set forth herein is grounds for the immediate termination of my involvement.

Name of Warden/Vestry Member: (print) _____

Signature of Warden/Vestry Member: _____

Date: _____

Keep this certification in personnel/volunteer files in church office

Episcopal Diocese of San Diego

**Certification Regarding Annual
Church Vestry and/or Institution Statement for Compliance**

STATEMENT OF COMPLIANCE FOR _____
Year

This is to certify that _____

Name of Church or Institution

(hereinafter call the Church/Institution) as of the date of this statement has fully complied with the "Safeguarding God's People Policy Manual on Sexual Abuse and Misconduct: Prevention and Response" of the Episcopal Diocese of San Diego adopted in 2007. All clergy licensed to perform sacerdotal functions, all employees of the Church/Institution, all volunteers authorized by the Church/Institution and all members of Vestry or Board of Directors have satisfactorily complied with the requirements given for compliance.

Member of: _____
(Title)

Name :(print) _____

Signature: _____

Date: _____

***This certification is to be kept in the church's file in the Office of the Bishop
Make a copy of this certification for your church/institution files.***

Episcopal Diocese of San Diego

**Certification Regarding Reading of Policy Manual
For the Governing Bodies of the Diocese:
Diocesan Council, Corporation, Standing Committee &
Ecclesiastical Court**

I hereby certify that I have read the following sections of the Episcopal Diocese of San Diego Policy Manual on Sexual Abuse and Misconduct: Prevention and Response ("Policy Manual"), and the Appendix tabs checked below, that I understand their contents, and that I agree to abide by the policies set forth in those materials.

I have read all of materials that are checked:

- _____ All of the main text (pages 2-12) of the Policy Manual
- _____ All of **Tab B**
- _____ **Tab B-4**, "Outline for Abbreviated Workshop on Prevention of Child Sexual Abuse and Sample Certification Form Regarding Abbreviated Workshop Training"
- _____ **Tab B-5**, "Handouts from Diocesan Workshop on Prevention of Child Sexual Abuse"
- _____ **Tab B-6**, "Handouts from Diocesan Workshop on Prevention of Adult Sexual Misconduct"
- _____ **Tab S**, "How and Where to Report Suspected Child Sexual Abuse and Adult Sexual Misconduct"
- _____ **Tab T**, "Response to Reports of Child Sexual Abuse or Adult Sexual Misconduct"
- _____ **Tab U**, "Congregational Healing"

I understand and acknowledge that the church is relying upon the accuracy of the statements set forth in this certification. I further understand and acknowledge that any misrepresentation of the statements set forth herein is grounds for the immediate termination of my involvement.

Member of: _____
(Governing Body)

Name of Member :(print) _____

Signature of Member: _____

Date: _____

Keep this certification in personnel/volunteer files in Office of the Bishop

Episcopal Diocese of San Diego

Certification Regarding Reading of Policy Manual and the California Summary of Child Abuse Statutes and Report Requirements of the State of California for Assistant, Clergy Licensed to Officiate, Non-parochial/Retired Clergy

I hereby certify that I have read the following sections of the Episcopal Diocese of San Diego's Policy Manual on Sexual Abuse and Misconduct: Prevention and Response ("Policy Manual"), and the Appendix tabs checked below, that I understand their contents, and that I agree to abide by the policies set forth in those materials.

I have read all of materials that are checked:

- _____ All of the main text (pages 2- 12) of the Policy Manual
- _____ All of **Tab B and its sub-tabs**
- _____ **Tab C** "Screening, hiring and training requirements and safe practices/warning signs"
- _____ **Tab S**, "How and Where to Report Suspected Child Sexual Abuse and Adult Sexual Misconduct"
- _____ **Tab T**, "Response to Reports of Child Sexual Abuse or Adult Sexual Misconduct"
- _____ **Tab U**, "Congregational Healing"
- _____ "**Summary of Child Abuse Statutes and Report Requirements of the State of California**" (*separate document, view document online www.edsd.org Resource Center*)

I understand and acknowledge that the church is relying upon the accuracy of the statements set forth in this certification. I further understand and acknowledge that any misrepresentation of the statements set forth herein is grounds for the immediate termination of my employment.

Name: (print) _____

Signature: _____

Date: _____

Keep this certification in clergy files in the Office of the Bishop

Episcopal Diocese of San Diego

**Certification Regarding Reading of Policy Manual
and the California Summary of Child Abuse Statutes
and Report Requirements of the State of California for
New Rector/Vicars**

(Each church has a copy of “the Episcopal Diocese of San Diego Policy Manual on Sexual Abuse and Misconduct: Prevention and Response” in the church office.)

_____ I hereby certify that I have read “***the Episcopal Diocese of San Diego’s Policy Manual on Sexual Abuse and Misconduct: Prevention and Response***” (“Policy Manual”), I understand their contents, and that I agree to abide by the policies set forth in those materials.

_____ I hereby certify under penalty of perjury, that I have read ***the “Summary of Child Abuse Statutes and Report Requirements of the State of California”*** (“Policy Manual”), I understand their contents, and I agree to abide by the policies set forth in those materials. *(separate document, view document online www.edsd.org Resource Center)*

I understand and acknowledge that the church is relying upon the accuracy of the statements set forth in this certification. I further understand and acknowledge that any misrepresentation of the statements set forth herein is grounds for the immediate termination of my employment.

Name: (print) _____

Signature: _____

Date: _____

Keep this certification in clergy files in the Office of the Bishop

Episcopal Diocese of San Diego

Certification Regarding Reading of Policy Manual for Non-Church Groups Using Church Facility

I hereby certify that I have read the following sections of the Episcopal Diocese of San Diego Policy Manual on Sexual Abuse and Misconduct: Prevention and Response ("Policy Manual"), and the Appendix tabs checked below, that I understand their contents, and that I agree to abide by the policies set forth in those materials.

I have read all of materials that are checked:

_____ All of the main text (pages 2-12) of the Policy Manual

_____ **Tab S**, "How and Where to Report Suspected Child Sexual Abuse and Adult Sexual Misconduct"

_____ **Tab Q**

I understand and acknowledge that the church is relying upon the accuracy of the statements set forth in this certification. I further understand and acknowledge that any misrepresentation of the statements set forth herein is grounds for the immediate termination of my employment and/or involvement as a volunteer.

Name of Group: (print) _____

Name of Applicant: (print) _____

Signature of Applicant: _____

Date: _____

Keep this certification in files in church office

Tab B-4

Outline for Abbreviated Workshop on Prevention of Child Sexual Abuse and Sample Certification Form Regarding Abbreviated Workshop Training

Tab B-4

Outline for Abbreviated Workshop on Prevention of Child Sexual Abuse and Certification Form Regarding Abbreviated Workshop Training

Information Regarding the Abbreviated Workshop on Prevention of Child Sexual Abuse

Not all volunteers who work with children need to attend the full workshop on the Prevention of Child Sexual Abuse. Volunteers whose contact with children is limited to Sunday morning (e.g. Sunday School teachers) may be trained using the outline that begins on the next page.

Appropriate leaders for this abbreviated workshop would include the parish clergy, Sunday School directors who have attended the full workshop, counselors or other professionals who are familiar with the issues around child abuse, and others as deemed appropriate by the congregation.

There are some resources that are needed for the workshop. The congregation will need to attain a copy of the "Safeguarding God's Children" curriculum that is offered by the Church Pension Group. It may be ordered at 1-800-242-1918 for a cost of \$140 to \$349, depending on the number of copies being ordered and if the organization is affiliated with the Episcopal Church. Alternatively, the video "For Parents and Congregations," which is part of the curriculum, may be borrowed from a congregation that has already purchased its own copy. Of course, a television will be needed as well as a VCR or a DVD player.

Each participant will need copies of some of the materials from the Policy Manual on Sexual Abuse and Misconduct: Prevention and Response from the Diocese of San Diego. Each participant will need copies of the documents in Tab B-5, the handouts from the Diocesan Workshop on Prevention of Child Sexual Abuse. Participants should also be given copies of the materials that are specific to their responsibilities. For example, Sunday School teachers should receive copies of the documents in Tab N (Regularly Scheduled "Sunday Morning Only" Workers: Sunday School Teachers) while volunteers in the nursery should receive copies of the documents in Tab O (Regularly Scheduled "Sunday Morning Only" Workers: Nursery Volunteers). These later tabs provide information that is specific to the work that the volunteers will be performing in the parish. They will help participants better understand some of the safe practices that they should adopt and some of the warning signs that may prove critical in helping to protect the children entrusted to their care.

Workshop leaders will also need copies of the Certification Regarding Abbreviated Workshop on Prevention of Child Sexual Abuse that is found after the outline. These certifications will need to be signed and distributed to the participants. It is a good practice for the parish to keep a copy of each signed certificate on file.

Abbreviated Workshop on Prevention of Child Sexual Abuse Outline

- A. As participants arrive for the training, distribute the Child Sexual Abuse Knowledge Inventory for them to test their knowledge and understanding.
- B. Greet the participants, thank them for attending, and have them introduce themselves by giving their names and the work that they will be doing in the congregation.
- C. Acknowledge that the topic of Child Sexual Abuse is a difficult one for many people. Let them know that if they find the video or the discussion too disturbing that they may step outside the room for awhile. Encourage people who are particularly upset to speak privately to a member of the clergy or to a professional counselor.
- D. Show the video “For Parents and Congregations” which is part of the “Safeguarding God’s Children” curriculum.
- E. After the video, ask the participants several discussion questions:
1. *What is your first reaction to the video?*
 2. *Did anything surprise you in the video?*
 3. *After having seen this video, is there anything that you think you might need to do differently when working with children?*
 4. *Are there any other comments about what you’ve just seen?*
- F. Distribute the “Do’s and Don’ts” handout, read through it as a group and discuss.
- G. Distribute the “Age Level Behavioral Indicators” handout, read through it as a group and discuss.
- H. Distribute the “Physical, Emotional, and Behavioral Boundary Violations” handout, read it through as a group and discuss.
- I. Distribute the “Safe Practices” handout, read it through as a group and discuss.
- J. Have participants break into smaller groups of people who share the same ministry: Sunday School teachers in one group, nursery workers in another group, etc. Give each participant the documents in the tabs that are appropriate for them. Ask each group to read through and to discuss their documents.
- K. Bring participants back into the large group. Distribute the handout with the answers for the Child Sexual Abuse Knowledge Inventory and have them check their answers. Thank them for attending the workshop and give each participant a signed copy of the form entitled “Certification Regarding Abbreviated Workshop on Prevention of Child Sexual Abuse.” It is a good idea for the parish to retain a copy of this document as well. Close by saying the Lord’s Prayer together.

Episcopal Diocese of San Diego

Sample Form

Certification Regarding Abbreviated Workshop on Prevention of Child Sexual Abuse

(Print Clearly) First and Last Name of Applicant

Church

City

Title: clergy /lay employee (role) /volunteer (role)

1. Certificate Pertaining to Child Sexual Abuse:

I hereby certify, under penalty of perjury, that I have completed the Episcopal Diocese of San Diego's 'Safeguarding God's People' training pertaining to child sexual abuse, and have received the diocesan 'Policies and Procedures' for the prevention and reporting of child sexual abuse, taught by a trainer certified by the Episcopal Diocese of San Diego.

Training Date

Location

I understand and acknowledge that the church is relying upon the accuracy of the statements set forth in this certification. I further understand and acknowledge that any misrepresentation of the statements set forth herein is grounds for immediate termination of my employment and or volunteering.

Signature of Applicant

Date

Name of Trainer (print)

Signature of Trainer

Date

Tab B-5

Handouts from Diocesan Workshop on Prevention of Child Sexual Abuse

- 1. Child Sexual Abuse Knowledge Inventory**
- 2. Agenda for Training on Prevention of Child Sexual Abuse**
- 3. Age Level Behavioral Indicators**
- 4. Physical, Emotional and Behavioral Boundary Violations**
- 5. Do's and Don'ts for Responding to a Child's Report of Sexual Abuse**
- 6. Safe Practices to Reduce the Potential for Child Sexual Abuse**
- 7. Knowledge Inventory Answers**

Child Sexual Abuse Knowledge Inventory

Please indicate whether the following statements are true or false.

1. Child sexual abuse always involves physical contact with children.
2. Most child molesters are male.
3. Child molesters are usually strangers.
4. Victims of sexual abuse suffer no long-term effects.
5. One out of five molesters begin their activity before age 18.
6. Only a small percentage of victims are male.
7. Most churches screen workers for potential molesters.
8. Church leaders cannot be held liable for child sexual abuse.
9. Some child sexual abuse victims have won settlements of over \$1,000,000 from churches.
10. A child molester who has experienced a religious conversion no longer presents a threat to children.
11. Child sexual abuse is a criminal offense in all 50 states.
12. A child molester may have over 500 victims in a lifetime.
13. Churches have in the past been supportive of victims of child sexual abuse.

This inventory was taken from the Church Law and Tax Report.

Agenda

I. Introduction

- A. Opening Prayer and Scripture**
- B. About the Workshop**
 - 1. What is the purpose of the Workshop?
 - 2. Who is required to attend a Workshop?
 - 3. Workshop Agenda
- C. Helpful Information**

II. Information Concerning Child Abuse

- A. Definition of Sexual Abuse**
- B. Child Sexual Abuse Statistics – from the U.S. Department of Health and Human Services.**
 - 1. About the children
 - 2. About the abusers
- C. Indicators of sexual abuse in children**
- D. Consequences of sexual abuse of children**

III. Watch first video, “Safeguarding of God’s Children for Parents and Congregations”

- A. Look for Physical, Emotional, and Behavioral Boundary Violations**
- B. Questions, comments, and responses**

IV. Responding to and Reporting Child Sexual Abuse

- A. When should a report be made?**
- B. Reporting to Child Protective Services (1-800-552-7096)**
- C. Reporting to the Church (1-800-DIOCESE)**
- D. Are there any questions, suggestions, or concerns about reporting child abuse?**

V. Prevention of Abuse Within the Church

- A. Screening**
- B. Teaching Children**
- C. Safe practices and Monitoring**

VI. Watch second video, “Safeguarding God’s Children for Ministries”

VII. Inappropriate Interacting Guidelines

VIII. Case Studies and Discussions

IX. Closing

Age Level Behavioral Indicators

Preschool Child

- The child tells about the abuse.
- The child does not want to go to a certain place or to be around a particular person. This indicator may not apply if the child does not like the person for some other reason.
- The child has sexual knowledge of behavior that seems inappropriate for his or her age.
- The child displays sexual play with other children, toys, or pets such as inserting objects into genitals or rectum.
- An abused child may be overly affectionate and seem seductive with peers and adults.
- The child may withdraw from family, friends, and usual activities.
- Displaying younger, more infantile behavior (baby talk, clinging) may be an indication of child abuse.
- The child may report sexual abuse by his or her caretaker.
- An abused child may become more passive or overly pleasing.
- The child has unexplained gifts of money.
- New discipline problems (e.g., unexplained aggressiveness or rebellion) may surface in an abused child.

An Elementary School-Age Child

- May display the above problems as well as the following:
- Has sleep disturbances, headaches, or school problems.
- Displays unusual knowledge and interest in sex beyond expected developmental level.
- Drops academically and shows poorer ability to concentrate.

An Adolescent

- May display the above problems as well as the following:
- May run away.
- Displays high anxiety and/or is chronically depressed.
- Worsens in peer relationships.
- Develops an eating disorder.
- Becomes less trusting.
- Displays lowered self-esteem and perhaps self-destructive behavior, self-inflicted injuries, even suicide attempts.
- Develops drug or alcohol problems.
- Becomes promiscuous.
- Displays a false sense of maturity.
- Shows serious confusion over sexual identity.
- Shows sexual interest in younger children.

Physical, Emotional, and Behavioral Boundary Violations

Physical Boundary Violations (used by perpetrators to get children and adults accustomed to lots of physical contact)

- Roughhousing or wrestling
- Tickling
- Encouraging children to jump on an adult
- “Accidentally” touching inappropriately
- Putting legs around a child
- Holding or hugging when the child resists
- Too many hugs or hugs with too much bodily contact

Emotional Boundary Violations (used by perpetrators to get close to a child and to gain control of the child through the relationship)

- Spending too much time with the child
- Calling or emailing too frequently
- Getting involved in too many of the child’s activities.
- Acting too possessive

Behavioral Boundary Violations – Grooming (Once the child has been involved in activities that he or she wants to keep secret, the child is less likely to disclose abuse.)

- Ridiculing the beliefs of a child’s parent
- Allowing a child to do things against the wishes of the child’s parents
- Offering children cigarettes, alcohol, or drugs
- Allowing children to view pornography or to visit inappropriate internet sites
- Giving a child gifts without parental permission
- Asking a child to keep secrets from his or her parents

Do's and Don'ts

If a child reports abuse, DO:

DO keep calm. It is important to clarify that you are not angry or upset with the child, but at what happened. Children can mistakenly interpret anger or disgust as directed toward them.

DO respect the child's privacy by finding a private, non-threatening place to talk.

DO believe the child. In most circumstances children do not lie about sexual abuse.

DO give positive messages such as, "I'm proud of you for telling" or "I know it wasn't your fault."

DO explain to the child that he or she is not to blame for what happened.

DO listen to and answer the child's questions honestly.

DO be careful not to discuss the abuse in front of other people who do not need to know what happened.

DO be responsible and report the incident to Child Protective Services.

If a child reports abuse, DO NOT:

DO NOT blame the child! Sexual abuse is never the child's fault!

DO NOT panic or overreact when the child talks about the experience. Children need help and support to make it through this difficult time.

DO NOT pressure the child to talk or avoid talking about the abuse. Allow the child to talk at her or his own pace. Forcing information can be harmful. Silencing the child will not help her or him to forget. Neither forcing information nor silencing the child will facilitate the task ahead for Child Protective Services.

DO NOT share any information with others who do not need to know. Sexually abused children are extremely vulnerable to comments from other adults, friends, and relatives.

DO NOT confront the offender in the child's presence. The stress may be harmful. This task is part of the work of Child Protective Services.

Safe Practices

1. Perhaps the best way to prevent child sexual abuse in the church is to make sure that there are always two or more adults with one or more children at all times.
2. Watch for physical, behavioral, and emotional boundary violations.
3. These safe practices are not meant to inconvenience adult employees and volunteers but to protect children. They can also help protect adults from unfounded accusations. Here are some behaviors that can lead to false allegations: Meeting alone in isolated places. Wearing provocative or revealing attire. Meeting in homes and in bedrooms without others present. Giving special or secret gifts. Keeping secrets about the relationship. Failing to adhere to uniform or accepted standards of affection.
4. Team teaching and chaperoning
 - a) *Concerted effort should be made to recruit sufficient volunteer teachers to permit two teachers in every class. At least two adults should be present in the parish nursery as well.*
 - b) *Youth activities both on and off the church grounds should have two or more known adult leaders. If there are both boys and girls participating in the activity, then both male and female leaders should be present.*
 - c) *Community organizations using the church facilities should follow the same guidelines.*
5. Open Door -- Parents of the children being served, the clergy, and professional staff of the church or church institution have the right to visit and observe the program at any time, unannounced.
6. Driving
 - a) *Drivers should never be alone in a vehicle with a child other than their own.*
 - b) *Persons designated to drive to or from the church for a church activity must be at least 18 years old and have a valid state driver's license.*
 - c) *Drivers must have no record of convictions for the past five years for drunken driving, driving under the influence, driving with a suspended or revoked license, or reckless endangerment.*
7. Individual Pastoral Care
 - a) *While one-on-one pastoral care is a fundamental part of ministry, care must be taken to see that it is conducted in an environment that provides visibility by other adults.*
 - b) *Another adult should know the volunteer's or staff member's whereabouts and with whom he or she is meeting.*
 - c) *No one should engage in secretive and private relationships with children or young people.*
 - d) *As a general rule, there should be no more than 3 to 5 private meetings with any one person per year.*

Inventory Answers

1. F
2. T
3. F
4. F
5. T
6. F
7. F
8. F
9. T
10. F
11. T
12. T
13. F

TAB B-6

Handouts from Diocesan Workshop on Prevention of Adult Sexual Misconduct

Agenda for Training on the Prevention of Adult Sexual Misconduct

Examples of Sexual Misconduct in the Bible and the Apocrypha

Sexual Misconduct Defined

Four Types of Abusive Clergy and Staff

Characteristics of Victims

Prevention Strategies

Personal Precautions

The Prevention of Adult Sexual Misconduct

Handout 1

- I. The Scope of Clergy/Staff Sexual Misconduct**
- II. The Nature of Clergy/Staff Sexual Misconduct**
 - A. Sexual misconduct defined**
 - 1. *Sexual abuse*
 - 2. *Sexual harassment*
 - a) Physical
 - b) Verbal
 - c) Non-verbal
 - 3. *Sexual exploitation*
 - 4. *Most common patterns*
 - B. Betrayal of Sexual Trust**
 - C. Betrayal of Power Trust**
 - D. Clergy Dating**
- III. Show the video: “Not in My Church”**
- IV. Four Types of Abusive Clergy/Staff**
 - A. Sexual Addict**
 - B. Predator: character disordered offender**
 - C. Wanderer: situational offenders**
 - D. Lover: consenting romantic offenders**
 - E. Facts and fears**
 - F. Common beliefs that minimize**
- V. Characteristics of Victims**
 - A. Learned susceptibilities**
 - B. Situations that increase victimization**
 - C. What victims need when reporting**
 - D. Consequences to victims**
 - E. Why do some victims not report**
- VI. Prevention Strategies**
 - A. Warning signs**
 - B. Personal Precautions**
 - C. Organizational Precautions**
 - D. Background Checks**
 - 1. Why are they necessary?
 - 2. What do they involve?
 - 3. What will they not do?
 - 4. Limitations
- VII. Conclusion**

What examples of sexual misconduct do we find in the Bible and the Apocrypha?

David and Bathsheba—II Samuel 11:1-5, 14-17, 22-27 (NRSV)

In the spring of the year, the time when kings go out to battle, David sent Joab with his officers and all Israel with him; they ravaged the Ammonites, and besieged Rabbah. But David remained at Jerusalem. It happened, late one afternoon, when David rose from his couch and was walking about on the roof of the king's house, that he saw from the roof a woman bathing; the woman was very beautiful. David sent someone to inquire about the woman. It was reported, "This is Bathsheba daughter of Eliam, the wife of Uriah the Hittite." So David sent messengers to get her, and she came to him, and he lay with her. (Now she was purifying herself after her period.) Then she returned to her house. The woman conceived; and she sent and told David, "I am pregnant." ... In the morning David wrote a letter to Joab, and sent it by the hand of Uriah. In the letter he wrote, "Set Uriah in the forefront of the hardest fighting, and then draw back from him, so that he may be struck down and die." As Joab was besieging the city, he assigned Uriah to the place where he knew there were valiant warriors. The men of the city came out and fought with Joab; and some of the servants of David among the people fell. Uriah the Hittite was killed as well.... So the messenger went, and came and told David all that Joab had sent him to tell. The messenger said to David, "The men gained an advantage over us, and came out against us in the field; but we drove them back to the entrance of the gate. Then the archers shot at your servants from the wall; some of the king's servants are dead; and your servant Uriah the Hittite is dead also." David said to the messenger, "Thus you shall say to Joab, 'Do not let this matter trouble you, for the sword devours now one and now another; press your attack on the city, and overthrow it.' And encourage him." When the wife of Uriah heard that her husband was dead, she made lamentation for him. When the mourning was over, David sent and brought her to his house, and she became his wife, and bore him a son.

Joseph and Potiphar's Wife—Genesis 39:1-20 (NRSV)

The LORD was with Joseph, and he became a successful man; he was in the house of his Egyptian master. His master saw that the LORD was with him, and that the LORD caused all that he did to prosper in his hands. ... Now Joseph was handsome and good-looking. And after a time his master's wife cast her eyes on Joseph and said, "Lie with me." But he refused and said to his master's wife, "Look, with me here, my master has no concern about anything in the house, and he has put everything that he has in my hand. He is not greater in this house than I am, nor has he kept back anything from me except yourself, because you are his wife. How then could I do this great wickedness, and sin against God?" And although she spoke to Joseph day after day, he would not consent to lie beside her or to be with her. One day, however, when he went into the house to do his work, and while no one else was in the house, she caught hold of his garment, saying, "Lie with me!" But he left his garment in her hand, and fled and ran outside. When she saw that he had left his garment in her hand and had fled outside, she called out to the members of her household and said to them, "See, my husband has brought among us a Hebrew to insult us! He came in to me to lie with me, and I cried out with a loud voice; and when he heard me raise my voice and cry out, he left his garment beside me, and fled outside." Then she kept his garment by her until his master came home, and she told him the same story, saying, "The Hebrew servant, whom you have brought among us, came in to me to insult me; but as soon as I raised my voice and cried out, he left his garment beside me, and fled outside." When his master heard the words that his wife spoke to him, saying, "This is the way your servant treated me," he became enraged. And Joseph's master took him and put him into the prison, the place where the king's prisoners were confined; he remained there in prison.

Questions for discussion:

1. In this story, who has the power and what kind of power?
2. Is sex/seduction used to exert power?
3. Is secrecy used and why?
4. What do we learn about power and the freedom to choose?
5. What does the story teach us about sexual misconduct?

Sexual Misconduct Defined

Sexual abuse or sexual molestation is an act against a minor or one who is legally incompetent intended to sexually molest, arouse or gratify the person where the abuser touches or forces the abused to touch private areas of the body or the clothing covering such areas.

Sexual harassment in an employment or mentor/colleague relationship can be any physical, verbal, or non-verbal activity that is perceived in a sexual way and makes the recipient feel uncomfortable or threatened.

Physical harassment can include . . .

1. Any unwanted physical touch (includes hair, clothing, body, or even brushing against someone).
2. Prolonged hugs, especially front to front, and obviously with hands moving up and down the back or pelvic contact.
3. An unwanted massage of shoulders, back, or neck.

Verbal harassment can include . . .

1. Talking about your sex life or asking questions about someone else's. These can be explicit or innuendos, such as "What did you do with your boyfriend last night?" **It is important to note that appropriate conversational norms are established in every office over time.**
2. Comments about a person's clothes or anatomy that may be perceived as sexual.
3. Using nicknames with sexual connotations (e.g. "hunk," "babe," "doll," etc.)
4. Sexually oriented humor or language or sending emails that contain such information.
5. Repeated requests for social engagements.

Non-verbal harassment can include . . .

1. Displaying sexually suggestive visual material (e.g. cartoons, calendars, posters, or one's own excessive flesh—breasts, legs, or midriff, by lack of clothing or the positioning of one's body).
2. Making sexual gestures with hands or body movements.
3. Facial expressions that communicate romantic or sexual interest (e.g. winking, throwing kisses, staring, etc.).

Example: A secretary routinely leans over the Rector's desk revealing her breasts.

Sexual exploitation can include . . .

1. The promise of any favors in return for sexual favors.
2. The development of or attempt to develop a sexual relationship between a church staff person and someone under him or her in a pastoral, supervisory, or mentoring relationship, whether or not there is apparent consent from the individual.

Sexual exploitation occurs when there is an imbalance of power. Some of the sources of power include professional, hierarchical position; male over female; larger/stronger over smaller/weaker; age; race; tenure; and charisma/good looks.

Four Types of Abusive Clergy and Staff

There are four types of abusive clergy with distinct characteristics: sexual addicts, predators, wanderers, and lovers.

Sexual Addicts

Sexual addicts are obsessively preoccupied with sex. It is a compulsive behavior. Sex addicts have confused sex with love, and their bodies experience a rush of adrenaline as a way to conquer fear, loneliness, and inadequacy. It is important to note that some of their behaviors are illegal.

Predators

They tend to conceal insecurities and crave attention; have a sense of entitlement, regarding wants and needs as rights; feel above the law and expect to establish their own rules; and are unable to feel empathy, resulting in an absence of conscience. The predator is “manipulative, coercive, controlling, predatory, and sometimes violent. He may also be charming; a talented, gifted, visionary, bright, competent, and charismatic, making him a strong leader. He is attracted to powerlessness and vulnerability.” (Marie M. Fortune, *Is Nothing Sacred? When Sex Invades the Pastoral Relationship*, p. 47). They are often loners and isolated from professional colleagues and any system of accountability. They may come across as arrogant, personally rigid, highly opinionated, and demeaning toward others. They often foster climates of secrets, gossip and an inner circle to protect themselves.

Wanderers

The wanderer is neither violent nor premeditative and is generally less successful personally and professionally. They tend to lack self-care, lack personal growth, and may excessively self-disclose about their failures. After sexual misconduct they feel anxiety, shame, guilt, and a sense of betrayal. Although things seem to return to normal after the affair, trust has been violated and a shadow falls over the participants' lives and relationships (Joe Trull, *The Forbidden Zone*). People are more likely to look for inappropriate ways to meet their emotional needs when they are experiencing any number of things such as burnout (sleep disorder, general fatigue, and depression); increased family/marital conflicts; feeling overworked; insufficient vacation time; substance abuse; midlife or retirement transitional crisis; excessive debt; or dreams/fantasies about colleagues or parishioners.

Lovers

This person has good boundaries and no intention of sexual infidelity, but at a time of weakness may mistakenly allow someone to meet one of his/her emotional needs. This inappropriate situation may lead directly to sexual misconduct. **The simple truth is that even the healthiest and most stable clergy people or staff members can fall into this pattern of behavior.**

Characteristics of Victims

Learned susceptibilities of female victims include . . .

- Poor self-image
- Socialization to be polite.
- Being non-confrontational and accepting of men's behavior.
- Training to heal man's wounds.
- A misguided belief that being a Christian requires a woman to be submissive.
- Identity being defined as primarily sexual. (Pamela Cooper-White, *Soul Stealing*)

Situations that make victimization more likely include . . .

- Divorce, marital conflict, or domestic abuse.
- An indifferent or frequently absent spouse.
- Any life change that brings a woman in to see a pastor.
- History of sexual promiscuity or victim of incest.
- One's whole life being wrapped up in the church.
- Being too dependent on the church and the staff for emotional support.

What do victims need when reporting?

- To be taken seriously and believed.
- To be told it wasn't their fault and the leader was wrong.
- To be kept informed during the investigative process.
- To be assured that the abuse will not happen to others.
- To know that the offender will get help.
- To get help, usually counseling.
- To know the church will implement procedures to prevent misconduct.

If victims do not get these things, they may experience re-victimization, and they may want revenge, suffer depression, and the experience may take over their lives.

Consequences to victims may include . . .

Post-traumatic stress

Recurrent and intrusive memories. Distressing dreams. Intense psychological distress when exposed to triggering events. Avoidance of activities. Difficulty concentrating.

Violation of sacred space

Distrust of ministers, churches, and God. Fear that no one will trust her. Fear of retaliation by spiritual powers, akin to feeling "cursed" or "damned" by the leader.

Why do some victims not report?

They usually feel responsible, feel flattered and validated by the abuser, their self-esteem is seriously battered down by the relationship, the relationship feels confusing because of off and on again promises about the abuser leaving a spouse and marrying the victim, and there may be a sworn secrecy within the religious community.

(Pamela Cooper-White, *Soul Stealing*)

Prevention Strategies

1. **Be aware of the power differential** that exists between leaders and employees/parishioners and do not exploit their trust and dependency.
2. **Be aware of the danger signs of sexual boundary breakdown:** excessive self-disclosure by the pastor; excessive availability, including giving or receiving inappropriate gifts; excessive touch; undue anticipation of future visits, including rearrangement of one's schedule; fretting about clothing or appearance; meeting at an unusual location; continual fantasy about the person; and keeping secrets that go beyond the requirements of professional confidentiality.
3. **If any of the above signs appear, the leader should do a self-examination** by asking himself/herself the following questions:
 - a. *What can I learn about myself through the experience of my attention being drawn to this other person?*
 - b. *What is lacking in my marriage, my relationships, or within me that an involvement with this person would satisfy?*
 - c. *Why am I vulnerable at this time to falling in love outside of my commitments? Also, seek the counsel of a therapist.*
4. **Be aware that sexual attraction and misconduct can cripple ministry.** Develop appropriate staff relationships and office arrangements (such as windows in doors) that protect against misconduct.
5. **Be aware that there are sexually aggressive, even predatory, persons.**
6. **Seek counsel and pastoral guidance** from someone trained in the field of sexual misconduct *if you find yourself at risk* of acting on a romantic or sexual attraction to a parishioner, client, or counselee.
7. **The Bishop's office sets clear diocesan policies and disciplines** that every leader should know. All allegations of sexual misconduct will be taken seriously. If they involve a minor, the allegations will be taken immediately to authorities.
8. **If leaders learn of sexual misconduct by their colleagues,** even if the information is gained in counseling, the *ethical responsibility* is to do one or more of the following:
 - a. *Seek the counsel and pastoral guidance of a person of spiritual wisdom and/or a professional counselor.*
 - b. *Speak directly to the accused offender and offer to accompany him/her in the process of reporting the behavior.*
 - c. *Report the information to the appropriate church authorities if the individual refuses to do so.*

Personal Precautions

1. **No pastor shall see a parishioner for more than six sessions** in regard to a particular pastoral episode or life issue.
2. **Pastors should not call in the home** of parishioners at times of day that might create an *awkward appearance* or signal a degree of privacy that is inappropriate.
3. **Meetings with individuals should occur during normal business hours** and when someone else is nearby in the building.
4. **Take care to consult with a superior or a colleague** when a meeting is needed that might appear to others as inappropriate.
5. **Be cautious when traveling with only one other person** when that association might have the appearance of impropriety.
6. **Be careful about social occasions with only one other person** that can lead to sexual misconduct, especially when using alcohol.
7. **Give hugs appropriately.** Sensitivity and discretion are necessary and it is proper to ask first before offering a physical embrace. It is always safer to hug side to side, instead of face to face, which avoids pelvic contact.

Organizational Precautions

Abuse is more likely to occur when one's only social life is work related, secrets are kept in closed communication, supervision is lacking or non-existent, and when it is not okay to disagree with the leader.

Background checks: lower risk of people being hurt, deter "bad apples", determine appropriateness of candidate for position, identify potential problems, document exercise of due care, uphold integrity of church leaders, and educate people that the church will not tolerate misconduct.

Background checks may be processed through Oxford Document Management. The cost will vary depending on the depth of the check. For more information contact the Office of the Bishop.

Keep good confidential records on employees including the screening process.

Tab B-7

Procedures for Conducting Background Checks

Samples:

- **Clergy Forms for Background Checks**
- **License to Officiate Form**

Episcopal Diocese of San Diego

Procedures and Form for Conducting Background Checks for the Episcopal Diocese of San Diego

Clergy Requirements

- ***New rector and vicar information will be processed with the diocesan deployment officer.***
- ***As of April 1, 2007, the process for Deacons or Priests being licensed to officiate in this diocese is:***
 1. Those seeking to be licensed for the first time need to set up an appointment to meet with the Bishop. Please contact Bobbi, the Bishop's assistant. The phone number is (619) 291-5947 ext. 303. Please send a copy of your resume to the Bishop in advance of your appointment.
 2. At the time of your meeting with the Bishop you will be provided with paperwork and instructions for what is needed to complete the requirements for licensing. Those requirements include the following: (see sample forms)
 - Clergy Information Form
 - Diocesan Questionnaire
 - License to Officiate Application (*See conditions listed below.*)
 - Receiving, Reading, and Completing Certification Form for "*the Policy and Procedures Manual on Sexual Abuse & Misconduct for Addressing: Prevention and Response for Assistant, Non-parochial & Retired Clergy*" and the "*Summary for Child Abuse Statutes and Report Requirements of the State of California.*"
 - Provide documentation from your home diocese on completing "Safeguarding God's People Training" or equivalent in your home diocese. You can attend training within this diocese. Training will need to be completed before licensing is to be reviewed.
 3. Clergy not currently licensed but wishing to be licensed must submit to an Oxford Document background check. The person seeking to be licensed is financially responsible for the necessary fees (currently \$200+). Payment is due with this application, along with required documents before the background check can be initiated. If the fee exceeds \$200 the candidate will be billed for the remainder. If the fee is under \$200, the balance will be refunded. (see sample form)
 4. The Bishop may waive any of the above requirements in special situations.

Deacons or Priests may be licensed to officiate in this Diocese under the following conditions:

1. Licenses will be issued to officiate either throughout the Diocese or restricted to a specific church, area or institution at the discretion of the Bishop.
2. All licenses issued at this time will expire the first Sunday of Advent 2008.
3. A deacon or priest requesting to be licensed must attend a church within the Diocese on a regular basis and have done so **for at least one year.**
4. A deacon or priest requesting to be licensed must have an active ministry in a church within this Diocese or have a position in a secular institution which requires that he or she perform clerical functions as part of his or her employment.
5. The clergy person in charge of the church or the person in charge of the secular institution must recommend in writing that the license be issued.

Upon satisfactory completion of all procedures, the Bishop will review your application and issue you a license to officiate.

Lay People

Churches and/or institutions are required to conduct background investigations for their lay employees. An investigation for volunteers is at each church's discretion. The background check should include a five to ten year criminal investigation and a search of the National Background Directory. Credit bureau record checks should be obtained for employees dealing with money. A motor vehicle report will provide information on traffic violations, accidents and DUI arrests, and is required for people who will be driving others, such as youth workers.

There are several reputable companies that do background investigations, a few are included.

- Oxford Document Management Company, Inc.
655 West Highway 10
Anoka, MN 55303-1623
Phone: (763) 971-0124
(800) 801-9114
Fax: (763) 971-0126
E-mail: info@oxforddoc.com URL: www.oxforddoc.com
- The Cutler Group: www.cutlerinsurance.com www.church-screening.com
- Integra Scan www.integrascan.com

Episcopal Diocese of San Diego
Applicant Background Check Request Form
The Oxford Document Management Company

Church - Institution - Individual AUTHORIZING BACKGROUND CHECK	Please type or print all information clearly.
Date of Request	
Church/Institution/Individual	
Mr./Ms./Mrs./Dr./The Rev	
Address	
City, State, Zip	
Phone	

APPLICANT INFORMATION	<i>Please identify person for which background Check is being done. Put one request per form.</i>
Mr./Ms./Mrs./Dr./The Rev	
Home Address	
<i>City, State, Zip</i>	
Phone Number (include area code)	
Paid or Volunteer	
Position	

SAMPLE

SELECT THE SERVICES TO BE PERFORMED	<i>Background Investigation CHECK ONE 'X' (5 or 10 yr.) * CHECK OTHERS 'X' according to position & responsibility</i>
Five-year background investigation <i>(\$100.00)</i> <i>Includes National Background Directory Search</i>	
Ten-year background investigation <i>(\$140.00)</i> <i>Includes National Background Directory Search</i>	
* Credit Bureau records check <i>(\$20.00)</i>	
* Motor Vehicle records check <i>(\$20.00)</i>	
* Criminal Records Check <i>(\$20) per County**</i>	
Responsible Party for Payment	
TOTAL DUE	\$

****Price per county, charges is based on applicants name & residential address history.
Additional feed may be charged by individual counties.**

The Episcopal Diocese of San Diego
BACKGROUND QUESTIONNAIRE

Revised 6/2006

Your Name _____

Residential Address _____

Residential Telephone Number () _____

Other Names Used _____

SAMPLE

Please staple further comments to questions to this document

1. Are you, any of your family members, or your co-workers concerned about your patterns of alcohol or drug use (whether prescription or not)? If so, give full details.
2. Is there anything in your behavior or background that, if known, might cause concern or distress within a congregation or the family of any youths with whom you may have contact? If so, give full details.
3. Have you ever been diagnosed and/or treated as a paraphiliac, as that term is defined by the American Psychiatric Association (e.g. pedophilia, exhibitionism, voyeurism)? If so, give full details.
4. Has any investigation ever been undertaken, or any charge, complaint, presentment ever been made against you, with respect to possible ecclesiastical discipline? If so, give full details.
5. If not fully answered above, is there any fact or circumstance about you or your background that would call into question the advisability of entrusting you with the supervision, guidance and care of either a congregation, shut-ins, or young people? If so, give full details.

6. Have you ever been dismissed by any other congregation, parish, diocese in the Episcopal Church or any similar body in any other church? If so, give full details.

The information provided by me in this Form is true, complete and correct, to the best of my knowledge.

I understand and agree that a background investigation may be conducted with respect to me and that this information may be verified by contacting persons and organizations with whom I have had contact or which may have information concerning me, including financial and criminal history information. I hereby release and agree to hold harmless from liability any person or organization that provides such information. I also agree to release and hold harmless the Episcopal Diocese of San Diego and _____ [Parish or entity]), their officers, employees, agents and volunteers in connection with the provisions of such information.

I also understand that the Episcopal Diocese of San Diego and any entity within the said Diocese which may desire to hire me is relying on the truth and completeness of my answers to the questions posed herein, in connection with obtaining insurance and for other purposes. I therefore assert and represent to the Episcopal Diocese of San Diego and to any entity within the Diocese for which I may work, either as an employee or a volunteer, that no statement made by me herein contains a material misstatement or the omission of a material fact, nor is any statement, in light of the circumstances under which it is made, materially misleading.

Dated: _____

Signed _____

SAMPLE

EPISCOPAL DIOCESE OF SAN DIEGO

Application for License to Officiate

I hereby request that I be granted a License to Officiate in the Episcopal Diocese of San Diego.

Date _____ Order _____
Deacon or Priest

Name _____

Address _____ City _____ Zip _____

Canonical Residence _____

Church Where Attending _____

Sponsoring Church or Institution _____

Sponsoring Clergy or Institution Head _____

Location of Proposed Ministry _____

Briefly describe proposed ministry (*please use reverse side of page for further comments*)

Signature

RECOMMENDATION REQUIRED

From Clergy person within the Diocese or secular institution where clerical function are to be performed

Please give the length of time you have known the candidate. _____

I endorse the above named clergy's application to be licensed to officiate
in the Episcopal Diocese of San Diego.

Name

Church or Institution

Signature

Date

Tab B-8

Procedures and Form for Conducting Personal Reference Checks

Episcopal Diocese of San Diego

Conducting a Personal Reference Check

Each applicant for church work, paid or unpaid, is asked to list three personal references, excluding former employers or relatives. **The diocese has developed the attached Personal Reference Form, which may be used in contacting each person listed as a reference.**

Since the form is in a letter format, it may be mailed to the applicant's references. Note that several blanks throughout the letter (including one stating the position sought) must be completed before the letter is sent to the reference. If a personal reference form has been mailed and has not been returned within 10 days of mailing, a follow-up call to the reference should be made as a reminder. More commonly, however, an interviewer will contact the references by telephone and use the form as a guide for questions, completing the form (for each reference) with the reference's answers. **A telephone interview is preferable, since it allows follow-up questions.**

Completed reference forms should be kept with the applicant's employment file.

Episcopal Diocese of San Diego

Personal Reference Form

Name of Church: _____

Address of Church: _____

Name of Rector or Vicar: _____

Dear _____,
Name of Reference

Name of Applicant

has submitted an application to work as an employee or volunteer with us, and gave your name as a personal reference. We ask that you complete this form and return it in the enclosed envelope so that we may make a decision on the applicant's ability to fulfill this commitment.

We appreciate your candor and thank you for your help.

Name of person requesting referral information _____

Signature _____

Date: _____

Questions for Personal Reference

(Please feel free to write on back or to attach additional sheets of paper if needed.)

1. How long have you known the applicant?
2. In what capacity have you known the applicant?
3. The applicant has applied to work as:

Name of Position Sought

Are you aware of any problems or concerns that could limit his/her ability to fulfill such a commitment, or to perform duties associated with such a position? (These concerns could include physical, emotional, social, or other issues.)

If yes, please explain:

Where Applicant Seeks a Position Working With Youth and/or Children:

4. Do you believe the applicant is fully willing and able to make a commitment to work on a regular basis with children or youth?

Why or why not?

5. Are you aware of any problems or concerns that should or might limit or preclude this individual from working with children or youth?

If yes, please explain fully:

6. Would you recommend the applicant for placement in a setting such as ours (church setting working with children or youth), or do you feel he/ she may be more suited for another type of volunteer agency?

Please explain:

7. Please include any additional comments which may help in assessing the applicant's fitness for the position.

Signature of personal reference; _____

Date: _____

Tab B

Screening, Recruiting/Hiring and Training

Tab B is comprised of a summary plus these sub-tabs:

Diocese of San Diego Application for Church Workers	Tab B-1
Certification Form Regarding No Prior Child Sexual Abuse Conviction, Paraphiliac Diagnosis or Act of Abuse	Tab B-2
Certification Form Regarding Reading of Policy Manual	Tab B-3
Certification Form Regarding Abbreviated Workshop Training and Outline of Abbreviated Workshop	Tab B-4
Handouts from Diocesan Workshop on Prevention of Child Sexual Abuse	Tab B-5
Handouts from Diocesan Workshop on Prevention of Adult Sexual Misconduct	Tab B-6
Procedures and Form for Conducting Background Checks	Tab B-7
Procedures and Form for Conducting Personal Reference Checks	Tab B-8

Screening, Recruiting/Hiring and Training

The following steps must be followed, and attached documents completed, in screening, recruiting/hiring and training church workers, paid or unpaid.

1. Obtain Job Application, Tab B-1. All clergy, lay employees* and volunteer youth workers who regularly supervise children's or youth's activities ("supervisory volunteer youth/child workers")** must complete and sign the Episcopal Diocese of San Diego Application for Church Workers, including the list of personal references (Application, Question 11, page 3) and the certification and authorization for background checks (Application, Section IV, page 5). An application is not required for regularly scheduled "Sunday Morning Only" workers*** or for vestry members or wardens.

2. Check Application-related Documentation. For all applicants, the interviewer should check the following:

Applicant's driver's license, to verify his/her identity; and

Documentation or other verification of educational claims or credentials, and military, employment and volunteer history claimed in the application (for example, checking that a worker actually has graduated from a college he/she has listed).

Additionally, for applicants seeking a position which includes driving as one of the duties, the following documents are requested in the job application (Application, Section II, Questions 13-15, page 4), and must be verified by the interviewer:

Copy of his/her driving record (seek this information at least ten days before the start of the job; an applicant may obtain his/her record by requesting it from a local office of the Division of Motor Vehicles); and

Proof of the applicant's automobile insurance.

*Lay employees include Directors of Christian Education (DCE)/Children's Ministry, Nursery/Child Care Providers, Organists/Choir Directors/Music Directors, Parish Administrators, Parochial School Teachers, Secretaries/ Administrative Assistants/Receptionists, Sextons, Youth Workers, and Other Program Staff such as Outreach Workers or Lay Pastoral Associates.

** Refers to supervisory volunteer youth/child workers other than "Sunday Morning Only" youth workers.

*** Includes regularly scheduled "Sunday Morning Only" Sunday School teachers (paid and volunteer), nursery volunteers, and paid and volunteer youth/child workers.

3. Conduct Interview. Establish a list of questions to ask all workers, paid or volunteer, and keep notes on their responses. During the interview, look for the following positive characteristics:

- dependability
- self confidence and assertiveness
- self awareness
- good health and high energy level
- sense of humor and ability to relax
- ability to tolerate conflict and discord
- cooperative team spirit
- ability to express viewpoints honestly
- ability to accept compromise
- emotional stability and good impulse control
- ability to make quick, sound decisions, often independently
- for child/youth workers, a general interest in, and concern for, children and youth

4. Obtain Certification of No Prior Child Sexual Abuse Conviction, Paraphiliac Diagnosis or Act of Abuse, Tab B-2. As noted in the Application, page 5, Question 20, a signed certification must be submitted by clergy, all lay employees, supervisory volunteer youth/child workers, and regularly scheduled “Sunday Morning Only” workers stating that he/she: a) has not been arrested for, or convicted of, any crime involving child abuse and/or neglect, nor had any such conviction expunged; b) has not been charged with child sexual abuse in a civil proceeding; c) has never committed an act of child sexual abuse; and d) has not been diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, exhibitionism or voyeurism. (Such certification is not required for vestry/wardens or for leaders of non-church groups using church facilities.)

5. Obtain Certification Regarding Reading of Policy Manual, Tab B-3. All church employees and volunteers, vestry/wardens and clergy must certify that they have read specified sections of the Policy Manual as follows:

Lay employees, as well as clergy and vestry members/wardens, must read the following:

- a) All of the main text (pages 2-12) of this Policy Manual;
- b) All of **Tab B** and its sub-tabs must be read only by clergy, vestry/wardens, and lay employees whose job includes recruiting or hiring;
- c) That tab which relates to his/her specific worker position (teacher, nursery worker, choir director, etc.)
- d) **Tab S**, “How and Where to Report Suspected Child Sexual Abuse and Adult Sexual Misconduct”;
- e) **Tab T**, “Response to Reports of Child Sexual Abuse and Adult Sexual Misconduct,” and
- f) **Tab U**, “Congregational Healing,” must be read only by clergy, vestry/wardens, the parish administrator, and all employees whose job includes providing counseling.

All regularly scheduled "Sunday Morning Only" workers, plus supervisory volunteer child/youth workers, must read the following:

- a) All of the main text, from page 1 to Tab A, of this Policy Manual;
- b) **Tab B-5**, "Handouts from Diocesan Workshop on Prevention of Child Sexual Abuse," must be read only by "Sunday Morning Only" workers who are volunteers;
- c) All of **Tab B** and its sub-tabs must be read only by clergy, vestry/wardens, and lay employees whose job includes recruiting or hiring;
- d) That tab which relates to his/her specific worker position (teacher, nursery worker, choir director, etc.);
- e) **Tab S**, "How and Where to Report Suspected Child Sexual Abuse and Adult Sexual Misconduct";

Note that where workers are not able to read the Policy Manual on their own due to educational, language or other barriers, it is the responsibility of the clergy or the vestry to ensure that the materials in the Policy Manual are reviewed and understood by that worker.

Tab B-3 is a form certification that the required reading has been completed.

6. Obtain Documentation of Child Abuse Workshop Training. The Episcopal Diocese of San Diego offers full and abbreviated training workshops on the prevention of child sexual abuse. Full training workshops last several hours, and include a lecture by a trained leader or leaders, a video, review of handouts, and class discussion. Abbreviated workshops follow the outline included in **Tab B-4**. Both workshops utilize the handouts comprising **Tab B-5**. Participants must bring a copy of those handouts to the workshop they attend.

Diocesan training in the prevention of child sexual abuse is required as follows:

Clergy, all lay employees (including paid, regularly scheduled "Sunday Morning Only" workers), and supervisory volunteer youth/child workers must attend a full diocesan training workshop, taught by a trainer certified by the Episcopal Diocese of San Diego, on the prevention of child sexual abuse. A copy of the certificate of completion that is presented at the end of such diocesan training workshops is sufficient to demonstrate compliance with this requirement.

Clergy must keep one copy of the certificate of completion for their files, plus submit one copy to the parish and one copy to the diocese. Non-clergy must keep one copy for their files, plus submit one copy to the parish. Workshop attendees are responsible for

obtaining and keeping documentation of workshop completion. Those unable to provide such documentation when requested must complete another such workshop.

A waiver of the training workshop requirement may be granted where a worker documents completion of equivalent training in another diocese. Vestry/wardens are required to attend, and regularly scheduled volunteer "Sunday Morning Only" workers are strongly urged to attend, an abbreviated workshop on the prevention of child sexual abuse. Since certificates of completion are not presented for abbreviated workshops, the attendee must provide such a certificate for the signature of the workshop trainer. **Tab B-4** includes a certification form that may be used for this purpose. Abbreviated workshop attendees must keep a copy of an executed certificate of completion for their files, plus submit one copy with the parish. Workshop attendees are responsible for obtaining and keeping documentation of workshop completion. Those who cannot provide such documentation when requested must take another such workshop.

7. Obtain Documentation of Adult Sexual Misconduct Workshop Training. The Episcopal Diocese of San Diego offers full training workshops on the prevention of adult sexual misconduct. Full training last several hours, and includes a lecture by a trained leader or leaders, a video, review of handouts, and class discussion. **Tab B-6** is comprised of handouts from the diocesan Workshop on the Prevention of Adult Sexual Misconduct. Participants must bring a copy of those handouts to the workshop they attend.

Diocesan workshop training on the prevention of adult sexual misconduct is required as follows:

Clergy and all lay employees must attend a full diocesan training workshop, taught by a trainer certified by the Episcopal Diocese of San Diego, on the prevention of adult sexual misconduct. A copy of the certificate of completion that is presented at the end of such diocesan training workshops is sufficient to demonstrate compliance with this requirement. Clergy must keep one copy of the certificate of completion for their files, plus submit one copy to the parish and one copy to the diocese. Non-clergy must keep one copy for their files, plus submit one copy with the parish. Workshop attendees are responsible for obtaining and keeping documentation of workshop completion. Those who cannot provide such documentation when requested must complete another such workshop. A waiver of the training workshop requirement may be granted where a worker documents completion of equivalent training in another diocese.

8. Conduct a Criminal Background Check, Tab B-7. A criminal background check must be completed for clergy, lay employees and supervisory volunteer youth/child workers whose work includes off-site activities. The procedures and related forms are included in this tab.

9. Conduct a Credit and Background Check. An Oxford Document Management Company check includes a credit report and a check of employment references and educational institutions attended. See **Tab B-7** for procedures.

10. Conduct Personal Reference Check, Tab B-8. The procedure for conducting a personal reference check, and a form for completing that check, are included in this tab.

11. Investigate "Red Flags." Note and investigate any "red flags" such as gaps in employment history, frequent job changes, excessive debt, a pattern of traffic violations, substance abuse history, etc. Ask the applicant to explain any "red flags," and consult legal, psychological or other experts for advice as appropriate. Interview others with information about any "red flag" areas.

12. Process the Applicant. The applicant should be given a job description that lists the general duties of the job, the specific responsibilities, to whom he/she reports, and other requirements of the job. There should be a job description for volunteers as well as for paid workers

Tab C

Clergy

Screening, Hiring and Training Requirements and Safe Practices/Warning Signs

Screening, Hiring and Training Requirements for Clergy

All clergy **MUST**:

1. Submit a signed job application with a listing of personal and professional references, and an authorization for background checks (the procedure for conducting background checks is set forth in **Tab B-7**).

2. Submit a signed certification that he/she never has been convicted of any crime involving child sexual abuse and/or neglect, nor had any such conviction expunged; been alleged in a civil proceeding to have sexually abused a child; committed any act of child sexual abuse; or been diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, exhibitionism or voyeurism. (Certification form is at **Tab B-2**.)

3. Read the main text (pages 1-12) of the Episcopal Diocese of San Diego Policy Manual on Sexual Abuse and Misconduct: Prevention and Response (“Policy Manual”), plus these tabs:

Tab B (“Screening, Recruiting/Hiring and Training”);

Tab C (this tab);

Tab S (“How and Where to Report Suspected Child Sexual Abuse and Adult Sexual Misconduct”);

Tab T (“Response to Reports of Child Sexual Abuse and Adult Sexual Misconduct”);

Tab U (“Congregational Healing”).

Submit a signed certification that such materials have been read. (Certification form is at **Tab B-3**.)

4. Attend a full diocesan workshop on the prevention of child sexual abuse, and submit documentation to the parish and the diocese that such training has been completed. (A copy of the certificate given to participants at the end of the workshop is sufficient documentation.) A waiver of this requirement may be granted where completion of equivalent training in another diocese is documented. Clergy are responsible for maintaining documentation of workshop completion.

5. Attend a full diocesan workshop on the prevention of adult sexual misconduct, and submit documentation to the parish and the diocese that such training has been completed. (A copy of the certificate given to participants at the end of the workshop is sufficient documentation.) A waiver of this requirement may be granted where completion of equivalent training in another diocese is documented. Clergy are responsible for maintaining documentation of workshop completion.

Some Safe Practices and/or Warning Signs of Particular Significance to Clergy:

1. Remember that clergy are looked up to as moral leaders. Ordination vows include this promise "I will do my best to pattern my life in accordance with the teachings of Christ, so that I will be a wholesome example to my people." *Book of Common Prayer*, p. 532.
2. It is possible for those in unequal positions, such as clergy and parishioner or supervisor and worker, to develop feelings of attraction that are based upon their unequal relationship, rather than on a real personal connection. It is the clergy's responsibility to be alert for "red flag" situations, such as when a parishioner or worker appears emotionally needy or in awe of the clergy position, and to maintain appropriate professional boundaries regardless of his/her own feelings of attraction toward the parishioner or worker.
3. Avoid dating parishioners. Because of the potential for damage to the well being of the parish and the parishioner involved, clergy are strongly discouraged from dating parishioners. Be aware of the policy regarding clergy dating as further described in the Policy Manual, and in the handouts of **Tab B-6**.
4. Avoid situations which could encourage or suggest sexual impropriety. Where issues regarding sexual impropriety might arise, and a private meeting is necessary, keep the meeting brief, and leave the door open, if possible. If a closed door meeting is necessary, tell a third person about it and, if possible, have that third person remain on the church property during the meeting. Consider taking steps to remain in contact with others, such as bringing a cell phone to the meeting and asking a friend or family member to call after a specified time period.
5. Avoid situations which could encourage or suggest sexual impropriety. Where issues regarding sexual impropriety might arise, and a private meeting is necessary, keep the meeting brief, and leave the door open, if possible. If a closed door meeting is necessary, tell a third person about it and, if possible, have that third person remain on the church property during the meeting. Consider taking steps to remain in contact with others, such as bringing a cell phone to the meeting and asking a friend or family member to call after a specified time period.
6. Avoid repeated private meetings with an individual. As a general rule, clergy should limit their pastoral counseling sessions with an individual to six meetings per life issue, unless that clergy member is conducting those sessions under the supervision of, or with, a licensed counselor.
7. Clergy must know their own weaknesses and temptations. They are obligated, morally and spiritually, to take all steps necessary to seek help from colleagues, counselors or spiritual advisors when they feel tempted to breach sexual boundaries, or when they must diffuse a potentially dangerous situation.

8. Be familiar with, and follow, safe practices and prevention strategies for adult sexual misconduct, such as those set forth in **Tab B-6**, "Handouts from Episcopal Diocese of San Diego Workshop on Prevention of Adult Sexual Misconduct."
9. Maintain appropriate boundaries with co-workers, and be aware of actions or situations which could cause discomfort or embarrassment. Where there are concerns about an uncomfortable workplace situation, accept responsibility for sharing those concerns with at least one other person, and for ensuring that the situation is addressed. If such concerns stem from actions by a co-worker, raise the issue with a supervisor. If concerns arise from actions by a superior, call the Bishop.
10. Maintain sufficient communications with staff members to be aware of when a staff member may be engaging in prohibited sexual activity.
11. Keep in mind that even a single case of misconduct could have severe consequences. Sexual misconduct will significantly harm a career in ministry, alienate clergy from friends, and cause the affected congregation years of emotional and spiritual damage.
12. Follow all of the requirements for screening, hiring/recruiting and training employees and workers, as set forth in **Tab B**. Keep employment documents, including required certifications, on file at the church.
13. Ensure that all current employees and workers are familiar with any newly adopted policies and practices as set forth in the Policy Manual, that they have met all requirements adopted since they were hired, and that they have submitted all documentation now required.

Tab D

Lay Employees:

Directors of Christian Education and Directors of Children's Ministry

*Screening, Hiring and Training Requirements and
Safe Practices/Warning Signs*

Screening, Hiring and Training Requirements for Lay Employees:

Directors of Christian Education and Directors of Children's Ministry

All directors of Christian education and directors of children's ministry MUST:

1. Submit a signed job application with a listing of personal references and an authorization for background checks. (Application for Church Workers is at **Tab B-1**, and the procedure for background checks is set forth in **Tab B-7**.)
2. Submit a signed certification that he/she never has been convicted of any crime involving child sexual abuse and/or neglect, nor had any such conviction expunged; been alleged in a civil proceeding to have sexually abused a child; committed any act of child sexual abuse; or been diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, exhibitionism or voyeurism. (Certification form is at **Tab B-2**.)
3. Read the main text (pages 1-12) of the Episcopal Diocese of San Diego Policy Manual on Sexual Abuse and Misconduct: Prevention and Response ("Policy Manual"), plus these tabs:
 - Tab B** ("Screening, Recruiting/Hiring and Training") *if* his/her job includes recruiting and/or hiring duties;
 - Tab D** (this tab);
 - Tab S** ("How and Where to Report Suspected Child Sexual Abuse and Adult Sexual Misconduct");
 - Tab T** ("Response to Reports of Child Sexual Abuse and Adult Sexual Misconduct");
 - Tab U** ("Congregational Healing") *if* his/her job includes providing counselingSubmit a signed certification that such materials have been read. (Certification form is at **Tab B-3**.)
4. Attend a full diocesan workshop on the prevention of child sexual abuse, and submit documentation that such training has been completed. (A copy of the certificate given to participants at the end of the workshop is sufficient documentation.) A waiver of this requirement may be granted where completion of equivalent training in another diocese is documented.
5. Attend a full diocesan workshop on the prevention of adult sexual misconduct, and submit documentation that such training has been completed. (A copy of the certificate given to participants at the end of the workshop is sufficient documentation.) A waiver of this requirement may be granted where completion of equivalent training in another diocese is documented.

Some Safe Practices and/or Warning Signs of Particular Significance to Directors of Christian Education and Directors of Children's Ministry:

1. Follow all of the requirements for screening, hiring/recruiting and training employees, as set forth in **Tab B**. Keep employment documents, including required certifications, on file at the church.
2. Ensure that all current employees are familiar with any newly adopted policies and practices as set forth in the Policy Manual, that they have met all requirements adopted since they were hired, and that they have submitted all documentation now required.
3. Establish procedures for designating which adults are authorized to pick up children from church classes or events. Such procedures should ensure that children will be released only to adults authorized by the custodial parent(s) or guardian(s), in order to prevent non-custodial parents or guardians from illegally taking custody of a child from church.
4. Conduct one-on-one discussions with children in open areas such as hallways. A single adult should never be alone with a single child.
5. It is important that other people be able to see easily what is occurring in a classroom. Therefore, do not conduct classes or meetings behind closed doors. If there are no windows in a classroom, leave the door partially open. There should be two adults (persons age 18 and older) in each classroom.
6. Become familiar with safe practices regarding potential child abuse, warning signs of abuse, and other materials concerning child abuse as set forth in **Tab B-5**, "Handouts from Diocese Workshop on Prevention of Child Sexual Abuse."
7. Become familiar with the procedures for reporting any suspicion of child sexual abuse (**Tab S**).
8. Do not ignore signs of abuse, or delay reporting abuse in order to counsel a possible victim. Promptly report any abuse suspicions or charges to a church supervisor. If the complaint does not seem to be taken seriously, contact San Diego County Child Protective Services at 1-800-344-6000. (See Quick-Find Information for other county numbers.)
9. It is possible for those in unequal positions, such as supervisor and worker, to develop feelings of attraction that are based upon their unequal relationship, rather than on a real personal connection. It is the responsibility of the person in the superior position to be alert for "red flag" situations, such as when a worker appears emotionally needy or in awe of the superior position, and to maintain appropriate professional boundaries regardless of his/her own feelings of attraction toward that worker.
10. Note that dating between lay staff and those parishioners who participate in that staffer's program is strongly discouraged.

11. Avoid situations which could encourage or suggest sexual impropriety. Avoid repeated private meetings with an individual; generally limit such meetings to six per year, per life issue. Where issues regarding sexual propriety might arise, and a private meeting is needed, keep the meeting brief, and leave the door open, if possible. If a closed door meeting is necessary, tell a third person about it and, if possible, have that third person remain on the church property during the meeting. Consider taking steps to remain in contact with others, such as bringing a cell phone to the meeting and asking a friend or family member to call after a specified time. Seek help from friends or staff in diffusing any potentially dangerous situations.
12. Maintain appropriate boundaries with co-workers, and be aware of actions or situations which could cause discomfort or embarrassment. Where there are concerns about an uncomfortable workplace situation, accept responsibility for sharing those concerns with at least one other person, and for ensuring that the situation is addressed. If such concerns stem from actions by a co-worker, raise the issue with a supervisor or the parish rector. If concerns arise from actions by a superior, if the rector is the offender, or if the rector's response is unsatisfactory, call the Bishop at 1-619-291-5947 and state that the matter is urgent and confidential.
13. Become familiar with, and follow, safe practices and prevention strategies for adult sexual misconduct, such as those set forth in **Tab B-6**, "Handouts from Episcopal Diocese of San Diego Workshop on Prevention of Adult Sexual Misconduct."

Tab E

Lay Employees:

Paid Child Care Providers and Nursery Workers

*Screening, Hiring and Training Requirements and
Safe Practices/Warning Signs*

Screening, Hiring and Training Requirements for Lay Employees:

Paid Child Care Providers/Nursery Workers

All paid child care providers and nursery workers MUST:

1. Submit a signed job application with a listing of personal references and an authorization for background checks. (Application for Church Workers is at **Tab B-1**, and the procedure for background checks is set forth in **Tab B-7**.)
2. Submit a signed certification that he/she never has been convicted of any crime involving child sexual abuse and/or neglect, nor had any such conviction expunged; been alleged in a civil proceeding to have sexually abused a child; committed any act of child sexual abuse; or been diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, exhibitionism or voyeurism. (Certification form is at **Tab B-2**.)
3. Read the main text (pages 1-12) of the Episcopal Diocese of San Diego Policy Manual on Sexual Abuse and Misconduct: Prevention and Response ("Policy Manual"), plus these tabs:

Tab B ("Screening, Recruiting/Hiring and Training") *if* his/her job includes recruiting and/or hiring duties;
Tab E (this tab);
Tab S ("How and Where to Report Suspected Child Sexual Abuse and Adult Sexual Misconduct");
Tab T ("Response to Reports of Child Sexual Abuse and Adult Sexual Misconduct")
Submit a signed certification that such materials have been read. (Certification form is at **Tab B-3**.)
4. Attend a full diocesan workshop on the prevention of child sexual abuse, and submit documentation that such training has been completed. (A copy of the certificate given to participants at the end of the workshop is sufficient documentation.) A waiver of this requirement may be granted where completion of equivalent training in another diocese is documented.
5. Attend a full diocesan workshop on the prevention of adult sexual misconduct, and submit documentation that such training has been completed. (A copy of the certificate given to participants at the end of the workshop is sufficient documentation.) A waiver of this requirement may be granted where completion of equivalent training in another diocese is documented.

Some Safe Practices and/or Warning Signs of Particular Significance to Child Care Providers and Nursery Workers:

1. Conduct one-on-one discussions with children in open areas such as hallways. A single adult should never be alone with a single child.
2. It is important that other people be able to see easily what is occurring in a classroom. Therefore, do not conduct classes or meetings behind closed doors. If there are no windows in a classroom, leave the door partially open. There should be two adults (persons age 18 and older) in each classroom.
3. Diaper children only in areas that are clearly visible to others, while still protecting the child's privacy.
4. Do not ask a child for hugs or other physical expressions of affection. Be careful when touching a child or youth. Some examples of "safe" touching include:

 "Open Face Sandwich": a side-by-side hug
 "Hit and Run": a "high-five" or quick embrace
 "The Scruff Squeeze": touch the bony parts of the body, such as squeezing a shoulder or the top of the head
5. Use safe bathroom procedures. For bathrooms that children regularly use, keep the outer door of the bathroom partially open. For young children, try to take several children to the bathroom at the same time. Children of kindergarten age and older may go to the bathroom in pairs or by themselves.
6. Never discipline with hitting, spanking, or other physical punishment.
7. Release children only to adults designated by the child care or nursery supervisor, as authorized by the custodial parent(s) or guardian(s). This policy is designed to prevent non-custodial parents or guardians from illegally taking custody of a child from church.
8. Become familiar with safe practices regarding potential child abuse, warning signs of abuse, and other materials concerning child abuse as set forth in **Tab B-5**, "Handouts from Diocese Workshop on Child Sexual Abuse."
9. Do not ignore signs of abuse, or delay reporting abuse in order to counsel a possible victim. Promptly report any abuse suspicions or charges to a church supervisor. If the complaint does not seem to be taken seriously, contact San Diego County Child Protective Services at 1-800-344-6000. (See Quick-Find Information for other county numbers.)
10. Become familiar with the procedures for reporting any suspicion of child sexual abuse or adult sexual misconduct (**Tab S**).
11. Avoid situations which could encourage or suggest sexual impropriety. Avoid repeated private meetings with an individual; generally limit such meetings to six per year, per life issue. Where issues regarding sexual propriety might arise, and a private meeting is needed, keep the meeting brief, and leave the door open, if

possible. If a closed door meeting is necessary, tell a third person about it and, if possible, have that third person remain on the church property during the meeting. Consider taking steps to remain in contact with others, such as bringing a cell phone to the meeting and asking a friend or family member to call after a specified time. Seek help from friends or staff in diffusing any potentially dangerous situations.

12. Maintain appropriate boundaries with co-workers, and be aware of actions or situations which could cause discomfort or embarrassment. Where there are concerns about an uncomfortable workplace situation, accept responsibility for sharing those concerns with at least one other person, and for ensuring that the situation is addressed. If such concerns stem from actions by a co-worker, raise the issue with a supervisor or the parish rector. If concerns arise from actions by a superior, if the rector is the offender, or if the rector's response is unsatisfactory, call the Bishop at 1-619-291-5947 and state that the matter is urgent and confidential.

Tab F

Lay Employees:

Organists and Choir Directors and Music Directors

*Screening, Hiring and Training Requirements and
Safe Practices/Warning Signs*

Screening, Hiring and Training Requirements for Lay Employees:

Organists, Choir Directors, and Music Directors

All organists, choir directors, and music directors **MUST**:

1. Submit a signed job application with a listing of personal references and an authorization for background checks. (Application for Church Workers is at **Tab B-1**, and the procedure for background checks is set forth in **Tab B-7**.)
2. Submit a signed certification that he/she never has been convicted of any crime involving child sexual abuse and/or neglect, nor had any such conviction expunged; been alleged in a civil proceeding to have sexually abused a child; committed any act of child sexual abuse; or been diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, exhibitionism or voyeurism. (Certification form is at **Tab B-2**.)
3. Read the main text of the Episcopal Diocese of San Diego Policy Manual on Sexual Abuse and Misconduct: Prevention and Response ("Policy Manual"), plus these tabs:
Tab B ("Screening, Recruiting/Hiring and Training") *if* his/her job includes recruiting and/or hiring duties;
Tab F (this tab);
Tab S ("How and Where to Report Suspected Child Sexual Abuse and Adult Sexual Misconduct");
Tab T ("Response to Reports of Child Sexual Abuse and Adult Sexual Misconduct");
Tab U ("Congregational Healing") *if* his/her job includes providing counseling
Submit a signed certification that such materials have been read. (Certification form is at **Tab B-3**.)
4. Attend a full diocesan workshop on the prevention of child sexual abuse, and submit documentation that such training has been completed. (A copy of the certificate given to participants at the end of the workshop is sufficient documentation.) A waiver of this requirement may be granted where completion of equivalent training in another diocese is documented.
5. Attend a full diocesan workshop on the prevention of adult sexual misconduct, and submit documentation that such training has been completed. (A copy of the certificate given to participants at the end of the workshop is sufficient documentation.) A waiver of this requirement may be granted where completion of equivalent training in another diocese is documented.

Some Safe Practices and/or Warning Signs of Particular Significance to Organists, Choir Directors and Music Directors:

1. Follow all of the requirements for screening, recruiting/hiring and training employees, as set forth in **Tab B**. Keep employment documents, including required certifications, on file at the church.
2. Ensure that all current employees are familiar with any newly adopted policies and practices as set forth in the Policy Manual, that they have met all requirements adopted since they were hired, and that they have submitted all documentation now required.
3. Conduct one-on-one discussions with children in open areas such as hallways. A single adult should never be alone with a single child. When giving private lessons to a single child, enlist the help of the parent to ensure there are two adults (age 18 and older) in the room. Always be sure others know about the lesson.
4. It is important that other people be able to see easily what is occurring in a classroom. Therefore, do not conduct classes or meetings behind closed doors. If there are no windows in a classroom, leave the door partially open. There should be two adults in each classroom.
5. Where lessons, such as singing lessons, require physical contact, be aware of the possibility of misinterpretation, and be careful to maintain appropriate boundaries. A good safe practice is to ask for permission before touching a student.
6. Do not ask a child for hugs or other physical expressions of affection. Be careful when touching a child or youth. Some examples of “safe” touching include:
 - “Open Face Sandwich”: a side-by-side hug
 - “Hit and Run”: a “high-five” or quick embrace
 - “The Scruff Squeeze”: touch the bony parts of the body, such as squeezing a shoulder or the top of the head
7. Release children only to adults designated by the child care or nursery supervisor, as authorized by the custodial parent(s) or guardian(s). This policy is designed to prevent non-custodial parents or guardians from illegally taking custody of a child from church
8. Become familiar with safe practices regarding potential child abuse, warning signs of abuse, and other materials concerning child abuse as set forth in **Tab B-5**, “Handouts from Diocese Workshop on Prevention of Child Sexual Abuse.”
9. Become familiar with the procedures for reporting any suspicion of child sexual abuse or adult sexual misconduct (**Tab S**).

10. Do not ignore signs of abuse, or delay reporting abuse in order to counsel a possible victim. Promptly report any abuse suspicions or charges to a church supervisor. If the complaint does not seem to be taken seriously, contact San Diego County Child Protective Services at 1-800-344-6000. (See Quick-Find Information for other county numbers.)
11. Become familiar with, and follow, safe practices and prevention strategies for adult sexual misconduct, such as those set forth in **Tab B-6**, "Handouts from Diocese of San Diego Workshop on Prevention of Adult Sexual Misconduct.
12. It is possible for those in unequal positions, such as choir director and singer or supervisor and worker, to develop feelings of attraction that are based upon their unequal relationship, rather than on a real personal connection. It is the responsibility of the person in the superior position to be alert for "red flag" situations, such as when a parishioner or worker appears emotionally needy or in awe of the superior position, and to maintain appropriate professional boundaries regardless of his/her own feelings of attraction toward the parishioner or worker.
13. Note that dating between lay staff and those parishioners who participate in that staffer's program is strongly discouraged.
14. Avoid situations which could encourage or suggest sexual impropriety. Avoid repeated private meetings with an individual; generally limit such meetings to six per year, per life issue. Where issues regarding sexual propriety might arise, and a private meeting is needed, keep the meeting brief, and leave the door open, if possible. If a closed door meeting is necessary, tell a third person about it and, if possible, have that third person remain on the church property during the meeting. Consider taking steps to remain in contact with others, such as bringing a cell phone to the meeting and asking a friend or family member to call after a specified time. Seek help from friends or staff in diffusing any potentially dangerous situations.
15. Maintain appropriate boundaries with co-workers, and be aware of actions or situations which could cause discomfort or embarrassment. Where there are concerns about an uncomfortable workplace situation, accept responsibility for sharing those concerns with at least one other person, and for ensuring that the situation is addressed. If such concerns stem from actions by a co-worker, raise the issue with a supervisor or the parish rector. If concerns arise from actions by a superior, if the rector is the offender, or if the rector's response is unsatisfactory, call the Bishop at 1-619-291-5947.

Tab G

Lay Employees:

Parish Administrators

***Screening, Hiring and Training Requirements and
Safe Practices/Warning Signs***

Screening, Hiring and Training Requirements for Lay Employees:

Parish Administrators

All parish administrators MUST:

1. Submit a signed job application with a listing of personal references and an authorization for background checks. (Application for Church Workers is at **Tab B-1**, and the procedure for background checks is set forth in **Tab B-6**.)
2. Submit a signed certification that he/she never has been convicted of any crime involving child sexual abuse and/or neglect, nor had any such conviction expunged; been alleged in a civil proceeding to have sexually abused a child; committed any act of child sexual abuse; or been diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, exhibitionism or voyeurism. (Certification form is at **Tab B-2**.)
3. Read the main text (pages 2-16) of the Episcopal Diocese of San Diego Policy Manual on Sexual Abuse and Misconduct: Prevention and Response ("Policy Manual"), plus these tabs:
 - Tab B** ("Screening, Recruiting/Hiring and Training");
 - Tab G** (this tab);
 - Tab S** ("How and Where to Report Suspected Child Sexual Abuse and Adult Sexual Misconduct");
 - Tab T** ("Response to Reports of Child Sexual Abuse and Adult Sexual Misconduct");
 - Tab U** ("Congregational Healing")Submit a signed certification that such materials have been read. (Certification form is at **Tab B-3**.)
4. Attend a full diocesan workshop on the prevention of child sexual abuse, and submit documentation that such training has been completed. (A copy of the certificate given to participants at the end of the workshop is sufficient documentation.) A waiver of this requirement may be granted where completion of equivalent training in another diocese is documented.
5. Attend a full diocesan workshop on the prevention of adult sexual misconduct, and submit documentation that such training has been completed. (A copy of the certificate given to participants at the end of the workshop is sufficient documentation.) A waiver of this requirement may be granted where completion of equivalent training in another diocese is documented.

Some Safe Practices and/or Warning Signs of Particular Significance to Parish Administrators:

1. Follow all of the requirements for screening, recruiting/hiring and training employees, as set forth in **Tab B**. Keep employment documents, including required certifications, on file at the church.

2. Ensure that all current employees are familiar with any newly adopted policies and practices as set forth in the Policy Manual, that they have met all requirements adopted since they were hired, and that they have submitted all documentation now required.
3. Become familiar with the procedures for reporting any suspicion of child sexual abuse or adult sexual misconduct (**Tab S**).
4. Become familiar with the procedures for church response to reports of child sexual abuse or adult sexual misconduct (**Tab T**).
5. Become familiar with, and follow, safe practices and prevention strategies for adult sexual misconduct, such as those set forth in **Tab B-6**, "Handouts from Episcopal Diocese of San Diego Workshop on Prevention of Adult Sexual Misconduct."
6. It is possible for those in unequal positions, such as supervisor and worker, to develop feelings of attraction that are based upon their unequal relationship, rather than on a real personal connection. It is the responsibility of the person in the superior position to be alert for "red flag" situations, such as when a parishioner or worker appears emotionally needy or in awe of the superior position, and to maintain appropriate professional boundaries regardless of his/her own feelings of attraction toward the parishioner or worker.
7. Note that dating between lay staff and those parishioners who participate in that staffer's program is strongly discouraged.
8. Avoid situations which could encourage or suggest sexual impropriety. Avoid repeated private meetings with an individual; generally limit such meetings to six per year, per life issue. Where issues regarding sexual propriety might arise, and a private meeting is needed, keep the meeting brief, and leave the door open, if possible. If a closed door meeting is necessary, tell a third person about it and, if possible, have that third person remain on the church property during the meeting. Consider taking steps to remain in contact with others, such as bringing a cell phone to the meeting and asking a friend or family member to call after a specified time. Seek help from friends or staff in diffusing any potentially dangerous situations.
9. Maintain appropriate boundaries with co-workers, and be aware of actions or situations which could cause discomfort or embarrassment. Where there are concerns about an uncomfortable workplace situation, accept responsibility for sharing those concerns with at least one other person, and for ensuring that the situation is addressed. If such concerns stem from actions by a co-worker, raise the issue with a supervisor or the parish rector. If concerns arise from actions by a superior, if the rector is the offender, or if the rector's response is unsatisfactory, call the Bishop at 1-619-291-5947 and state that the matter is urgent and confidential.

Tab H

Lay Employees:

Parochial School Teachers

***Screening, Hiring and Training Requirements and
Safe Practices/Warning Signs***

Screening, Hiring and Training Requirements for Lay Employees:

Parochial School Teachers

All parochial school teachers **MUST**:

1. Submit a signed job application with a listing of personal references and an authorization for background checks. (Application for Church Workers is at **Tab B-1**, and the procedure for background checks is set forth in **Tab B-6**.)
2. Submit a signed certification that he/she never has been convicted of any crime involving child sexual abuse and/or neglect, nor had any such conviction expunged; been alleged in a civil proceeding to have sexually abused a child; committed any act of child sexual abuse; or been diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, exhibitionism or voyeurism. (Certification form is at **Tab B-2**.)
3. Read the main text (pages 1-12) of the Episcopal Diocese of San Diego Policy Manual on Sexual Abuse and Misconduct: Prevention and Response ("Policy Manual"), plus these tabs:
 - Tab B** ("Screening, Recruiting/Hiring and Training") *if* his/her job includes recruiting and/or hiring duties;
 - Tab H (this tab)**;
 - Tab S** ("How and Where to Report Suspected Child Sexual Abuse and Adult Sexual Misconduct");
 - Tab T** ("Response to Reports of Child Sexual Abuse and Adult Sexual Misconduct");
 - Tab U** ("Congregational Healing") *if* his/her job includes providing counselingSubmit a signed certification that such materials have been read. (Certification form is at **Tab B-3**.)
4. Attend a full diocesan workshop on the prevention of child sexual abuse, and submit documentation that such training has been completed. (A copy of the certificate given to participants at the end of the workshop is sufficient documentation.) A waiver of this requirement may be granted where completion of equivalent training in another diocese is documented.
5. Attend a full diocesan workshop on the prevention of adult sexual misconduct, and submit documentation that such training has been completed. (A copy of the certificate given to participants at the end of the workshop is sufficient documentation.) A waiver of this requirement may be granted where completion of equivalent training in another diocese is documented.

Some Safe Practices and/or Warning Signs of Particular Significance to Parochial School Teachers:

1. Conduct one-on-one discussions with children in open areas such as hallways. A single adult should never be alone with a single child.
2. It is important that other people be able to see easily what is occurring in a classroom. Therefore, do not conduct classes or meetings behind closed doors. If there are no windows in a classroom, leave the door partially open. There should be two adults (age 18 and older) in each classroom.
3. Diaper children only in areas clearly visible to others, while still protecting the child's privacy.

Some examples of "safe" touching include:

"Open Face Sandwich": a side-by-side hug
"Hit and Run": a "high-five" or quick embrace
"The Scruff Squeeze": touch the bony parts of the body, such as squeezing a shoulder or the top of the head

4. Use safe bathroom procedures. For bathrooms that children regularly use, keep the outer door of the bathroom partially open. For young children, try to take several children to the bathroom at the same time. Children of kindergarten age and older may go to the bathroom in pairs or by themselves.
5. Never discipline with hitting, spanking, or other physical punishment.
6. Release children only to adults designated by the child care or nursery supervisor, as authorized by the custodial parent(s) or guardian(s). This policy is designed to prevent non-custodial parents or guardians from illegally taking custody of a child from church.
7. For off-campus activities (field trips, etc.) ensure that the requirements for drivers of church youth are met. (See page 1 of **Tab B**, "Screening/ Hiring/Training," and **Tab B-5**, "Handouts from Diocese Workshop on Prevention of Child Sexual Abuse, Safe Practices, Driving.")
8. Become familiar with safe practices regarding potential child abuse, warning signs of abuse, and other materials concerning child abuse as set forth in **Tab B-5**, "Handouts from Diocese Workshop on Prevention of Child Sexual Abuse."
9. Become familiar with the procedures for reporting any suspicion of child sexual abuse or adult sexual misconduct (**Tab S**).

10. Do not ignore signs of abuse, or delay reporting abuse in order to counsel a possible victim. Promptly report any abuse suspicions or charges to a church supervisor. If the complaint does not seem to be taken seriously, contact San Diego County Child Protective Services at 1-800-344-6000. (See Quick-Find Information for other county numbers.)
11. Avoid situations which could encourage or suggest sexual impropriety. Avoid repeated private meetings with an individual; generally limit such meetings to six per year, per life issue. Where issues regarding sexual propriety might arise, and a private meeting is needed, keep the meeting brief, and leave the door open, if possible. If a closed door meeting is necessary, tell a third person about it and, if possible, have that third person remain on the church property during the meeting. Consider taking steps to remain in contact with others, such as bringing a cell phone to the meeting and asking a friend or family member to call after a specified time. Seek help from friends or staff in diffusing any potentially dangerous situations.
12. Maintain appropriate boundaries with co-workers, and be aware of actions or situations which could cause discomfort or embarrassment. Where there are concerns about an uncomfortable workplace situation, accept responsibility for sharing those concerns with at least one other person, and for ensuring that the situation is addressed. If such concerns stem from actions by a co-worker, raise the issue with a supervisor or the parish rector. If concerns arise from actions by a superior, if the rector is the offender, or if the rector's response is unsatisfactory, call the Bishop at 1-800-619 291-5947 and state that the matter is urgent and confidential.

Tab I

Lay Employees

Secretaries and Administrative Assistants and Receptionists

*Screening, Hiring and Training Requirements and
Safe Practices/Warning Signs*

Screening, Hiring and Training Requirements for Lay Employees:

Secretaries, Administrative Assistants and Receptionists

All secretaries, administrative assistants and receptionists MUST:

1. Submit a signed job application with a listing of personal references and an authorization for background checks. (Application for Church Workers is at **Tab B-1**, and the procedure for background checks is set forth in **Tab B-6**.)
2. Submit a signed certification that he/she never has been convicted of any crime involving child sexual abuse and/or neglect, nor had any such conviction expunged; been alleged in a civil proceeding to have sexually abused a child; committed any act of child sexual abuse; or been diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, exhibitionism or voyeurism. (Certification form is at **Tab B-2**.)
3. Read the main text (pages 1-12) of the Diocese of San Diego Policy Manual on Sexual Abuse and Misconduct: Prevention and Response ("Policy Manual"), plus these tabs:
 - Tab B** ("Screening, Recruiting/Hiring and Training") *if* his/her job includes recruiting and/or hiring duties;
 - Tab I (this tab)**;
 - Tab S** ("How and Where to Report Suspected Child Sexual Abuse and Adult Sexual Misconduct"); and
 - Tab T** ("Response to Reports of Child Sexual Abuse and Adult Sexual Misconduct")Submit a signed certification that such materials have been read. (Certification form is at **Tab B-3**.)
4. Attend a full diocesan workshop on the prevention of child sexual abuse, and submit documentation that such training has been completed. (A copy of the certificate given to participants at the end of the workshop is sufficient documentation.) A waiver of this requirement may be granted where completion of equivalent training in another diocese is documented.
5. Attend a full diocesan workshop on the prevention of adult sexual misconduct, and submit documentation that such training has been completed. (A copy of the certificate given to participants at the end of the workshop is sufficient documentation.) A waiver of this requirement may be granted where completion of equivalent training in another diocese is documented.

Some Safe Practices and/or Warning Signs of Particular Significance to Secretaries, Administrative Assistants and Receptionists:

1. While the nature of the secretarial/administrative assistant/receptionist position often requires maintaining confidences, where the behavior of a supervisor (including clergy) raises concerns, there is a responsibility to report that behavior either to the vestry or directly to the Bishop.
2. Maintain appropriate boundaries with co-workers, and be aware of actions or situations which could cause discomfort or embarrassment. Where there are concerns about an uncomfortable workplace situation, accept responsibility for sharing those concerns with at least one other person, and for ensuring that the situation is addressed. If such concerns stem from actions by a co-worker, raise the issue with a supervisor or the parish rector. If concerns arise from actions by a superior, if the rector is the offender, or if the rector's response is unsatisfactory, call the Bishop at 1-619-291-5947 and state that the matter is urgent and confidential.
3. Avoid situations which could encourage or suggest sexual impropriety. Avoid repeated private meetings with an individual; generally limit such meetings to six per year, per life issue. Where issues regarding sexual propriety might arise, and a private meeting is needed, keep the meeting brief, and leave the door open, if possible. If a closed door meeting is necessary, tell a third person about it and, if possible, have that third person remain on the church property during the meeting. Consider taking steps to remain in contact with others, such as bringing a cell phone to the meeting and asking a friend or family member to call after a specified time. Seek help from friends or staff in diffusing any potentially dangerous situations.
4. It is possible for those in unequal positions, such as clergy and parishioner or supervisor and worker, to develop feelings of attraction that are based upon their unequal relationship, rather than on a real personal connection. Be alert for "red flag" situations, such as when a parishioner or worker appears emotionally needy or in awe of the superior position, and maintain appropriate professional boundaries regardless of any feelings of attraction toward the parishioner or worker.
5. Become familiar with, and follow, safe practices and prevention strategies for adult sexual misconduct, such as those set forth in **Tab B-6**, "Handouts from the Episcopal Diocese of San Diego Workshop on Prevention of Adult Sexual Misconduct."
6. Become familiar with the procedures for reporting any suspicion of child sexual abuse or adult misconduct (**Tab S**).

Tab J

Lay Employees

Sextons

***Screening, Hiring and Training Requirements and
Safe Practices/Warning Signs***

Screening, Hiring and Training Requirements for Lay Employees:

Sextons

All sextons **MUST**:

1. Submit a signed job application with a listing of personal references and an authorization for background checks. (Application for Church Workers is at **Tab B-1**, and the procedure for background checks is set forth in **Tab B-6**.)
2. Submit a signed certification that he/she never has been convicted of any crime involving child sexual abuse and/or neglect, nor had any such conviction expunged; been alleged in a civil proceeding to have sexually abused a child; committed any act of child sexual abuse; or been diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, exhibitionism or voyeurism. (Certification form is at **Tab B-2**.)
3. Read the main text (pages 1-12) of the Episcopal Diocese of San Diego Policy Manual on Sexual Abuse and Misconduct: Prevention and Response ("Policy Manual"), plus these tabs:
 - Tab B** ("Screening, Recruiting/Hiring and Training") *if* his/her job includes recruiting and/or hiring duties;
 - Tab J (this tab)**;
 - Tab S** ("How and Where to Report Suspected Child Sexual Abuse and Adult Sexual Misconduct");
 - Tab T** ("Response to Reports of Child Sexual Abuse and Adult Sexual Misconduct")Submit a signed certification that such materials have been read. (Certification form is at **Tab B-3**.)
4. Attend a full diocesan workshop on the prevention of child sexual abuse, and submit documentation that such training has been completed. (A copy of the certificate given to participants at the end of the workshop is sufficient documentation.) A waiver of this requirement may be granted where completion of equivalent training in another diocese is documented.
5. Attend a full diocesan workshop on the prevention of adult sexual misconduct, and submit documentation that such training has been completed. (A copy of the certificate given to participants at the end of the workshop is sufficient documentation.) A waiver of this requirement may be granted where completion of equivalent training in another diocese is documented.

Some Safe Practices and/or Warning Signs of Particular Significance to Sextons:

1. Become familiar with, and follow, safe practices and prevention strategies for adult sexual misconduct, such as those set forth in **Tab B-6**, "Handouts from Episcopal Diocese of San Diego Workshop on Prevention of Adult Sexual Misconduct."
2. Become familiar with the procedures for reporting any suspicion of child sexual abuse or adult misconduct (**Tab S**).
3. Do not ignore signs of abuse, or delay reporting abuse in order to counsel a possible victim, promptly report any abuse suspicions or charges to a church supervisor. If the complaint does not seem to be taken seriously, contact the Child Protective Services in your county. (*See contact information in Quick Find on page v of this manual*)
4. Maintain appropriate boundaries with co-workers, and be aware of actions or situations which could cause discomfort or embarrassment. Where there are concerns about an uncomfortable workplace situation, accept responsibility for sharing those concerns with at least one other person, and for ensuring that the situation is addressed. If such concerns stem from actions by a co-worker, raise the issue with a supervisor or the parish rector. If concerns arise from actions by a superior, if the rector is the offender, or if the rector's response is unsatisfactory, call the Bishop at 1-619-291-5947 and state that the matter is urgent and confidential.
5. Avoid situations which could encourage or suggest sexual impropriety. Avoid repeated private meetings with an individual; generally limit such meetings to six per year, per life issue. Where issues regarding sexual propriety might arise, and a private meeting is needed, keep the meeting brief, and leave the door open, if possible. If a closed door meeting is necessary, tell a third person about it and, if possible, have that third person remain on the church property during the meeting. Consider taking steps to remain in contact with others, such as bringing a cell phone to the meeting and asking a friend or family member to call after a specified time. Seek help from friends or staff in diffusing any potentially dangerous situations.

Tab K

Lay Employees

Paid Youth Workers

***Screening, Hiring and Training Requirements and
Safe Practices/Warning Sign***

Screening, Hiring and Training Requirements for Lay Employees:

Paid Youth Workers

All paid youth workers **MUST**:

1. Submit a signed job application with a listing of personal references and an authorization for background checks. (Application for Church Workers is at **Tab B-1**, and the procedure for background checks is set forth in **Tab B-6**.)
2. Submit a signed certification that he/she never has been convicted of any crime involving child sexual abuse and/or neglect, nor had any such conviction expunged; been alleged in a civil proceeding to have sexually abused a child; committed any act of child sexual abuse; or been diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, exhibitionism or voyeurism. (Certification form is at **Tab B-2**.)
3. Read the main text (pages 1-12) of the Episcopal Diocese of San Diego Policy Manual on Sexual Abuse and Misconduct: Prevention and Response ("Policy Manual"), plus these tabs:
 - Tab B** ("Screening, Recruiting/Hiring and Training") *if* his/her job includes recruiting and/or hiring duties;
 - Tab K (this tab)**;
 - Tab S** ("How and Where to Report Suspected Child Sexual Abuse and Adult Sexual Misconduct");
 - Tab T** ("Response to Reports of Child Sexual Abuse and Adult Sexual Misconduct"); and
 - Tab U** ("Congregational Healing") *if* his/her job includes providing counselingSubmit a signed certification that such materials have been read. (Certification form is at **Tab B-3**.)
4. Attend a full diocesan workshop on the prevention of child sexual abuse, and submit documentation that such training has been completed. (A copy of the certificate given to participants at the end of the workshop is sufficient documentation.) A waiver of this requirement may be granted where completion of equivalent training in another diocese is documented.
5. Attend a full diocesan workshop on the prevention of adult sexual misconduct, and submit documentation that such training has been completed. (A copy of the certificate given to participants at the end of the workshop is sufficient documentation.) A waiver of this requirement may be granted where completion of equivalent training in another diocese is documented.

Some Safe Practices and/or Warning Signs of Particular Significance to Paid Youth Workers:

1. Conduct one-on-one discussions with children/youth in open areas such as hallways. A single adult should never be alone with a single child.
2. It is important that other people be able to see easily what is occurring in a classroom. Therefore, do not conduct classes or meetings behind closed doors. If there are no windows in a classroom, leave the door partially open. There should be two adults (age 18 and older) in each classroom.
3. Do not ask a child/youth for hugs or other physical expressions of affection. Be careful when touching a child or youth. Some examples of “safe” touching include:
 - “Open Face Sandwich”: a side-by-side hug
 - “Hit and Run”: a “high—five” or quick embrace
 - “The Scruff Squeeze”: touch the bony parts of the body, such as squeezing a shoulder or the top of the head
4. Never discipline with hitting, spanking, or other physical punishment.
5. Release children only to adults designated by the child care or nursery supervisor, as authorized by the custodial parent(s) or guardian(s). This policy is designed to prevent non-custodial parents or guardians from illegally taking custody of a child from church.
6. For off-campus activities (field trips, etc.) ensure that the requirements for drivers of church youth are met. (See page 1 of **Tab B**, “Screening, Recruiting/Hiring and Training,” and **Tab B-5**, “Handouts from Diocesan Workshop on Prevention of Child Sexual Abuse, Safe Practices, Driving.”)
7. Become familiar with safe practices regarding potential child abuse, warning signs of abuse, and other materials concerning child abuse as set forth in **Tab B-5**, “Handouts from Diocesan Workshop on Prevention of Child Sexual Abuse.”
8. Become familiar with the procedures for reporting any suspicion of child sexual abuse or adult sexual misconduct (**Tab S**).
9. Do not ignore signs of abuse, or delay reporting abuse in order to counsel a possible victim, promptly report any abuse suspicions or charges to a church supervisor. If the complaint does not seem to be taken seriously, contact the Child Protective Services in your county. (*See contact information in Quick Find on page v of this manual*)
10. Maintain appropriate boundaries with co-workers, and be aware of actions or situations which could cause discomfort or embarrassment. Where there are concerns about an uncomfortable workplace situation, accept responsibility for sharing those concerns with at least one other person, and for ensuring that the

situation is addressed. If such concerns stem from actions by a co-worker, raise the issue with a supervisor or the parish rector. If concerns arise from actions by a superior, if the rector is the offender, or if the rector's response is unsatisfactory, call the Bishop at 1-619-291-5947 and state that the matter is urgent and confidential.

11. Note that dating between lay staff and those parishioners who participate in that staffer's program is strongly discouraged.
12. Avoid situations which could encourage or suggest sexual impropriety. Avoid repeated private meetings with an individual; generally limit such meetings to six per year, per life issue. Where issues regarding sexual propriety might arise, and a private meeting is needed, keep the meeting brief, and leave the door open, if possible. If a closed door meeting is necessary, tell a third person about it and, if possible, have that third person remain on the church property during the meeting. Consider taking steps to remain in contact with others, such as bringing a cell phone to the meeting and asking a friend or family member to call after a specified time. Seek help from friends or staff in diffusing any potentially dangerous situations.
13. Become familiar with, and follow, safe practices and prevention strategies for adult sexual misconduct, such as those set forth in **Tab B-6**, "Handouts from Diocese San Diego Workshop on Adult Sexual Misconduct."

Tab L

Lay Employees

Other Program Staff

(Outreach, Lay Pastoral Associates, etc.)

*Screening, Hiring and Training Requirements and
Safe Practices/Warning Signs*

Tab L- 1

Lay Licensed Ministers

That are required to attend Safeguarding God's People Training

Includes:

Lay Eucharistic Visitors, Lay Worship Leaders,
Catechists, Lay Preachers, Lay Pastoral Leaders

*Eucharistic Ministers (Chalice Bearer) do not need to attend "Safeguarding God's
People Training"*

Screening, Hiring, and Training Requirements for Lay Employees:

Other Program Staff (Outreach, Lay Pastoral Associates, etc.)

All other program staff (outreach, lay pastoral associates, etc.) MUST:

1. Submit a signed job application with a listing of personal references and an authorization for background checks. (Application for Church Worker is as at **Tab B-1**, and authorization for background checks is set forth in **Tab B-6**.)
2. Submit a signed certification that he/she never has been convicted of any crime involving child sexual abuse and/or neglect, nor had any such conviction expunged; been alleged in a civil proceeding to have sexually abused a child; committed any act of child sexual abuse; committed any act of child sexual abuse; or been diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, exhibitionism or voyeurism. (Certification form is at **Tab B-2**.)
3. Read the main text (pages 2-12) of the Episcopal Diocese of San Diego Policy Manual on Sexual Abuse and Misconduct: Prevention and Response ("Policy Manual"), plus these tabs:
 - Tab B** ("Screening, Recruiting and Training") is his/her job includes recruiting and/or hiring duties;
 - Tab L (this tab)**;
 - Tab S** ("How and Where to Report Suspected Child Sexual Abuse and Adult Sexual Misconduct");
 - Tab T** ("Response to Reports of Child Sexual Abuse and Adult Sexual Misconduct");
 - Tab U** ("Congregational Healing") *if* his/her job includes providing counseling
4. Attend a full diocesan workshop on the prevention of child sexual abuse, and submit documentation that such training has been completed. (A copy of the certificate given to participants at the end of the workshop is sufficient documentation.) A waiver of this requirement may be granted where completion of equivalent training in another diocese is documented. A copy of documentation is required to be sent to the Registrar at the Office of the Bishop before licensing is approved.
5. Attend a full diocesan workshop on the prevention of adult sexual misconduct, and submit documentation that such training has been completed. (A copy of the certificate given to participants at the end of the workshop is sufficient documentation.) A waiver of this requirement may be granted where completion of equivalent training in another diocese is documented. A copy of documentation is required to be sent to the Registrar at the Office of the Bishop before licensing is approved.

Some Safe Practices and/or Warning Signs of Particular Significance to Other Program Staff (Outreach, Lay Pastoral Associates, Lay Ministers, etc.):

1. Follow all of the requirements for screening, recruiting/hiring and training employees, as set forth in **Tab B**. Keep lay minister's documents, including required certifications, on file at the church.
2. Ensure that all current lay ministers are familiar with any newly adopted policies and practices as set forth in the Policy Manual, that they have met all requirements adopted since they were hired, and that they have submitted all documentation now required.
3. Conduct one-on-one discussions with children/youth in open areas such as hallways. A single adult should never be alone with a single child.
4. Do not ask a child/youth for hugs or other physical expressions of affection. Be careful when touching a child or youth. Some examples of "safe" touching include:
 - "Open Face Sandwich": a side-by-side hug
 - "Hit and Run": a "high—five" or quick embrace
 - "The Scruff Squeeze": touch the bony parts of the body, such as squeezing a shoulder or the top of the head
5. For off-campus activities (field trips, etc.) ensure that the requirements for drivers of church youth are met. (See page 1 of **Tab B**, "Screening, Recruiting/Hiring and Training," and **Tab B-5**, "Handouts from Diocesan Workshop on Prevention of Child Sexual Abuse, Safe Practices, Driving.")
6. Become familiar with the procedures for reporting any suspicion of child sexual abuse or adult sexual misconduct (**Tab S**).
7. Do not ignore signs of abuse, or delay reporting abuse in order to counsel a possible victim, promptly report any abuse suspicions or charges to a church supervisor. If the complaint does not seem to be taken seriously, contact the Child Protective Services in your county. (*See contact information in Quick Find on page v of this manual*)
8. It is possible for those in unequal positions, such as supervisor and worker, to develop feelings of attraction that are based upon their unequal relationship, rather than on a real personal connection. It is the responsibility of the person in the superior position to be alert for "red flag" situations, such as when a parishioner or worker appears emotionally needy or in awe of the superior position, and to maintain appropriate professional boundaries regardless of his/her own feelings of attraction toward the parishioner or worker.
9. Note that dating between lay staff and those parishioners who participate in that staffer's program is strongly discouraged.

10. Avoid situations which could encourage or suggest sexual impropriety. Avoid repeated private meetings with an individual; generally limit such meetings to six per year, per life issue. Where issues regarding sexual propriety might arise, and a private meeting is needed, keep the meeting brief, and leave the door open, if possible. If a closed door meeting is necessary, tell a third person about it and, if possible, have that third person remain on the church property during the meeting. Consider taking steps to remain in contact with others, such as bringing a cell phone to the meeting and asking a friend or family member to call after a specified time. Seek help from friends or staff in diffusing any potentially dangerous situations.
11. Maintain appropriate boundaries with co-workers, and be aware of actions or situations which could cause discomfort or embarrassment. Where there are concerns about an uncomfortable workplace situation, accept responsibility for sharing those concerns with at least one other person, and for ensuring that the situation is addressed. If such concerns stem from actions by a co-worker, raise the issue with a supervisor or the parish rector. If concerns arise from actions by a superior, if the rector is the offender, or if the rector's response is unsatisfactory, call the Bishop at 1-619-291-5947 and state that the matter is urgent and confidential
12. Become familiar with, and follow, safe practices and prevention strategies for adult sexual misconduct, such as those set forth in **Tab B-6**, "Handouts from Diocese of San Diego Workshop on Adult Sexual Misconduct."

**Lay Licensed Ministers
That requires Safeguarding God's People Training**

Includes:

**Lay Eucharistic Visitors, Lay Worship Leaders,
Catechists, Lay Preachers, Lay Pastoral Leaders**

Eucharistic Ministers (Chalice Bearer) do not need to attend "Safeguarding God's People Training"

Those seeking to be licensed must:

1. Have written request for licensing, from rector, vicar or priest in charge, sent to the diocesan Registrar. *
2. Have written verification of training, from rector, vicar, or priest in charge sent to the diocesan Registrar.*

License renewal forms are sent out to churches in August. Paperwork is to be returned to the diocesan office by November 1st.. License certification will made by the first of the year.

** Churches and the diocesan office are to keep records of request and verification for licensing and verification of people's attendance to the Safeguarding God's People Training.*

2. Submit a signed certification that he/she never has been convicted of any crime involving child sexual abuse and/or neglect, nor had any such conviction expunged; been alleged in a civil proceeding to have sexually abused a child; committed any act of child sexual abuse; committed any act of child sexual abuse; or been diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, exhibitionism or voyeurism. (Certification form is at **Tab B-2.**)
3. Read the main text (pages 2-12) of the Episcopal Diocese of San Diego Policy Manual on Sexual Abuse and Misconduct: Prevention and Response ("Policy Manual"), plus these tabs:

Tab B-3 Complete certificate form for Lay Licensing

Tab B-5 "Handouts from the Diocesan Workshop on Prevention of Child Sexual Abuse.'

Tab B-6 "Handouts from the Diocesan Workshop on Prevention of Adult Sexual Misconduct'

Tab L -1 (this tab);

Tab S ("How and Where to Report Suspected Child Sexual Abuse and Adult Sexual Misconduct");

Tab T ("Response to Reports of Child Sexual Abuse and Adult Sexual Misconduct");

Tab U ("Congregational Healing") *if his/her job includes providing counseling*

4. Attend a full diocesan workshop on the prevention of child sexual abuse, and submit documentation that such training has been completed. (A copy of the certificate given to participants at the end of the workshop is sufficient documentation.) A waiver of this requirement may be granted where completion of equivalent training in another diocese is documented. A copy of documentation is required to be sent to the Registrar at the Office of the Bishop before licensing is approved.

5. Attend a full diocesan workshop on the prevention of adult sexual misconduct, and submit documentation that such training has been completed. (A copy of the certificate given to participants at the end of the workshop is sufficient documentation.) A waiver of this requirement may be granted where completion of equivalent training in another diocese is documented. A copy of documentation is required to be sent to the Registrar at the Office of the Bishop before licensing is approved.

Some Safe Practices and/or Warning Signs of Particular Significance to Lay Licensed Ministers (experiences may differ depending on licensed acquired):

1. Keep documentation of certification (Tab B-3), request and validation of training, and proof of diocesan “Safeguarding God’s People Training” on file at the church.
2. Ensure that all current lay licensed ministers are familiar with any newly adopted policies and practices as set forth in the Policy Manual, that they have met all requirements adopted since they were hired, and that they have submitted all documentation now required.
3. Conduct one-on-one discussions with children/youth in open areas such as hallways. A single adult should never be alone with a single child.
4. Do not ask a child/youth for hugs or other physical expressions of affection. Be careful when touching a child or youth. Some examples of “safe” touching include:
 - “Open Face Sandwich”: a side-by-side hug
 - “Hit and Run”: a “high—five” or quick embrace
 - “The Scruff Squeeze”: touch the bony parts of the body, such as squeezing a shoulder or the top of the head
5. For off-campus activities (field trips, etc.) ensure that the requirements for drivers of church youth are met. (See page 1 of **Tab B**, “Screening, Recruiting/Hiring and Training,” and **Tab B-5**, “Handouts from Diocesan Workshop on Prevention of Child Sexual Abuse, Safe Practices, Driving.”)
6. Become familiar with the procedures for reporting any suspicion of child sexual abuse or adult sexual misconduct (**Tab S**).
7. Do not ignore signs of abuse, or delay reporting abuse in order to counsel a possible victim, promptly report any abuse suspicions or charges to a church supervisor. If the complaint does not seem to be taken seriously, contact the Child Protective Services in your county. (*See contact information in Quick Find on page v of this manual*)
8. It is possible for those in unequal positions, such as supervisor and worker, to develop feelings of attraction that are based upon their unequal relationship, rather than on a real personal connection. It is the responsibility of the person in the superior position to be alert for “red flag” situations, such as when a parishioner or worker appears emotionally needy or in awe of the superior position, and to maintain appropriate professional boundaries regardless of his/her own feelings of attraction toward the parishioner or worker.
9. Note that dating between lay staff and those parishioners who participate in that staffer’s program is strongly discouraged.
10. Avoid situations which could encourage or suggest sexual impropriety. Avoid repeated private meetings with an individual; generally limit such meetings to six

per year, per life issue. Where issues regarding sexual propriety might arise, and a private meeting is needed, keep the meeting brief, and leave the door open, if possible. If a closed door meeting is necessary, tell a third person about it and, if possible, have that third person remain on the church property during the meeting. Consider taking steps to remain in contact with others, such as bringing a cell phone to the meeting and asking a friend or family member to call after a specified time. Seek help from friends or staff in diffusing any potentially dangerous situations.

11. Maintain appropriate boundaries with co-workers, and be aware of actions or situations which could cause discomfort or embarrassment. Where there are concerns about an uncomfortable workplace situation, accept responsibility for sharing those concerns with at least one other person, and for ensuring that the situation is addressed. If such concerns stem from actions by a co-worker, raise the issue with a supervisor or the parish rector. If concerns arise from actions by a superior, if the rector is the offender, or if the rector's response is unsatisfactory, call the Bishop at 1-619-291-5947 and state that the matter is urgent and confidential
12. Become familiar with, and follow, safe practices and prevention strategies for adult sexual misconduct, such as those set forth in **Tab B-6**, "Handouts from Diocese of San Diego Workshop on Adult Sexual Misconduct."

Tab M

Supervisory Volunteer Child/Youth Workers (Excluding “Sunday morning only”)

***Screening, Recruiting and Training Requirements and
Safe Practices/Warning Signs***

Screening, Recruiting and Training Requirements for Volunteer Youth Workers Who Regularly Supervise Children's and Youth Activities

(Excluding "Sunday Morning Only" Workers)

All volunteer youth workers who regularly supervise children's and youth activities (excluding "Sunday Morning Only" workers) MUST:

1. Submit a signed job application with a listing of personal references and an authorization for background checks. (Application for Church Workers is at **Tab B-1**, and the procedure for background checks is set forth in **Tab B-6**.) Note that a criminal background check will be performed only if that worker supervises off-site events. No background check is required if the volunteer supervisory youth worker does not supervise events off church property.
2. Submit a signed certification that he/she never has been convicted of any crime involving child sexual abuse and/or neglect, nor had any such conviction expunged; been alleged in a civil proceeding to have sexually abused a child; committed any act of child sexual abuse; committed any act of child sexual abuse; or been diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, exhibitionism or voyeurism. (Certification form is at **Tab B-2**.)
3. Read the main text (pages 1-12) of the Episcopal Diocese of San Diego Policy Manual on Sexual Abuse and Misconduct: Prevention and Response ("Policy Manual"), plus these tabs:
 - Tab B** ("Screening, Recruiting/Hiring and Training") *if* his/her job includes recruiting and/or hiring duties;
 - Tab M (this tab)**;
 - Tab S** ("How and Where to Report Suspected Child Sexual Abuse and Adult Sexual Misconduct");
 - Tab U** ("Congregational Healing") *if* his/her job includes providing counselingSubmit a signed certification that such materials have been read. (Certification form is at **Tab B-3**.)
4. Attend a full diocesan workshop on the prevention of child sexual abuse, and submit documentation that such training has been completed. (A copy of the certificate given to participants at the end of the workshop is sufficient documentation.) A waiver of this requirement may be granted where completion of equivalent training in another diocese is documented.
5. While volunteer supervisory youth/child workers are not required to attend a workshop on the prevention of adult sexual misconduct, they must remain diligent in maintaining appropriate boundaries with other workers, with other adults and with those they serve, especially when supervising off-site activities.

Some Safe Practices and/or Warning Signs of Particular Significance to Supervisory Volunteer Youth Workers:

1. Follow all of the requirements for screening, hiring/recruiting and training employees, as set forth in **Tab B**. Keep employment/recruitment documents, including required certifications, on file at the church.
2. Ensure that all current workers are familiar with any newly adopted policies and practices as set forth in the Policy Manual, that they have met all requirements adopted since they were recruited or hired, and that they have submitted all documentation now required.
3. Establish procedures for designating which adults are authorized to pick up children from church classes or events. Such procedures should ensure that children will be released only to adults authorized by the custodial parent(s) or guardian(s), in order to prevent non-custodial parents or guardians from illegally taking custody of a child from church.
4. Conduct one-on-one discussions with children in open areas such as hallways. A single adult should never be alone with a single child.
5. It is important that other people be able to see easily what is occurring in a classroom. Therefore, do not conduct classes or meetings behind closed doors. If there are no windows in a classroom, leave the door partially open. There should be two adults (age 18 and older) in each classroom.
6. Do not ask a child/youth for hugs or other physical expressions of affection. Be careful when touching a child or youth. Some examples of “safe” touching include:
 - “Open Face Sandwich”: a side-by-side hug
 - “Hit and Run”: a “high—five” or quick embrace
 - “The Scruff Squeeze”: touch the bony parts of the body, such as squeezing a shoulder or the top of the head
7. Never discipline with hitting, spanking, or other physical punishment.
8. For off-campus activities (field trips, etc.) ensure that the requirements for drivers of church youth are met. (See page 1 of **Tab B**, “Screening, Recruiting/Hiring and Training,” and **Tab B-5**, “Handouts from Diocesan Workshop on Prevention of Child Sexual Abuse, Safe Practices, Driving.”)
9. Become familiar with safe practices regarding potential child abuse, warning signs of abuse, and other materials concerning child abuse as set forth in **Tab B-5**, “Handouts from Diocesan Workshop on Prevention of Child Sexual Abuse.”

10. Become familiar with the procedures for reporting any suspicion of child sexual abuse (**Tab S**).
11. Do not ignore signs of abuse, or delay reporting abuse in order to counsel a possible victim, promptly report any abuse suspicions or charges to a church supervisor. If the complaint does not seem to be taken seriously, contact the Child Protective Services in your county. (*See contact information in Quick Find on page v of this manual*)
12. It is possible for those in unequal positions, such as supervisor and worker, to develop feelings of attraction that are based upon their unequal relationship, rather than on a real personal connection. It is the responsibility of the person in the superior position to be alert for “red flag” situations, such as when a worker appears emotionally needy or in awe of the superior position, and to maintain appropriate professional boundaries regardless of his/her own feelings of attraction toward that worker.
13. Note that dating between lay workers and those parishioners who participate in that worker’s program is strongly discouraged.
14. Avoid situations which could encourage or suggest sexual impropriety. Avoid repeated private meetings with an individual; generally limit such meetings to six per year, per life issue. Where issues regarding sexual propriety might arise, and a private meeting is needed, keep the meeting brief, and leave the door open, if possible. If a closed door meeting is necessary, tell a third person about it and, if possible, have that third person remain on the church property during the meeting. Consider taking steps to remain in contact with others, such as bringing a cell phone to the meeting and asking a friend or family member to call after a specified time. Seek help from friends or staff in diffusing any potentially dangerous situations.
15. Maintain appropriate boundaries with co-workers, and be aware of actions or situations which could cause discomfort or embarrassment. Where there are concerns about an uncomfortable workplace situation, accept responsibility for sharing those concerns with at least one other person, and for ensuring that the situation is addressed. If such concerns stem from actions by a co-worker, raise the issue with a supervisor or the parish rector. If concerns arise from actions by a superior, if the rector is the offender, or if the rector’s response is unsatisfactory, call the Bishop at 1-619-291-5947 and state that the matter is urgent and confidential.
16. Become familiar with, and follow, safe practices and prevention strategies for adult sexual misconduct, such as those set forth in **Tab B-6**, “Handouts from Episcopal Diocese of San Diego Workshop on Prevention of Adult Sexual Misconduct.”

Tab N

Regularly Scheduled "Sunday Morning Only" Workers

Sunday School Teachers

*Screening, Recruiting/Hiring and Training Requirements and
Safe Practices/Warning Signs*

Screening, Recruiting/Hiring and Training Requirements for Regularly Scheduled “Sunday Morning Only” Workers:

Sunday School Teachers

All Sunday School teachers **MUST**:

1. Submit a signed certification that he/she never has been convicted of any crime involving child sexual abuse and/or neglect, nor had any such conviction expunged; been alleged in a civil proceeding to have sexually abused a child; committed any act of child sexual abuse; or been diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, exhibitionism or voyeurism. (Certification form is at **Tab B-2**.)
2. Read the main text (pages 1-12) of the Episcopal Diocese of San Diego Policy Manual on Sexual Abuse and Misconduct: Prevention and Response (“Policy Manual”), plus these tabs:
 - Tab B-5** (“Handouts from Diocesan Workshop on Prevention of Child Sexual Abuse”) *if* worker is a volunteer;
 - All of Tab B** (“Screening, Recruiting/Hiring and Training”) *if* his/her job includes recruiting and/or hiring duties;
 - Tab N (this tab)**;
 - Tab S** (“How and Where to Report Suspected Child Sexual Abuse and Adult Sexual Misconduct”);
 - Tab U** (“Congregational Healing”) *if* his/her job includes providing counselingSubmit a signed certification that such materials have been read. (Certification form is at **Tab B-3**.)
3. All *paid* Sunday School teachers must attend a full diocesan workshop on the prevention of child sexual abuse, and submit documentation that such training has been completed. (A copy of the certificate given to participants at the end of the workshop is sufficient documentation.) A waiver of this requirement may be granted where completion of equivalent training in another diocese is documented.
4. All *paid* Sunday School teachers must attend a full diocesan workshop on the prevention of adult sexual misconduct, and submit documentation that such training has been completed. (A copy of the certificate given to participants at the end of the workshop is sufficient documentation.) A waiver of this requirement may be granted where completion of equivalent training in another diocese is documented.
5. IT IS RECOMMENDED, BUT NOT REQUIRED, that all *volunteer* Sunday School teachers attend an abbreviated diocesan workshop on the prevention of

child sexual abuse, and submit a signed certification that such abbreviated child abuse training has been completed. (Certification form is at **Tab B-4**.)

Some Safe Practices and/or Warning Signs of Particular Significance to Sunday School Teachers:

1. Conduct one-on-one discussions with children in open areas such as hallways. A single adult should never be alone with a single child.
2. It is important that other people be able to see easily what is occurring in a classroom. Therefore, do not conduct classes or meetings behind closed doors. If there are no windows in a classroom, leave the door partially open. There should be two adults (age 18 and older) in each classroom.
3. Diaper children only in areas clearly visible to others, while still protecting the child's privacy.
4. Do not ask a child for hugs or other physical expressions of affection. Be careful when touching a child or youth. Some examples of "safe" touching include:
 - "Open Face Sandwich": a side-by-side hug
 - "Hit and Run": a "high-five" or quick embrace
 - "The Scruff Squeeze": touch the bony parts of the body, such as squeezing a shoulder or top of head
5. Use safe bathroom procedures. For bathrooms that children regularly use, keep the outer door of the bathroom partially open. For young children, try to take several children to the bathroom at the same time. Children of kindergarten age and older may go to the bathroom in pairs or by themselves.
6. Never discipline with hitting, spanking, or other physical punishment.
7. Release children only to adults designated by the child care or nursery supervisor, as authorized by the custodial parent(s) or guardian(s). This policy is designed to prevent non-custodial parents from illegally taking custody of a child from church.
8. For off-campus activities (field trips, etc.) ensure that the requirements for drivers of church youth are met. (See page 1 of **Tab B**, "Screening, Recruiting/ Hiring and Training," and **Tab B-5**, "Handouts from Diocesan Workshop on Child Sexual Abuse, Safe Practices, Driving.")
9. Become familiar with safe practices regarding potential child abuse, warning signs of abuse, and other materials concerning child abuse as set forth in **Tab B-5**, "Handouts from Diocesan Workshop on Prevention of Child Sexual Abuse."
10. Become familiar with the procedures for reporting any suspicion of child sexual abuse (**Tab S**).

11. Do not ignore signs of abuse, or delay reporting abuse in order to counsel a possible victim after initially learning of potential abuse, promptly report any abuse suspicions or charges to a church supervisor. If the complaint does not seem to be taken seriously, contact the Child Protective Services in your county. *(See contact information in Quick Find on page v of this manual)*
12. Avoid situations which could encourage or suggest sexual impropriety. Avoid repeated private meetings with an individual; generally limit such meetings to six per year, per life issue. Where issues regarding sexual propriety might arise, and a private meeting is needed, keep the meeting brief, and leave the door open, if possible. If a closed door meeting is necessary, tell a third person about it and, if possible, have that third person remain on the church property during the meeting. Consider taking steps to remain in contact with others, such as bringing a cell phone to the meeting and asking a friend or family member to call after a specified time. Seek help from friends or staff in diffusing any potentially dangerous situations.
13. Maintain appropriate boundaries with co-workers, and be aware of actions or situations which could cause discomfort or embarrassment. Where there are concerns about an uncomfortable workplace situation, accept responsibility for sharing those concerns with at least one other person, and for ensuring that the situation is addressed. If such concerns stem from actions by a co-worker, raise the issue with a supervisor or the parish rector. If concerns arise from actions by a superior, if the rector is the offender, or if the rector's response is unsatisfactory, call the Bishop at 1-619-291-5947 and state that the matter is urgent and confidential.

Tab O

Regularly Scheduled “Sunday morning only” Workers

Nursery Volunteers

*Screening, Recruiting and Training Requirements and
Safe Practices/Warning Signs*

Screening, Recruiting and Training Requirements for Regularly Scheduled “Sunday Morning Only” Workers:

Nursery Volunteers

All regularly scheduled “Sunday Morning Only” nursery volunteers MUST:

1. Submit a signed certification that he/she never has been convicted of any crime involving child sexual abuse and/or neglect, nor had any such conviction expunged; been alleged in a civil proceeding to have sexually abused a child; committed any act of child sexual abuse; or been diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, exhibitionism or voyeurism. (Certification form is at **Tab B-2.**)
2. Read the main text (pages 1-12) of the Episcopal Diocese of San Diego Policy Manual on Sexual Abuse and Misconduct: Prevention and Response (“Policy Manual”), plus these tabs:
 - Tab B-5** (“Handouts from Diocesan Workshop on Prevention of Child Sexual Abuse”);
 - All of Tab B** (“Screening, Recruiting/Hiring and Training”) *if* his/her job includes recruiting and/or hiring duties;
 - Tab O** (this tab); and
 - Tab S** (“How and Where to Report Suspected Child Sexual Abuse and Adult Sexual Misconduct”) Submit a signed certification that such materials have been read. (Certification form is at **Tab B-3.**)
3. IT IS RECOMMENDED, BUT NOT REQUIRED, that all regularly scheduled “Sunday Morning Only” nursery volunteers attend an abbreviated diocesan workshop on the prevention of child sexual abuse, and submit a signed certification that such abbreviated training has been completed. (Certification form is at **Tab B-4.**)

Some Safe Practices and/or Warning Signs of Particular Significance to “Sunday Morning Only” Nursery Volunteers:

1. Conduct one-on-one discussions with children in open areas such as hallways. A single adult should never be alone with a single child.
2. It is important that other people be able to see easily what is occurring in a classroom. Therefore, do not conduct classes or meetings behind closed doors. If there are no windows in a classroom, leave the door partially open. There should be two adults (age 18 and older) in each room.
3. Diaper children only in areas that are clearly visible to others, while still protecting the child’s privacy.

4. Do not ask a child for hugs or other physical expressions of affection. Be careful when touching a child or youth. Some examples of “safe” touching include:
 - “Open Face Sandwich”: a side-by-side hug
 - “Hit and Run”: a “high-five” or quick embrace
 - “The Scruff Squeeze”: touch the bony parts of the body, such as squeezing a shoulder or the top of the head
5. Use safe bathroom procedures. For bathrooms that children regularly use, keep the outer door of the bathroom partially open. For young children, try to take several children to the bathroom at the same time. Children of kindergarten age and older may go to the bathroom in pairs or by themselves.
6. Never discipline with hitting, spanking, or other physical punishment.
7. Release children only to adults designated by the child care or nursery supervisor, as authorized by the custodial parent(s) or guardian(s). This policy is designed to prevent non-custodial parents from illegally taking custody of a child from church.
8. Become familiar with safe practices regarding potential child abuse, warning signs of abuse, and other materials concerning child abuse as set forth in **Tab B-5**, “Handouts from Diocesan Workshop on Prevention of Child Sexual Abuse.”
9. Do not ignore signs of abuse, or delay reporting abuse in order to counsel a possible victim, promptly report any abuse suspicions or charges to a church supervisor. If the complaint does not seem to be taken seriously, contact the Child Protective Services in your county. (*See contact information in Quick Find on page v of this manual*)
10. Become familiar with the procedures for reporting any suspicion of child sexual abuse (**Tab S**).
11. Avoid situations which could encourage or suggest sexual impropriety. Avoid repeated private meetings with an individual; generally limit such meetings to six per year, per life issue. Where issues regarding sexual propriety might arise, and a private meeting is needed, keep the meeting brief, and leave the door open, if possible. If a closed door meeting is necessary, tell a third person about it and, if possible, have that third person remain on the church property during the meeting. Consider taking steps to remain in contact with others, such as bringing a cell phone to the meeting and asking a friend or family member to call after a specified time. Seek help from friends or staff in diffusing any potentially dangerous situations.
12. Maintain appropriate boundaries with co-workers, and be aware of actions or situations which could cause discomfort or embarrassment. Where there are concerns about an uncomfortable workplace situation, accept responsibility for sharing those concerns with at least one other person, and for ensuring that the situation is addressed. If such concerns stem from actions by a co-worker, raise the issue with a supervisor or the parish rector. If concerns arise from actions by a superior, if the rector is the offender, or if the rector’s response is unsatisfactory, call the Bishop at 1-619-291-5947 and state that the matter is urgent and confidential.

Tab P

Regularly Scheduled “Sunday morning only” Workers

Paid and Unpaid Child/Youth Workers

*Screening, Recruiting/Hiring and Training Requirements and
Safe Practices/Warning Signs*

Screening, Recruiting/Hiring and Training Requirements for Regularly Scheduled “Sunday Morning Only” Workers:

Paid and Unpaid Child/Youth Workers

All regularly scheduled “Sunday Morning Only” paid and unpaid child/youth workers MUST:

1. Submit a signed certification that he/she never has been or convicted of any crime involving child sexual abuse and/or neglect, nor had any such conviction expunged; been alleged in a civil proceeding to have sexually abused a child; committed any act of child sexual abuse; or been diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, exhibitionism or voyeurism. (Certification form is at Tab B-2.)
2. Read the main text (pages 1-12) of the Episcopal Diocese San Diego Policy Manual on Sexual Abuse and Misconduct: Prevention and Response (“Policy Manual”), plus these tabs:
 - Tab B-5** (“Handouts from Diocesan Workshop on Prevention of Child Sexual Abuse”) if a volunteer;
 - All of **Tab B** (“Screening, Recruiting/Hiring and Training”) if his/her job includes recruiting and/or hiring duties;
 - Tab P** (this tab);
 - Tab S** (“How and Where to Report Suspected Child Sexual Abuse and Adult Sexual Misconduct”);
 - Tab U** (“Congregational Healing”) if his/her job includes providing counselingSubmit a signed certification that such materials have been read. (Certification form is at **Tab B-3.**)
3. Paid regularly scheduled “Sunday Morning Only” child/youth workers, must attend a full diocesan workshop on the prevention of child sexual abuse, and submit documentation that such training has been completed. (A copy of the certificate given to participants at the end of the workshop is sufficient documentation.) A waiver of this requirement may be granted where completion of equivalent training in another diocese is documented.
4. Paid regularly scheduled “Sunday Morning Only” child/youth workers, must attend a full diocesan workshop on the prevention of adult sexual misconduct, and submit documentation that such training has been completed. (A copy of the certificate given to participants at the end of the workshop is sufficient documentation.) A waiver of this requirement may be granted where completion of equivalent training in another diocese is documented.
5. IT IS RECOMMENDED, BUT NOT REQUIRED, that all regularly scheduled volunteer “Sunday Morning Only” child/youth workers attend an abbreviated diocesan workshop on the prevention of child sexual abuse, and submit a signed certification that such abbreviated child abuse training has been completed. (Certification form is at Tab B-4.)

Some Safe Practices and/or Warning Signs of Particular Significance to “Sunday Morning Only” Paid and Unpaid Child/Youth Workers:

1. Conduct one-on-one discussions with children/youth in open areas such as hallways. A single adult should never be alone with a single child.
2. It is important that other people be able to see easily what is occurring in a classroom. Therefore, do not conduct classes or meetings behind closed doors. If there are no windows in a classroom, leave the door partially open. There should be two adults (age 18 and older) per classroom.
3. Do not ask a child/youth for hugs or other physical expressions of affection. Be careful when touching a child or youth. Some examples of “safe” touching include:
 - “Open Face Sandwich”: a side-by-side hug
 - “Hit and Run”: a “high-five” or quick embrace
 - “The Scruff Squeeze”: touch the bony parts of the body, such as squeezing a shoulder or the top of the head
4. Never discipline with hitting, spanking or other physical punishment.
5. Use safe bathroom procedures. For bathrooms that children regularly use, keep the outer door of the bathroom partially open. For young children, try to take several children to the bathroom at the same time. Children of kindergarten age and older may go to the bathroom in pairs or by themselves.
6. Release children only to adults designated by the child care or nursery supervisor, as authorized by the custodial parent(s) or guardian(s). This policy is designed to prevent non-custodial parents or guardians from illegally taking custody of a child from church.
7. For off-campus activities (field trips, etc.) ensure that the requirements for drivers of church youth are met. (See page 1 of Tab B, “Screening, Recruiting/Hiring and Training,” and Tab B-5, “Handouts from Diocesan Workshop on Prevention of Child Sexual Abuse, Safe Practices, Driving.”)
8. Become familiar with safe practices regarding potential child abuse, warning signs of abuse, and other materials concerning child abuse as set forth in Tab B-5, “Handouts from Diocesan Workshop on Prevention of Child Sexual Abuse.”
9. Become familiar with the procedures for reporting any suspicion of child sexual abuse (Tab S).
10. Do not ignore signs of abuse, or delay reporting abuse in order to counsel a possible victim, promptly report any abuse suspicions or charges to a church supervisor. If the complaint does not seem to be taken seriously, contact the Child Protective Services in your county. (See *contact information in Quick Find on page v of this manual*)

11. Maintain appropriate boundaries with co-workers, and be aware of actions or situations which could cause discomfort or embarrassment. Where there are concerns about an uncomfortable workplace situation, accept responsibility for sharing those concerns with at least one other person, and for ensuring that the situation is addressed. If such concerns stem from actions by a co-worker, raise the issue with a supervisor or the parish rector. If concerns arise from actions by a superior, if the rector is the offender, or if the rector's response is unsatisfactory, call the Bishop at 1-619-291-5947 and state that the matter is urgent and confidential.
12. Note that dating between lay workers and those parishioners who participate in that worker's program is strongly discouraged.
13. Avoid situations which could encourage or suggest sexual impropriety. Avoid repeated private meetings with an individual; generally limit such meetings to six per year, per life issue. Where issues regarding sexual propriety might arise, and a private meeting is needed, keep the meeting brief, and leave the door open, if possible. If a closed door meeting is necessary, tell a third person about it and, if possible, have that third person remain on the church property during the meeting. Consider taking steps to remain in contact with others, such as bringing a cell phone to the meeting and asking a friend or family member to call after a specified time. Seek help from friends or staff in diffusing any potentially dangerous situations.
14. Become familiar with, and follow, safe practices and prevention strategies for adult sexual misconduct, such as those set forth in Tab B-6, "Handouts from Diocese of San Diego Workshop on Prevention of Adult Sexual Misconduct."

Tab Q

Leaders of Non-Church Groups Using Church Facilities

**Requirements and
Safe Practices/Warning Signs**

Requirements for Leaders of Non-Church Groups Using Church Facilities

All leaders of non-church groups using church property for events MUST:

1. Read the main text (pages 1-12) of the Episcopal Diocese of San Diego Policy Manual on Sexual Abuse and Misconduct: Prevention and Response (“Policy Manual”), plus these tabs:
Tab Q (this tab), and
Tab S (“How and Where to Report Suspected Child Sexual Abuse and Adult Sexual Misconduct”)
Submit a signed certification that such materials have been read.
(Certification form is at **Tab B-3**.)

Some Safe Practices and/or Warning Signs of Particular Significance to Non-Church Leaders Using Church Property:

1. Conduct one-on-one discussions with children in open areas such as hallways. A single adult (age 18 and over) should never be alone with a single child.
2. Become familiar with safe practices regarding potential child abuse, warning signs of abuse, and other materials concerning child abuse as set forth in Tab B-5, “Handouts from Diocesan Workshop on Prevention of Child Sexual Abuse.”
3. Become familiar with the procedures for reporting any suspicion of child sexual abuse or adult sexual misconduct (Tab S). Report any suspicions of child sexual abuse to your church liaison or other church supervisor.

Tab R

Vestry Members and Wardens

Training Requirements and Safe Practices/Warning Signs

Training Requirements for Vestry Members and Wardens

All vestry members and wardens **MUST**:

1. Read the main text (pages 2-12) of the Episcopal Diocese of San Diego Policy Manual on Sexual Abuse and Misconduct: Prevention and Response (“Policy Manual”), plus these tabs:

Tab B (“Screening, Recruiting/Hiring and Training”);

Tab. B-3

- Complete certification that such materials have been read certification form regarding Warden/Vestry Member and keep in church files. In doing so each Warden and Vestry member understands and accepts responsibility for compliance with these policies
- Each church is required to complete certification regarding annual Church Vestry compliance form. Certification is to be into the diocesan office by May 1st of each year.

Tab R (this tab);

Tab S (“How and Where to Report Suspected Child Sexual Abuse and Adult Sexual Misconduct”);

Tab T (“Response to Reports of Child Sexual Abuse and Adult Sexual Misconduct”);

Tab U (Congregational Healing”)

2. Each year the Vestry will be required to submit the Annual Statement of Compliance with the policies and procedures set forth in this manual. This statement will be mailed to each Vestry in February for signature.

Some Safe Practices, Warning Signs and/or Other Issues of Particular Significance to Vestry Members and Wardens:

1. Become familiar with, and follow, safe practices and prevention strategies for adult sexual misconduct, such as those set forth in **Tab B-6**, “Handouts from Diocesan Workshop on Prevention of Adult Sexual Misconduct.”
2. Become familiar with the church’s financial and fiduciary concerns relating to sexual abuse and misconduct. Take all necessary and prudent measures to protect the church and its parishioners from such abuse or misconduct.
3. Become familiar with the procedures for reporting any suspicion of child sexual abuse or adult sexual misconduct (**Tab S**), and for responding to such reports (**Tab T**).
4. Become familiar with the procedures for congregational healing (**Tab U**).

Tab S

How and Where to Report Suspected Child Sexual Abuse and Adult Sexual Misconduct

How and Where to Report Suspected Child Sexual Abuse Tab S-1

Suggested Diocesan Form for Reporting Allegations of Child Sexual Abuse Tab S-2

How and Where to Report Suspected Adult Sexual Misconduct Tab S-3

Tab S-1

How and Where to Report Suspected Child Sexual Abuse

How and Where to Report Suspected Child Sexual Abuse

I. All Allegations Should be Reported to Child Protective Services

The initial report for all suspected child sexual abuse should be made to Child Protective Services (“CPS”). See county numbers in front of the Manual. Although the name of the person reporting the suspected abuse may be requested for follow-up purposes, the person reporting abuse to CPS is NOT required to give his/ her name. If the person reporting does provide his name and requests anonymity, his name will not be given to the alleged abuser, except under court order.

A ***Information to Provide to CPS When Reporting Suspected Child Abuse***

It is helpful for the person reporting suspected abuse to provide the following:

- 1) ***The name and address of the child and the parent or person responsible for his/her care;***
- 2) ***The names of other persons, especially children, living in the suspected victim’s home;***
- 3) ***Directions to the child’s home;***
- 4) ***The child’s age, sex, and race;***
- 5) ***The name of the school the child attends;***
- 6) ***A description of the alleged abuse and/or neglect, including how long it may have been happening;***
- 7) ***The relationship between the person reporting the abuse and the child.***

The Diocese of San Diego has created a suggested form to be used when reporting allegations of child abuse to CPS and other authorities. That form is included as Tab S-2. Once completed, that form should be kept on file with the affected parish, and a copy should be sent to the Bishop.

B. ***CPS Procedure After Initial Report***

If the CPS worker determines that the report of abuse is a valid complaint, then the complaint must be investigated. To constitute a valid complaint, all of the following criteria must be met:

- 1) ***The child must be under the age of 18 at the time of the complaint;***
- 2) ***The alleged abuser must be the child’s parent or caretaker at the time of the abuse;***
- 3) ***The report must be made in the city or county where (a) the child lives, (b) the abuse occurred, or (c) if neither of these is known, where the abuse is discovered; and***
- 4) ***The circumstances must meet the state definition of abuse or neglect.***

C. CPS Findings

Where CPS determines a complaint is valid, it must file a report of its finding within 45 days after the initial complaint has been received. The CPS findings will be reported in one of the following categories:

Founded: After a complete investigation, the CPS worker has clear and convincing evidence that the child has been abused or neglected.

Unfounded: After a complete investigation, the CPS worker has not found evidence of abuse.

By law, the CPS worker is not allowed to give detailed information to the person who reported the suspected abuse.

II. When to Report to Local Police

Whenever it appears a child is in immediate danger, the local police should be contacted, as well as CPS. Additionally, if the suspected abuser is not a parent or care-taker, the police should be contacted.

III. When to Report to the Church

A. Contacting the Church

The church should be contacted, in addition to CPS, if:

- 1) ***The abuse occurred on church property or during a church event;***
- 2) ***The suspected abuser is a member of the clergy; or***
- 3) ***The suspected abuser gained access to the child through relationships at the church.***

B. Guidelines for Reporting

When reporting to the parish and/or diocese, the following guidelines should be utilized:

- 1) ***No allegations or complaints should be ignored. If there are reasonable grounds to believe that abuse has occurred, it must be reported.***
- 2) ***Reporting the abuse to the church does not eliminate the need to report to CPS and/or to the police when appropriate.***
- 3) ***In all cases, the primary concern must be to protect the child and others from abuse.***
- 4) ***Secondary concerns include providing pastoral care for the suspected abuser and for the parish, and assessing legal issues.***

If the suspected abuser is a member of the clergy, call the Bishop at the diocesan office (1-619- 291-5947). State that the matter is urgent and confidential.

When the suspected abuser is other than a member of the clergy, report directly and immediately to the rector or other appropriate member of the clergy. If response at the parish level is unsatisfactory, call the Bishop at the diocesan office **(1-619-291-5947)**. State that the matter is urgent and confidential.

Appendix S-2

Suggested Diocesan Form for Reporting Suspected Child Sexual Abuse

Confidential: Keep in locked file
Episcopal Diocese of San Diego

Report of Suspected Child Abuse

(Once completed, this form should be filed with the affected parish, and a copy filed with the Bishop's office.)

Information Regarding the Person Suspected of Child Abuse:

Name of suspected abuser: _____

Address: _____

Telephone *Home*: (_____) _____ *Work*: (_____) _____

Title/relationship to the church: _____

Information Regarding Suspected Victim(s):

Name of suspected victim: _____

Age: _____ Gender: _____

Address: _____

Telephone Home: (_____) _____

Relationship to the church: _____

Name of any other suspected victim: _____

Age: _____ Gender: _____

Address: _____

Telephone Home: (_____) _____

Relationship to the church: _____

Confidential: Keep in locked file
Episcopal Diocese of San Diego

Information Regarding Incident(s) of Suspected Abuse:

How did you become suspicious of possible abuse?

Describe any physical evidence of the suspected abuse:

Describe each incidence of suspected sexual abuse, including the type of abuse, date(s), time(s), and location(s) of suspected abuse:

Name any eyewitness to each suspected abuse incident (additional information regarding witnesses is sought in Question 4, below), and describe how that witness viewed the event:

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Episcopal Diocese of San Diego

Information Regarding Witnesses to Suspected Child Abuse:

Name of witness: _____
Age of witness: _____
Address _____

Telephone *Home*: (_____) _____ *Work*: (_____) _____
Relationship to the church: _____

Name of any additional witness: _____
Age of witness: _____
Address: _____

Telephone *Home*: (_____) _____ *Work*: (_____) _____
Relationship to the church: _____

Information Regarding Person(s) to Whom Suspected Abuse was Reported:

Name and title of parish official to whom the abuse initially was reported (for example, Sunday School teacher, Rector, etc)

Address: _____

Telephone *Home*: (_____) _____ *Work*: (_____) _____

Date that initial report was made: _____

Name and title of the person making the initial report to the parish official:

Address: _____

Episcopal Diocese of San Diego

Confidential: Keep in locked file

Was the suspected abuse reported to Child Protective Services (“CPS”)?

If yes, state the date report was made to CPS: _____

Name and title of person reporting to CPS: _____

Address _____

Telephone *Home*: (_____) _____ *Work*: (_____) _____

Name of CPS worker contacted: _____

CPS contact’s telephone: _____

Was the Suspected Abuse Reported to Police?

If yes, the date report was made to police: _____

Name and title of person reporting to police: _____

Address _____

Telephone *Home*: (_____) _____ *Work*: (_____) _____

Police department and contact person: _____

Police contact’s telephone: _____

Were parents notified?

If yes, the date parents were notified _____

Name and title of person notifying parents: _____

Address _____

Telephone *Home*: (_____) _____ *Work*: (_____) _____

Parents' names: _____

Parents' Address _____

Telephone *Home*: (_____) _____ *Work*: (_____) _____

Was suspected abuse reported to the diocese via telephone?

If yes, the date report was made to the diocese: _____

Name and title of person reporting to the diocese: _____

Address _____

Telephone *Home*: (_____) _____ *Work*: (_____) _____

Diocese contact person: _____

Diocese contact’s telephone: _____

Episcopal Diocese of San Diego

Confidential: Keep in locked file

Is a copy of this completed report being sent to the diocese ?

If yes, state date when report is being sent: _____

Name and title of person sending report to the diocese: _____

Address: _____

Telephone *Home*: (_____) _____ *Work*: (_____) _____

Diocese contact person to whom report is being sent: _____

**Any Other Information Which May be Helpful to the Investigation:
*Information Regarding Person Completing This Form:***

Name and title of person completing this form: _____

Address: _____

Telephone *Home*: (_____) _____ *Work*: (_____) _____

Signature: _____

Date: _____

Tab S-3

How and Where to Report Suspected Adult Sexual Misconduct

How and Where to Report Suspected Adult Sexual Misconduct

Anyone who learns of sexual misconduct by a colleague is obligated to report that misconduct to appropriate church officials in the event the victim or offender refuses to do so. (An exception is where information about the misconduct is gained through counseling, which would ethically bar that counselor from disclosing the information without the written permission of the person being counseled.) The following provides guidance on how to report misconduct under varying circumstances.

I. Notification to Clergy or Bishop

Subject to the confidentiality restrictions for counselors (see above), any person suspecting adult sexual misconduct promptly should notify a member of the clergy from the affected parish. In the event a priest is involved, another clergy member of that parish should be notified. If the only clergy for the affected parish is the one suspected of misconduct, the Bishop should be contacted.

II. Learning of Misconduct

Those who learn about sexual misconduct by a colleague should take action based, in part, upon how that knowledge was acquired:

A. *When a Victim Wishes to File a Complaint*

When an alleged victim comes forward to file a complaint, assist the victim in filing a formal complaint with the rector. The rector then is required to forward that complaint to the Bishop or the Bishop's designated representative. The rector or other parish representative should not seek to contact the alleged offender; such contact is to be initiated by the Bishop. If the victim's complaint is about the rector, assist the victim in filing a complaint directly with the Bishop by calling **1-619-291-5947**). State that the matter is urgent and confidential.

B. *When a Victim Discloses Misconduct But Does Not Want to File a Complaint*

When an alleged victim discloses misconduct, but is reluctant to file a formal complaint, assist the victim in seeking pastoral care. Such pastoral care should include counseling the victim to file a formal complaint. The rector or other parish representative should not seek to contact the alleged offender; such contact is to be initiated by the Bishop. If the alleged misconduct involves the rector, or if the victim has sought assistance at the parish level and is not satisfied with the parish response, assist the victim in contacting the Bishop directly at **1-619-291-5947**. State that the matter is urgent and confidential. Even if a victim is unwilling to initiate a formal complaint process, the rector or parish must contact the Bishop about the alleged misconduct.

C. *When a Third Party with Direct Knowledge Reports Misconduct*

When a third party, such as a friend or relative of an alleged victim, reports misconduct, contact the victim to discuss the alleged misconduct if it appears appropriate to do so. If it is not clear whether contacting the victim would be appropriate, seek advice from the Bishop: 1-619-291-5947. State that the matter is urgent and confidential.

D. *When an Offender Divulges Misconduct*

If an apparent offender divulges misconduct in any way except through reconciliation of the penitent, also known as sacramental confession, urge the offender to report the misconduct, and offer to accompany him/her to make the report at the parish or diocesan level.

E. *When There are Misgivings that Misconduct May be Occurring*

When there are misgivings, but no report or proof of misconduct, think, pray and be sure to seek counsel from colleagues or an advisor (such as a clergy member, vestry member, warden, licensed counselor, or the Bishop) on how best to proceed. Paying attention to “instincts” could save others from being hurt.

III. Notification to Bishop

The clergy member or warden receiving the report of suspected misconduct should promptly notify the Bishop’s office by telephone at **1-619-291-5947**, and state that the matter is urgent and confidential.

IV. Maintaining Confidentiality

In all situations, the identity of the reporting person should be protected, and the identity of those involved in the misconduct should be disclosed only to those professionally involved. Any writings concerning such misconduct should be kept strictly confidential and maintained in a locked file.

V. Compassion for Victims

Victims who report adult misconduct must be treated with compassion and understanding. They need to be assured that their claim is being taken seriously. They should be assured that efforts will be made to prevent the abuse from happening to others.

Tab T

Response to Reports of Child Sexual Abuse and Adult Sexual Misconduct

**Church Response to Reports of Child Sexual Abuse or
Adult Sexual Misconduct**

Tab T-1

**Pastoral Response to Adults Who Are Child Sexual
Abuse Victims or Child Sexual Abuse Perpetrators**

Tab T-2

Tab T-1

Church Response to Reports of Child Sexual Abuse or Adult Sexual Misconduct

Church Response to Reports of Child Sexual Abuse or Adult Sexual Misconduct

The following are suggested procedures for a church response to allegations of child sexual abuse or adult sexual misconduct. It is within the power of the Bishop to determine which, if any, of these suggested procedures are appropriate for a particular circumstance. Thus, for example, if the Bishop finds it appropriate, he/she may utilize an abbreviated response team procedure rather than the full procedure set forth below.

For legal procedures, refer to the Constitution and Canons of the Episcopal Church, available via internet at: http://www.churchpublishing.org/general_convention/

I. Suggested Parish Response

A. Report of Child Sexual Abuse

Upon receiving a report of suspected child sexual abuse for which there is a reasonable suspicion, the parish clergy person handling the report shall:

- 1. Suspend Respondent from Duties.** Immediately suspend the person accused of abuse (the "Respondent") from duties related to children.
- 2. Contact CPS.** Direct the person reporting the abuse to call Child Protective Services ("CPS" and the police (if appropriate), if such contacts have not yet been made. If the person reporting is unwilling to call CPS, the clergy person should consult with CPS and the Bishop's office.
- 3. Act on Complainant's Behalf.** Act on behalf of the person making the complaint (the "Complainant"), if that person is a child.
- 4. Notify Parents.** Notify the child's parents or appropriate guardians if the Respondent is not the parent or guardian, and offer support from the parish.
- 5. Report to Bishop.** Immediately report the suspected abuse to the Bishop by telephone at 1-619-291-5847 stating that the matter is urgent and confidential. This contact may be followed by sending a completed copy of the form titled "The Episcopal Diocese of San Diego Report of Suspected Child Abuse." That suggested form is included as **Appendix S-2** to the Episcopal Diocese of San Diego Policy Manual on Sexual Abuse and Misconduct: Prevention and Response (the "Policy Manual").
- 6. Notify Wardens.** Notify wardens or other appropriate officials of the affected parish, and consult the diocesan Chancellor and/or attorney.
- 7. Protect Identity.** Protect the identity of the reporting person. The identity of the Respondent and the suspected victim should be disclosed only to those professionally involved.

8. Document Actions. Document any actions taken regarding the complaint, and retain that documentation in confidential files at the reporting church or institution. A copy of the documentation shall be filed with the Bishop receiving the initial call. It should be noted that the investigation of suspected child abuse is the legal responsibility of the police or CPS, and the rector or wardens are not required to prove that such an incident took place.

B. Report of Adult Sexual Misconduct

For suspected adult sexual misconduct:

1. Notify Clergy. The person suspecting adult sexual misconduct promptly should notify a member of the clergy. In the event a clergy member is involved, that notification should be made to another clergy member, if any, at the affected parish. If the only clergy for the affected parish is the one suspected of misconduct call **1-619-291-5947** and ask to speak to the Bishop. State that the matter is confidential and urgent.

2. Notify Bishop. The clergy member or warden receiving the report of suspected misconduct promptly should notify the Bishop's Office by telephone at **1-619-291-5947** and ask to speak to the Bishop. State that the matter is confidential and urgent.

3. Notify Warden. Where a clergy member is handling the complaint, that clergy also should notify the parish warden or other appropriate officials of the affected parish, and consult the diocesan Chancellor and/or attorney.

4. Protect Identity. Protect the identity of the reporting person. The identity of the Respondents should be disclosed only to those professionally involved.

5. Documentation. Any documentation concerning the alleged misconduct should be held in confidence, with copies sent to the Bishop.

II. Suggested Diocesan Response

A. Notifications and Responses

1. Report to the Bishop. All complaints of sexual abuse or misconduct immediately shall be reported to the Bishop for action pursuant to these procedures.

2. Representative of Bishop. The Bishop may, where he/she deems it appropriate, appoint a personal representative to act on his/her behalf.

3. Misconduct by Bishop. If a Complainant alleges sexual misconduct by the diocesan Bishop, the Diocesan Standing Committee shall contact the Office of the Presiding Bishop (1-800-334-7626).

4. Notification to Law Enforcement. If the complaint may involve a violation of federal or state laws regarding sexual abuse of a minor or incompetent adult, the Bishop immediately shall notify law enforcement officials, if such notification already has not been made. The Bishop, church officials, and/or employees with knowledge of such alleged abuse shall cooperate fully with law enforcement authorities, insofar as canonical responsibilities permit. Further action by the Bishop shall be guided by the progress of the law enforcement investigation.

5. Appointment of Response Team. Promptly after receiving a verbal or written complaint of sexual misconduct, unless he/she finds it to be unfounded or trivial, the Bishop may assign the complaint to a Response Team for investigation. Response Teams are groups of lay and clergy persons appointed by the Bishop. Response Team members may be volunteers or they may be paid professional investigators and/or counselors. The Bishop may, if he deems it appropriate, retain a professional case manager to hire and supervise any professional investigators and/or counselors. Response Team training shall be supervised by the Office of the Bishop. Response Teams may be called upon to investigate complaints of sexual misconduct, keep the Complainant(s) or the Respondent informed throughout the investigative process, and lead the process for healing in the congregation as set forth in **Appendix U** to this Policy Manual.

Response Team investigations may extend beyond allegations of sexual misconduct if, in the course of fact-finding, other deficiencies are identified which negatively impact on the performance of the Respondent's duties as an ordained person. Response Team members shall not be assigned to investigate any complaint where their judgment or objectivity may be impaired, or appear to be impaired, by a relationship with any of the parties to a complaint.

6. Notifications to Parties. The Bishop's office shall notify the Complainant(s) and the Respondent that a complaint has been filed and assigned to a Response Team for investigation. Simultaneously, the Bishop also shall make available to the Complainant and to the Respondent a member of the Response Team to explain the Response Team procedures, and to serve as a liaison to the Response Team throughout the process outlined herein.

7. Notification to Chancellor. The Bishop shall notify the Chancellor and/or the church attorney, and/or the Diocesan Standing Committee, as appropriate.

8. Providing Complaint to the Respondent. Subject to the advice of the Chancellor and/or the church attorney, a copy of the written complaint shall be provided to the Respondent after the Respondent has been asked to give his/her own interpretation of the events.

9. Issuing Pastoral Directive. The Bishop may issue a pastoral directive to the Respondent proscribing (1) any contact with the Complainant, (2) any attempt by the Respondent to garner public support within the church community and/or discussion of the issue with anyone in the congregation, or 3) any attempts at self-advocacy within

the church or the community at large. The Complainant shall be informed of this pastoral directive. The Bishop may recommend that the Respondent obtain private legal counsel that is not connected with the Chancellor's office, the church attorney or the church attorney's firm, or with parish attorneys.

10. *Leave of Absence for Respondent.* The Bishop may, with the advice of the Chancellor and/or church attorney, place the Respondent on leave of absence with pay while the investigative process is ongoing. Such leave shall be without prejudice, and shall not imply any guilt or innocence of the Respondent.

11. *Written Statement to Affected Congregation.* The Bishop may, with the advice of the Chancellor and/or church attorney, prepare a written statement to the affected congregation stating only the relevant information.

12. *Media Inquiries.* A diocesan spokesperson may be appointed by the Bishop to respond to media inquiries and to advise the congregation on media relations. No further statements about the alleged incident shall be made without the advice of the Bishop and/or the Chancellor.

13. *Meeting With Affected Congregation.* The Bishop may meet with the vestry, congregation or clergy to assist the affected congregation in responding to its crisis.

14. *Pastoral Care for Respondent.* If the Respondent desires the sacrament of penance or pastoral care, he/she should seek those ministries from a person not affiliated with the affected congregation or with the Bishop's office.

15. *Insurance Notification Requirements.* The diocese shall meet all reporting and notification requirements as contained in the diocesan, parochial or other liability policies. When the required notifications have been made, the Bishop shall so advise an appropriate church official of the affected congregation.

B. Investigation

1. *Meeting With Complainant(s).* The Bishop and/or members of the Response Team shall meet with the Complainant(s) in a timely manner after receiving notification of the complaint, unless good cause exists for delay. The Complainant(s) shall be asked to provide and sign a written statement which includes the dates, times, location and specific details of the alleged misconduct, and the names, addresses and telephone numbers of all Complainant(s) and witnesses.

Alternatively, in the event the Complainant(s) does not provide a written complaint, the Bishop shall ask the Response Team to obtain from the Complainant(s) the information set forth below in order to draft a written complaint. Once the Response Team has completed that written complaint, the Bishop's office shall forward a copy of it to the Complainant(s) for signature.

Upon receipt of the signed complaint(s), the Bishop shall proceed with the investigation. The Bishop may initiate such measures as are consistent with the Constitution and Canons of the church, both national and diocesan.

2. Meeting with Respondent. The Bishop and/or members of the Response Team shall, whenever possible, in a timely manner after receiving notification of the complaint, meet with the Respondent. The Respondent shall be asked to notify the Response Team and/or the Bishop if he/she wishes to have someone accompany him/her to that meeting. The Bishop, however, does reserve the right to meet with his/her clergy alone, as he/she deems appropriate.

3. Support Persons. Subject to the permission of the Bishop, each Respondent or Complainant may have a person of his/her choice accompany him/her to meetings that are part of the church process. Those support persons may provide personal and moral support, but may not function for, or in lieu of, the Complainant and/or Respondent. No member of the Response Team may act as such support person.

4. Guidelines for Privacy. Throughout the process, the Bishop shall provide both the Complainant(s) and the Respondent with appropriate guidelines for maintaining privacy.

5. Communications to Complainant(s). At all stages of the church process, the Complainant(s) shall be kept advised of the steps taken and any outcomes of the investigative process.

6. Seeking Professional Assistance. If the Response Team finds that the evidence warrants a clinical evaluation of the Respondent by a person professionally qualified and experienced in the evaluation of sexual misconduct, the Bishop may arrange for such an evaluation, to be made at the expense of the diocese. The Bishop shall request that the results of that evaluation be released to the Bishop and to the Response Team.

7. Witnesses. Any party or witness to the alleged misconduct shall be permitted to submit a statement in writing. Such statement shall be permitted whether or not that party or witness also has been interviewed.

8. Respondent's Prior Employers. If the circumstances of the pastoral investigation warrant, the Bishop may contact the Respondent's prior employers by appropriate means, which may include telephone conversations, meetings, background checks and other methods of communication.

C Reports and Recommendations of Response Team

In a timely manner, the Response Team shall make a preliminary report and recommendations to the Bishop. The Response Team then shall move swiftly toward completion of a final report, which shall include the original written statement(s) of the Complainant(s) and all written statements submitted by other persons. The final report shall set forth sufficient findings and recommendations

to allow the Bishop to reach a disposition of the complaint and to initiate the congregational healing process.

D. Disposition

Upon receipt of the Response Team's final report, the Bishop may, at his/her discretion, meet with the Complainant(s) and/or the Respondent (each of whom may be accompanied by an individual of his/her choice), either jointly or separately.

If the Respondent serves a parish, the Bishop shall notify the wardens, and begin the process of healing in that congregation. The Bishop or the Bishop's representative may meet with the congregation in an open forum. In all cases, there are three possible dispositions as to the allegations: 1) the allegations are found substantiated; 2) the allegations are found unsubstantiated; or 3) the findings are inconclusive or mixed. The appropriate response for each of those dispositions is set forth below.

1. Substantiated Allegations

If the Bishop determines that the allegations are substantiated:

- a) Filing Report.** A written report to that effect shall be placed in the case file and a copy placed in the Respondent's diocesan personnel file.
- b) Canonical Measures.** The Bishop may initiate such measures as are consistent with the constitution and canons of the church, both national and diocesan, including notifying former employers of the Respondent.
- c) Meeting with Complainant(s) and Family.** The Bishop may meet with the Complainant(s), and with the Complainant's family if appropriate, to express the church's regret and discuss how the church may assist them.
- d) Meeting with Respondent and Family.** The Bishop shall meet with the Respondent to discuss what actions the Bishop intends to take. The Bishop may, after assessment, recommend and refer the Respondent for appropriate psychotherapy. The Bishop also may meet with the Respondent's family to discuss how the church may assist them.
- e) Updates on Therapy.** The Bishop shall ensure that all psychotherapy and related services which the Bishop and/or the Bishop's representative have recommended for the Respondent, are pursued by the Respondent. The Bishop shall receive periodic reports from the clinical providers, without clinical details, concerning the Respondent's general progress.
- f) Future Employment.** In making any decisions about the Respondent's professional rehabilitation and future employment, the Bishop shall be guided by the assessments of those experts in the treatment of sexual misconduct who have evaluated the Respondent. In many cases, significant involvement in personal psychotherapy and employment outside the church shall be required before any re-deployment will be considered. The endorsement of the Bishop of

canonical residence or of current jurisdiction, if applicable, also shall be obtained. Current vestries or other employers also shall be notified, where applicable. Public acknowledgment of the misconduct, including exoneration of, and restitution to, the Complainant(s), normally will be required.

g) Information to Complainant. The Bishop or the Bishop's representative shall inform the Complainant(s) as to what actions are being taken, without specifically disclosing the clinical content of any findings or reports regarding the Respondent.

h) Congregational Healing. Where the Bishop deems it appropriate, and the affected congregation so desires, the Bishop may assist in a process of individual or congregational healing.

2. *Unsubstantiated Allegations*

If the Bishop determines that the allegations are unsubstantiated

a) Meeting with Complainant(s) and Respondent. The Bishop may meet with the Complainant(s) and the Respondent to discuss what steps may be necessary to make known the determination.

b) Exoneration of Respondent. The Respondent shall be afforded an opportunity to clear his/her name and to insert into the file a statement of innocence. In such case, the Bishop may exonerate the Respondent publicly and/or privately.

c) Congregational Healing. Where the Bishop deems it appropriate, and the affected congregation so desires, the Bishop may assist in a process of individual or congregational healing

3. *Inconclusive or Mixed Findings*

If the Bishop determines that some of the allegations are substantiated and some are unsubstantiated, or that the evidence available at the time of the report of the Response Team is not conclusive as to whether the allegations are substantiated or not:

a) Actions. The Bishop shall determine what actions should be taken as a result of the findings made.

b) Meet with Complainant(s) or Complainant's Family. The Bishop may meet with the Complainant(s), and the Complainant's family if appropriate, to discuss the findings and how the church may assist the Complainant and the Complainant's family.

c) Meet with Respondent and Respondent's Family. The Bishop shall meet with the Respondent, and with the Respondent's family if appropriate, to discuss the findings and what actions the Bishop intends to take, if any.

d) **Congregational Healing.** Where the Bishop deems it appropriate, and the affected congregation so desires, the Bishop may assist in a process of individual or congregational healing.

4. *Maintaining Privacy*

The Bishop, Response Team members and all other representatives of the diocese shall make every effort to protect the privacy of the Complainant(s).

a) **Records. All complaints,** records of Response Teams' investigations and determinations by the Bishop shall be held in strict confidence and in a locked file in the Bishop's office

b). **Response Team Communications.** The Response Team shall not disclose any part of its investigation to anyone except the Bishop and the Diocesan Standing Committee, or pursuant to a court process. Response Team members shall not retain personal copies of any investigatory records.

Tab T-2

Pastoral Response to Adults Who Are Child Sexual Abuse Victims or Child Sexual Abuse Perpetrators

Pastoral Response to Adults Who Are Child Sexual Abuse Victims or Child Sexual Abuse Perpetrators

The following addresses ways to provide effective pastoral care, and ensure a safe parish, where the victims of child abuse and/or the perpetrators of sexual abuse are adult members of a parish:

I. When Clergy or a Church Worker is a Past or Current Abuser

Incidents of child abuse, and the secrecy that often surrounds them, can cause devastating harm to the parish as well as the victims. Therefore, for churches where current or past child abuse has been perpetrated by clergy, staff, or volunteers, the diocese shall provide consultation to encourage the discussion of such incidents, and to provide a means to facilitate healing within the parish. Additionally, the parish vestry may, with the Bishop's consent, elect to retain an alternative expert consultation.

II. When a Member of a Parish is a Sexual Abuser

The diocese must make every reasonable effort to protect children. Therefore, the rector of any parish where abuse, whether past or present, has become an issue shall inform his/her vestry and wardens, and the Bishop, of the incident(s). Further, the vestry and wardens, in consultation with the rector and Bishop, shall make a plan to address both the protection of children in the parish and the steps required for the healing of the congregation. If a perpetrator of child sexual abuse is known to be a participant in a parish, the Bishop shall inhibit that person from any contact with parish children. If the perpetrator is observed acting in an inappropriate manner with children or their families, the rector or wardens shall inform the family) of a potential danger to their child/children.

The rector or wardens shall consult Child Protective Services to assure that reporting requirements have been met as to the perpetrator.

III. When an Adult Victim is a Member of the Parish Where the Abuse Occurred

If the rector becomes aware that a victim of child abuse is now an adult member of the parish in which his/her past abuse took place, the rector shall contact the victim to offer pastoral support, as appropriate. The rector or wardens also shall inform the Bishop of the situation, without disclosing the victim's identity unless so authorized by the victim.

IV. When An Adult Non-Parish Victim is Known to the Parish

Where persons believed to be victims of past abuse are not currently part of a parish, but are known through others in the parish community, the rector or wardens shall attempt to inform those victims that the parish is concerned for them and willing to support them. The rector or wardens shall inform the Bishop of these attempts.

Tab U

Congregational Healing

Congregational Healing

I. Effects of the Trauma

Traumatic events have well-documented effects, both immediate and delayed. When a congregation experiences a trauma, the impact is likely to be expressed through symptoms such as:

- A. *Loss of energy or feeling of paralysis;***
- B. *Distrust of leadership (often projected onto future leadership);***
- C. *Divisions within the congregational group;***
- D. *Some group members feeling isolated, and withdrawing from the group;***
- E. *Anger being displaced onto unrelated issues, or blown out of proportion;***
- F. *A conspiracy of silence about the traumatic event;***
- G. *Despair about the group's future;***
- H. *Distorting responsibility for the event;***
- I. *Seeking a "quick fix" without thoughtful reflection; and***
- J. *Difficulty making normal and necessary decisions.***

All of these symptoms could be carried into subsequent years unless the trauma is processed and integrated into the life of the congregation. A useful model for addressing and integrating a trauma is the "debriefing" model drawn from disciplines that do crisis counseling, such as emergency medicine, law enforcement, military science, crisis chaplaincy, and disaster agencies.

A trauma debriefing allows participants to integrate the reality of the event with their own responses to that event. The Congregational Trauma Debriefing model set forth in Section III is an effective means to communicate, process, and accept facts, allow feelings to surface, and then head into the future unhindered by the past.

II. Guiding Principles for Healing in the Congregation

In taking steps to promote healing in the congregation, the following guidelines shall be used:

A. *Contact with Complainant(s)*

Before the process for congregational healing begins, the Bishop or his representative should maintain regular contact with the Complainant(s) and describe to Complainant(s) the procedures to be used for promoting congregational healing.

B. *Privacy Concerns*

The privacy of the Complainant(s) must be balanced against the need for openness with the congregation. Insofar as possible, the identity of the Complainant(s) and any details which may identify him/her, should be kept confidential.

C. *Providing Facts*

The procedures shall take into account that parishioners usually know when "something is going on" and, in the absence of facts, rumor and speculation will grow.

D. Notifying Lay Leadership

The lay leadership of the affected congregation should be advised promptly of the issues, since that group's participation is vital in planning and implementing the processes for congregational healing.

E. Trauma Debriefing

The healing and unity of a congregation are fostered when there is an open congregational meeting, called a Congregational Trauma Debriefing ("Debriefing"), at which the Bishop and/or the Bishop's designated representative present as much factual information as possible.

Since the congregation likely will include people who have experienced abuse or misconduct themselves, appropriate personnel trained in crisis ministry should be present and available on a small group or one-to-one basis immediately after the formal presentation. Also, local mental health resources (including sliding-scale fee agencies) should be publicized so that members of the congregation know how to find these services. (Note that many communities have publicly-funded sexual assault services, which offer a variety of specialized resources.) The Debriefing generally should follow the process set forth in Section III, below. The message should be "The Church is a place for truth . . . We follow the One who described Himself as Way, Truth and Life."

F. Parish Spokesperson

The vestry, in consultation with the Bishop, may appoint a parish spokesperson. Both the parish and its spokesperson are encouraged to consult with the diocesan spokesperson. The congregation, including parishioners and staff members, are urged to refer all media inquiries to the parish and/or diocesan spokesperson.

G. Interim Priest

If the circumstances require that an interim priest be engaged, that priest should have special training in trauma debriefing. The interim priest should have regular opportunities to report and consult with the Bishop, his/her designated staff person, and counselors.

H. Consulting Legal Authorities

Neither the Bishop nor any other church worker should attempt to impede persons who wish to consult with legal authorities.

I. Additional Information and Meetings

If new information comes to light after the first Debriefing, further meetings may be held. Additionally, regular follow-up sessions with the affected congregation should be held during the first year after disclosure of the incident(s).

J. Additional Church Responses

Additional appropriate church responses may include:

1. Regular prayer for the Complainant(s), the Respondent(s), and the congregation;
2. Preaching on the subject of violation of trust and liturgical acts of corporate penance;
3. Securing a safe place for the Complainant(s) and the Complainant's family in community life;
4. In the event that incarceration or other punitive action follows legal proceedings, developing a means for the congregation to deal appropriately with the person who may be imprisoned.

III. Trauma Debriefing: A Model for a Congregational Meeting

The following procedures should be followed for the Debriefing:

A. Steps Prior to Meeting

1. **Select Leaders.** Carefully choose a Congregational Trauma Debriefing team and a leader or co-leaders who have had experience with a debriefing or trauma-related process. It is important that the Bishop or the Bishop's representative be a visible participant in the Debriefing, but not in the role of leadership.
2. **Schedule and Notify.** Schedule the Debriefing as soon as possible after the complaint becomes public knowledge. Ensure that all members of the congregation and parish staff are notified of the Debriefing by telephone, e-mail, overnight mail, or other fast and reliable method of notification. It is important to get a wide participation, so that all who experience the trauma also share the Debriefing experience.
3. **Choose Meeting Place.** Hold the Debriefing in an appropriate place, preferably on church property. Although an opening prayer is appropriate, this should not be a liturgical event.
4. **Address the News Media.** While the Debriefing should not be confidential, it is important that no one be placed in jeopardy because of any disclosures made during that meeting. Therefore, it is preferable that the news media not be present for the Debriefing, but meet after the Debriefing with the parish spokesperson, the diocesan spokesperson and/or the Bishop.

B. Agenda for the Meeting

1. **Open the Meeting.** The Bishop or his representative briefly should welcome the attendees, as should one of the lay leaders. The lay leader then should introduce himself or herself, explain the Debriefing process, and outline the guidelines for the Debriefing. It is important to keep the Debriefing to the specified procedures; leaders should be prepared for a lengthy meeting.

2. Present the Facts. The facts and chronology of the trauma should be presented verbally, supplemented by written notations such as a summary handout, or by writing notes on newsprint during the factual presentation. The goal is to ensure that all those present have a common record of the traumatic event (a "consensual reality"). Note that this is not a time for feelings to be expressed, and the group may need some direction to withhold those feelings until the next phase of the Debriefing.

3. Solicit Reactions. Once a complete record has been presented, the lay leader should invite parishioners to express their reactions to the facts. (Some parishioners may need to be directed to express their own feelings and not those of others.) No feelings, however trivial, intense, or unusual, should be discounted, and no effort should be made to fix, soothe or smooth over them. The responses simply are to be collected and heard.

4. Examine Repercussions. Once reactions have been expressed fully, the leader should ask those present to turn their attention to the repercussions of the event, and consider the congregation's future. This step bridges the trauma with the ongoing life of those involved in the trauma. It may be a time to explore some of the issues the congregation will face in the near future. As with the presentation of facts, the issues raised may be noted both verbally and with writings.

5. Seek Context and Perspective. Members of the congregation also should be invited to place the event within a context or perspective. There may be expressions of confusion or helplessness, or curiosity about how other groups have resolved an issue of this type. In this phase, people may have an awareness of paradox and pose some hard questions such as the following:

Why do bad things happen?

How can it be that such a talented priest could be involved in misconduct?

Why do things like this happen in a church?

Where does the responsibility lie?

What about the resources of our faith?

Leaders have discretion whether to respond, or to simply allow others to speak.

C. Actions After the Meeting

1. Plan for the Future. The final step is planning. This could include a) scheduling a follow-up session one or two months into the future; b) discussing the ways in which the pastoral and sacramental needs of the congregation will be met; or c) describing the resources available to people who may need counseling or other specialized attention.

2. Provide Trained Counselors. For the immediate needs of those present, it is important that trained crisis professionals be available in the church building so that individuals or groups may process their feelings further. These professionals are present simply to listen and support people in integrating the trauma.

3. Debrief the Debriefing. After the Debriefing, members of the Congregational Trauma Debriefing Team should meet to discuss their own experiences with the Debriefing meeting, in order to do the following:

- a) Plan the follow-up monitoring of the congregation in the future;
- b) Determine whether there are issues that will need further clarification;
- c) Determine whether there are complicating factors, or factors that require special, continuing attention;
- d) Decide what the lay leadership of the congregation requires to address the issue further; and
- e) Evaluate the Debriefing meeting itself (or agree to do so at a later date).

IV. Congregational Follow-up: The First Year

Even with the best of care, a congregation that has experienced sexual misconduct will need an ongoing program of support and assistance, especially in the first year. This year will be devoted to a healing process, in which the congregation slowly will integrate the reality of its experience into its future. If such integration does not take place, the congregation may suffer from prolonged loss of energy, despair about the future, loss and/or isolation of some members, distrust of lay and/or ordained leadership or of the Bishop, and difficulty making decisions or taking risks.

A. Follow-up Activities

Follow-up with a congregation may take any of several forms:

- 1. Meeting With Bishop.** A meeting between the Bishop or the Bishop's representative and the vestry of the affected congregation in order to assess the healing process of the congregation;
- 2. Staff Input.** Obtaining input from church staff (including an interim priest where present) about their observations regarding the incident and the Debriefing process;
- 3. Study Groups.** Establishing study groups to consider the issues of clergy ethics and/or ethics in the workplace, perhaps by reading a selected book for discussion;
- 4. Self-evaluation.** Conducting a congregational self-evaluation, through the use of a questionnaire or survey instrument;
- 5. Focus Groups.** Creating congregational focus groups to address the issue of where the congregation stands in its process of moving ahead;
- 6. Committee on Congregational Life.** Forming a Committee on Congregational Life charged with assessing the needs and planning programs for continued healing;

7. Professional Consultant. Appointing a professional consultant experienced with issues of clergy sexual misconduct to work with the vestry and affected congregation on the components of the healing process.

B. Using the Trauma to Help Others

Some congregations, having worked through a history of sexual misconduct, take up a special vocation in a related area. Such steps signify that the congregation has moved into the redemptive activity of letting its own pain be a gift for others. Among possible actions:

- 1. Helping Other Congregations.** Offering help to other congregations confronted with the same issues;
- 2. Sponsoring Programs.** Sponsoring seminars or programs on ethics and sexuality;
- 3. Church Building.** Offering their church building for use by community groups to address issues of sexual abuse; or
- 4. “Stranger Danger” Programs.** Developing "Stranger Danger" or other programs for young people about protecting themselves from abuse.

C. Using the Trauma to Help Themselves

Perhaps most heartening are congregations that take a clear-eyed look at clergy-congregation relations. These congregations can move into an awareness that, while each cleric is responsible for his/her own behavior, there are congregational factors that can contribute to a climate in which sexual misconduct occurs. Such congregations could commit themselves to:

- 1. Mutual Evaluation.** Providing honest feedback to their ordained leadership through a regular process of mutual evaluation;
- 2. Lessening Risk of Burn-out.** Ensuring sufficient time off and continuing education time so that clergy are less at risk of becoming burned-out or isolated;
- 3. Professional Care.** Funding and supporting benefits packages that allow clergy to consult with professional care givers when needed; or
- 4. Foster Clergy Family Life.** Supporting, through clear policies developed in consultation with the clergy, ways to foster clergy family life and maintain the boundaries between home and church.