

GRACE EPISCOPAL CHURCH
ADMINISTRATION & PERSONNEL COMMITTEE
BUILDING USE POLICY & APPLICATION
Approved July 26, 2022

I. Introduction

Grace Episcopal Church serves Christ in the community through its worship services, programs, activities, members, and the use of its buildings and property.

II. Establishment of Policy

The Rector has sole authority over who may use the buildings. The Vestry has authority over the maintenance and furnishings of the buildings. The responsibility for coordinating the preparation and revision of these policies is delegated to the Administration and Personnel Committee.

III. Smoking is not permitted on the property of Grace Episcopal Church.

IV. Alcohol Use and Serving

No alcoholic beverages may be offered or consumed on Parish property without specific, written permission of the Rector. Otherwise, the use of alcohol and/or serving of alcohol on Parish property is not allowed under any circumstances.

When alcohol is served with written permission, these conditions will be strictly followed:

- * Only wine and beer may be served
- * Food is to be served
- * Non-alcoholic beverages must be served and in equally attractive settings
- * An adult is in charge of all alcoholic beverage servings
- * All laws are followed

V. Application for the use of the Church Buildings

This application form must be completed and signed for use of Grace Episcopal Church buildings and property.

For annual renewal of a continuing use, it is the responsibility of the individual or group to see that a renewal application form is completed and submitted to the Parish Administrator by December 23rd of each year. Building use may be terminated by the Rector at any time.

VI. Use of Parish Buildings

Fee Schedule:

Weddings: \$500.00.

Nave (Sanctuary) \$250.00 per use, up to 2 hours. \$100.00 per hour after.

Parish Hall (Room 06) or Brooke Family Room (Room 01) \$125.00 first 4 hours, \$25.00 per hour after.

All other rooms \$25.00 per hour. Parish Administrator has a list of rooms and will schedule a time for a tour of rooms.

Groups that use the buildings before or after normal working hours (8am-5pm) must pay a \$25.00 open/closing fee.

Grace Church has the discretion to waive or modify fees as needed. Failure to maintain the buildings, damage to the buildings/property of the Parish, violation of the policies and rules of the Parish, or failure

to pay assessed custodial services or damages may lead to loss of deposit and jeopardize permission for future use of the buildings.

Custodial services in excess of those normally expected and any damages will be assessed to the specified individual or group. The deposit will be applied toward the damages or the added costs, and the applicant will be responsible for paying the unpaid portion of the damage or added costs.

VII. Responsibilities for Use of Buildings

- a. Leave the building(s) and supplies as you found them. You pay for what you use or damage.
- b. Tables, chairs, and floors are to be clean and all rooms left as they were found unless otherwise noted on application.
- c. The kitchen appliances, countertops, sinks, pots, pans, etc. are to be left clean and in place.
- d. Unless otherwise arranged, individuals and groups that use the kitchen are to supply their own cups, plates, cutlery, napkins, food, and condiments.
- e. Any damage is to be reported to the Parish Office.
- f. The person signing the application is responsible for the above requirements.
- g. Proof of liability insurance may be required, and an insurance endorsement may be required that names Grace Episcopal Church, Lexington, VA, as a named insured on the policy.
- h. You may not leave or store any of your property, materials, props, or equipment at the Parish without the prior consent of the Rector or his/her designee.

VIII. Occupancy

The maximum number of people using the Nave (Sanctuary) is 575; Parish Hall is 64 when the Parish's tables and chairs are being used; 100 when chairs only are being used; and 150 if people are standing. For the Brooke Family Room, the maximum number of people is 50. The maximum capacity for the multipurpose room (Nursery 1 and Nursery 2) is 10 children when being used as a nursery. The maximum capacity for all other rooms is 16. Those using the Parish buildings are urged to review the Parish's safety procedures and to become familiar with all exits, fire alarms, fire extinguishers, etc. For groups with participants under the age of 18, evidence of Safe Church training may be required.

IX. Personal Injury and/or Property Damages

A "Hold Harmless" agreement with the Parish is required. Evidence of liability insurance may be required. Any personal injury and/or any damage to Parish buildings/property must be reported immediately to a member of the Parish staff.

X. Deposit, Custodial, and Other Charges

A fifty-dollar deposit (\$50.00) or more may be required. ***The deposit may be waived if a Parish member in good standing agrees to take responsibility for a non-member's use of the facility.*** The deposit will be returned to the user at the end of the time period in which use of the building(s) is arranged provided no additional custodial fees or damage fees are assessed. If additional custodial fees are assessed or if there is damage to the Parish property, the security deposit will be applied to such costs and/or damages, and the applicant will be responsible for paying the unpaid portion of the costs and/or damages.

Custodial fees are typically required when food or beverage is served and for groups larger than 16. Separate from the deposit, non-refundable custodial fees may be required, and when required such fees must be paid before the use of the Parish buildings occurs. Custodial fees shall be paid along with the deposit before the use occurs, and/or after the event if additional fees are required.

Custodial fees for regular, recurring usage shall be due and paid at the Parish Office on the 1st day of each month of such continued use.

- XI. Nave (Sanctuary) Use
Grace Episcopal Church's nave (sanctuary) is viewed as the House of Prayer for all people, and its use is to be consistent with this belief. Such uses include:
- Worship/prayer services
 - Religious groups
 - Sacred music programs
 - Weddings
 - Funerals
 - Classes and conferences for educational purposes, for the shelter and refuge of vulnerable people, for events that support human thriving
 - Rehearsals for listed uses

The Rector is responsible for approving the use of the nave. Any changes to the nave or rearrangement of the furnishings must be approved and will incur custodial fees. Arrangements for offerings must be approved by the Rector.

Fees for custodial services and general utilities for the use of the nave will be assessed at the discretion of the Rector.

- XII. Nave Organ, Piano, and Sound System Use
Use of the organ, piano, and sound system must be approved by the Director of Music of the Parish. The Director of Music shall inform the Rector of all such requests and usages of the nave organ, piano, and sound system.

- XIII. Activities Involving Children and Youth
If the activity or activities being conducted will involve children and/or youth (persons under the age of 18 or persons who have not completed the 12th grade), the activity must comply with the following requirements:

- There shall be a minimum of two (2) adults per room in any room containing children and/or youth.
- These two adults must not be from the same immediate family.
- Any one-to-one mentoring or consulting shall be conducted in sight of another adult.
- Adult is defined as a person 21 or over.

Adults supervising children must certify that they have read and will comply with the Diocese of Southwestern Virginia's Safeguarding God's Children Policy for Protection of Children and Youth. Adults in the activity must have been screened by the organization conducting the activity. If an organization cannot certify that compliant screening has been accomplished for at least 2 adults per room, that organization may request that Grace Episcopal Church accomplish this screening for a fee of \$20.00 per person. Each person to be screened by Grace Episcopal Church must complete a Criminal History Information Release Form.

Building Use Application

Date: _____

Name of Organization _____

Name of person making arrangements _____

Phone _____ Email: _____

Name of responsible person at event _____

Phone _____ Email: _____

Meeting Purpose: _____

Date(s) of event _____ Times of event _____ to _____

Room(s) requested _____

Number of people expected _____

Do you wish to serve alcohol at your function? Yes ____ No ____

If you wish to serve alcohol, please state what and how it will be served:

I have read the above policies and agree to follow the provisions of this document if allowed use of the Parish's property.

Applicant's signature _____ **Date** _____

Approved by _____ **Date** _____

CERTIFICATION OF COMPLIANCE WITH CHILD ABUSE PREVENTION POLICY

I/We the undersigned authorized representative(s) of

in the city of _____, state of _____

Have read the documents provided from the Diocese of Southwestern Virginia's Policy for Protection of Children and Youth and do hereby certify that our organization understands and will comply with the DIOSWVA's Policy for Protection of Children and Youth (see graceepiscopal.org/parish-forms to read the full document). I/We further certify that the adults have been screened in a manner compliant with the policy. I/We have executed this certification on the _____ day of _____, 20____.

Signature:

Signature:

_____ I/We request screening for the individual persons indicated on the attached form(s).

Internal use only

Fee received \$ _____ Date _____

Deposit received \$ _____ Date _____

Deposit returned \$ _____ Date _____

Deposit retained due to _____

Custodial fee received \$ _____ Date _____

Policy for Protection of Children & Youth/Code of Conduct Check List: _____

Hold Harmless Agreement signed: _____

Evidence of Liability Insurance:

Insurance Company _____

Insurance Agent _____ Telephone _____
Policy Number: _____
Endorsement provided: _____

The use of alcohol is Approved/Denied

Alcohol use approved by _____ Date _____

Criminal History and Sex Offender and Crimes Against Minors Name Search

Last Name:

First Name:

Middle Name:

Suffix:

Maiden Name:

Sex:

SSN:

Race:

Date of Birth:

Non-Profit Volunteer: Yes _____ No _____



Hold Harmless Agreement

I/We, the undersigned, in consideration of being allowed to use the property and facilities of Grace Episcopal Church in Lexington, Virginia, do agree to hold the said Parish, its agents, members and employees harmless from any damages or injuries resulting at any time, heretofore or hereafter, from the usage of said property and facilities.

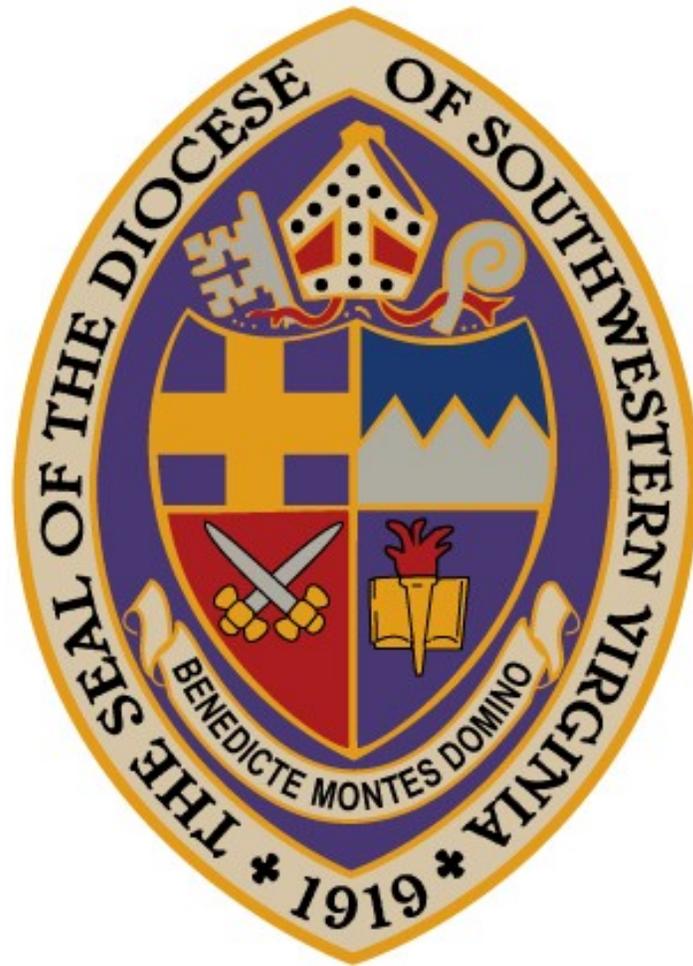
Executed on this _____ day of _____, 20__

Signed _____

On behalf of (organization): _____

Policy for the Protection of Children and Youth

*Based on Policies Adopted by
the 2018 General Convention of The Episcopal Church*



The Rt. Rev. Mark A. Bourlakas
Sixth Bishop of the Diocese of Southwestern Virginia

Adopted by the Executive Board of the Diocese
October 17, 2020

Policy for the Protection of Children and Youth

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Training Requirements

For Safeguarding God's Children & Safeguarding God's People

The Episcopal Diocese of Southwestern Virginia
Updated December 14, 2019

The Episcopal Church policies for the Protection of Children and Youth and the Protection of Vulnerable Adults that went into effect January 1, 2019 outline that training is expected of various categories of Staff & Contracted Ministers, Program (or Ministry) Supervisors, Program (or Ministry) Participants, and those involved in church Governance. See Appendix A in both policies.

The Diocese of Southwestern Virginia strives to conform to The Episcopal Church policies made effective in 2019. At its meeting on December 14, 2019, the Executive Board of The Diocese of Southwestern Virginia adopted the following prioritization of training requirements for the Diocese in order to take steps to achieve these standards.

Prioritization of Training:

- **Safe Church Requirement for Clergy** - The Diocese of Southwestern Virginia requires all clergy to be certified in Safeguarding God's Children and Safeguarding God's People trainings in the Diocese of Southwestern Virginia within 90 days of becoming canonically resident. This protocol is only necessary if said trainings have not previously been taken in another Episcopal diocese or seminary. Training completed at another Episcopal diocese or seminary shall fulfill training requirements for The Diocese of Southwestern Virginia if the cleric submits a copy of each training certificate signed by the trainer to the Bishop's office. Recertification for both Safeguarding God's Children and Safeguarding God's People shall be required for all clergy every 3 years.
- **Safe Church Requirements for Laity** - The Diocese of Southwestern Virginia requires **at least one, actively-serving warden** in every Mission or Parish to be certified in Safeguarding God's People. However, having both the senior warden and the junior warden trained is preferable. When a warden or wardens take office and neither has previously taken Safeguarding God's People training, one of the two wardens in that church must be certified within 90 days. Although not required, **all vestry members** are strongly encouraged to take both trainings at least once.
- **All staff (paid or unpaid)** are required take Safeguarding God's People training. Safeguarding God's Children is prioritized for those staff members that work directly with children and youth or young people (18 and under) or have oversight over those who do.
- **All lay ministers, programmatic supervisors, or participants** (e.g. choir directors, youth ministers, church school teachers, acolyte mentors, and Eucharistic Visitors) should take Safeguarding God's People and must take Safeguarding God's Children if their role has them working with young people in an ongoing capacity.

Training Certification Requirements:

- **In-person training is preferable** when taking Safeguarding God's Children and Safeguarding God's People for the first time.
- **Online training will allow for adequate certification** when taking either training for the first time.
- **A refresher course must be taken every 3 years** to retain certification for both Safeguarding God's Children and Safeguarding God's People. This may involve taking the full in-person training or an adapted module online.

I. THEOLOGICAL AND ETHICAL FOUNDATIONS

“And the Word became flesh and dwelt among us, full of grace and truth; we have beheld the Word’s glory, glory as of the only Child from God.”

— John 1:14 (*An Inclusive Language Lectionary*)

God expressed the fullness of humanity in Jesus of Nazareth, whom we worship as the Word made flesh. To be human is to live with God and the whole of creation in the fullness of freedom and the challenge of responsibility. The pattern of Jesus’ life, death, and resurrection resonates unreservedly with God’s call to perfect freedom and responsibility.

In baptism, God, speaking through the Church, claims us in Christ. We become, in Christ, the community of God’s final purpose: justice and peace, love and plenty for the whole creation. This new community lives in Eucharistic fellowship with God and Creation, as a sign and instrument of God’s reconciling purpose in the world.

The Church is called to embody and advance God’s mission. Ministry is the vocation of the whole community: laypersons, deacons, priests, and bishops who together represent Christ and the Church in the world.

The obligation to seek and serve Christ in all persons and to respect the dignity of every human being is binding for all the baptized. The authority with which **leaders** — ordained persons and adults who minister with minors (**children** and **youth**), and youth in leadership roles — are entrusted, creates an inherent power imbalance in the **pastoral relationship**. This power imbalance derives from the leadership role and, in the case of clergy, the symbolic authority of an ordained person. Christian leadership is intended to provide occasions for guidance and grace, and its abuse is always and unequivocally wrong.

Ministry involves a necessary tension between a Gospel-based integrity and a Gospel-based intimacy as modeled by the life of Christ. A rigid adherence to a system of rules leads to an unproductive legalism. Yet, without the framework of the law, the intimate relationships into which Christ calls us risk distortion and harm. All the people of God are called to minister attentively within this tension. These policies are intended to provide a pattern for attentive practice of ministry.

This document is a statement for the Episcopal Church, setting forth expectations for its leaders in their relationships with children and youth. The purpose of these policies is to foster the highest standards of behavior in ministry settings. The document includes:

- **Screening and Training Protocols** (Appendix A), which explains the level of screening and training required before engaging in ministry with children and youth;
- A description of requisite training that is specialized and tailored to ministry role and function;
- Behavioral standards designed to ensure that children and youth and all who

engage in ministry with them are treated with dignity and respect in all settings;
and

- ***Recommended Practices and Guidelines for Social Media and Electronic Communications*** (Appendix B).

II. EXPECTATIONS AND LOCAL IMPLEMENTATION

This policy sets forth statements of general expectations and guidelines of behavior for ordained and lay people in the church when engaged in ministry with children and youth. This policy is mandated for all such activities sponsored by every congregation, institution, organization, school, and agency of each diocese. The purpose of these policies is to create safe and welcoming space for all children and youth in our communities and those engaged in ministry with children and youth and to prevent sexual abuse.

This policy is a model and, as such, it presents best practices for creating such safe space. Circumstances in many localities may make some of these best practices difficult to implement or even unworkable. As a result, local entities may make additions or revisions in developing local policy so long as they meet or exceed the requirements of these policies. This requires that local leadership understand this policy thoroughly enough to make appropriate judgments about local circumstances. Any such additions or revisions must be submitted in writing for the approval of the bishop. No provisions may be omitted from a local policy.

Church governing bodies and all leaders should understand these policies and all local requirements thoroughly enough to make appropriate judgments, and should consult with the Office of the Bishop when unanticipated situations arise.

No policy can foresee every possible circumstance to which it may be applied. Whenever applicable, questions of civil, criminal, and/or ecclesiastical discipline and employment offenses should be addressed with the relevant authorities immediately. Please contact the Office of the Bishop for consultation and resources if assistance is needed.

III. DEFINITIONS

NOTE: These definitions reflect our understanding of terms describing gender identity and sexuality, which are evolving as these policies are being written.

Adult: Anyone who is 18 years or older and not in high school (*see footnote to youth on page 6*).

Bullying: Behavior that intimidates, humiliates, offends, degrades, or harms another person, whether verbal, psychological, social, physical, or otherwise.

Child: Anyone under the age of 12 years (*see footnote to youth on page 6*).

Child Protective Services: A social services program provided by state and local governments serving children and their families who are in need of assistance. Child Protective Services receive and investigate reports of suspected abuse, neglect, and exploitation.

Cisgender: An adjective describing a person whose sense of personal identity and gender corresponds with their gender or sex assigned at birth. This is an evolving term, as our understanding and language around gender identity and sexuality expands and matures.

Gender Non-Binary: An umbrella term for people who identify their gender as neither male nor female. These people might identify as both ("bigender"), neither ("agender"), a mix between the two ("genderfluid"), or they can be unsure of their gender ("genderqueer"). This is an evolving term, as our understanding and language around gender identity and sexuality expands and matures.

Intake Officer: The person(s) designated by each diocese to receive information regarding an offense for which a member of the clergy may be held accountable under *Title IV of the Constitution and Canons of The Episcopal Church*, which sets out the disciplinary process for clergy. Anyone may contact an Intake Officer to report concerns.

Leader: A person, adult or youth, who, for the benefit of another, engages in ministry without responsibility for oversight of others engaged in that same ministry. Examples include Sunday school teachers, camp counselors, and program team.

LGBTQ+: An acronym for Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, and others. It refers to people whose gender identities vary from their gender or sex assigned at birth, or whose sexual orientations differ from the heterosexual majority. The "+" is an effort to include additional gender identities. This is an evolving term, as our understanding and language around gender identity and sexuality expands and matures.

Mandated Reporter: A person who is required by state law to report reasonable suspicions of abuse, neglect, and/or exploitation of vulnerable populations to the appropriate state agency. State laws vary greatly. Generally, state law mandates that either all adults or adults in

certain professions report suspected abuse of children and/or youth.

It is imperative to know the requirements of applicable state laws. Typically, individuals who are not mandated to report suspicion of abuse may make a report to the appropriate state agency, even though not legally required to do so.

Off-Site: Any location other than the sponsoring Episcopal Church, institution, facility, or campus.

Organizations: All institutions for which the diocese or congregations have legal or fiduciary responsibility (examples: diocesan departments, commissions, conference & retreat centers, adult day care centers, retirement communities, religious orders, congregations, schools, etc.).

Overnight: Any event that starts on one calendar day and ends on a different calendar day.

Pastoral Relationship: Any relationship (1) between a Member of the Clergy and any person to whom the Member of the Clergy provides or has provided counseling, pastoral care, spiritual direction or spiritual guidance, or from whom such Member of the Clergy has received information within the Rite of Reconciliation of a Penitent, or (2) between a lay minister and any person to whom the lay minister is offering prayer, ministry, and/or any person from whom the lay minister has received sensitive, personal, or confidential information in the course of offering ministry.

Programs: Official activities and programs sponsored by The Episcopal Church and its provinces, dioceses, and congregations (examples include: The Episcopal Youth Event, Provincial Youth Events, Happening, Teens Encounter Christ, pilgrimages, mission experiences, New Beginnings, camp programs, Acolyte Festival, etc.).

Public Records Check: A search of documents and data available to the public including criminal and civil court records, credit reports, and driving records from the department of motor vehicles. Typically, such searches are conducted by a third party with expertise in this area.

Responsible Person: The person designated as being accountable for compliance with this policy for an event or program.

Sacramental Use: Consecrated or unconsecrated wine used in the setting of Eucharist.

Sexual misconduct: A broad term encompassing any behavior of a sexual nature that is committed without consent or capacity for consent or by force, intimidation, coercion, or manipulation. Sexual misconduct can be committed by a person of any gender, and it can occur between people of the same or different gender.

Supervisor: A person who has oversight responsibilities for a ministry program and/or Leaders in a ministry program.

Title IV: A section of the *Constitution and Canons of The Episcopal Church* pertaining to clergy professional standards, accountability and ecclesiastical discipline.

Transgender: An adjective describing a person whose sense of personal identity and gender does not correspond with the gender or sex assigned to them at birth. This is an evolving term, as our understanding and language around gender identity and sexuality expands and matures.

Training: Organized activity designed to provide information and/or instructions to strengthen and enhance the recipient's understanding, capacity, and exercise of ministry.

- **Universal Training:** A standard of training that will foster a culture of safety and inclusion for all people that includes a broad overview of issues of vulnerability, power, and healthy boundaries. This training is designed to equip all people to live out their Baptismal Covenant.
- **Specialized Training:** A standard of additional training that equips people who participate in or have oversight responsibility for ministries. In addition to Universal Training, a person will have access to training that is specialized and tailored to their role and ministry function.

Youth: Anyone who is at least 12 years old, but not yet 18 years old. A youth may also be an individual who is 18 years old or older, and still in high school.¹

¹ Ages established in accordance with generally accepted definitions in the United States. These ages may vary across the wider Episcopal Church.

IV. APPLICATION AND SCREENING

Dioceses, congregations, and other organizations are required to screen all persons according to the standards in the **Screening and Training Protocols** (Appendix A). For some positions, screening consists only of a Public Records Check. For other positions there are additional screening requirements of a written application, interview, and reference verification.

A. Public Records Checks

- Congregations and other organizations shall use a provider approved by the diocese to conduct public records checks. Such checks must be completed before the employee or volunteer begins interacting with children and youth;
- Criminal public records checks shall include all available criminal records and sex offender registries;
- A Department of Motor Vehicles (DMV) records check is needed if transporting children and youth as part of, or an extension of, ministry of the church or for a church-sponsored event;
- A credit check is required with check signing authority; and
- Public records checks must be updated at least every five years.

B. Additional Screening Requirements

Written application, interview, and reference verification are required before serving in certain roles and ministries as specified in the **Screening and Training Protocols** (Appendix A). Where required, these components are generally conducted in the following order:

- Submission of a completed written application to serve in a specified role with a clearly defined, written "job description." The application includes verifiable personal information;
- Personal interview;
- Reference verification conducted by congregations and other organizations to verify personal information and check references listed in the application (people who know but are not related to the applicant); and
- Maintenance of these records as described below.

Potential Leaders or Supervisors must be known and active in the congregation for at least six months before engaging in ministry with children and youth, unless they are required to have public records checks and reference checks pursuant to the **Screening and Training Protocols** (Appendix A).

Dioceses, congregations, and other organizations must keep and maintain all application and screening records secure and confidential in the diocese, congregation's, or

organization's office. This includes a signature by each applicant verifying receipt of a copy of this policy, including any local procedures or variations.

V. EDUCATION AND TRAINING

Training shall be appropriate to each person's function according to the ***Screening and Training Protocols*** (Appendix A).

All Leaders shall have Universal Training that fosters a culture of safety and inclusion for all people and covers a broad overview of issues of vulnerability, power, and healthy boundaries. Universal Training is designed to equip all people to live out their Baptismal Covenant. All members of the Episcopal Church shall have access to this training.

In addition to Universal Training, all Supervisors and those with oversight responsibilities for ministry programs and/or other adults who engage in ministry with children and youth shall have Specialized Training that is tailored to their role and ministry function.

Depending on role and responsibility, Specialized Training should include:

- Prevention, identification, and response to all forms of abuse and neglect;
- Vulnerability within the pastoral relationship;
- An introduction to gender non-binary;
- The needs of LGBTQ+ children and youth;
- The ways that children and youth can engage in self-advocacy; and
- The needs of differently-abled children and youth.

Certification of training shall be renewed every three years.

Dioceses, congregations, and other organizations with responsibility for programs with services or ministries to children and youth shall keep records sufficient to evidence compliance with this policy.

VI. MONITORING AND SUPERVISION OF PROGRAMS

A Responsible Person shall monitor and supervise the behavior of adults, children, and youth to ensure appropriate behavior and healthy boundaries.

All people who minister to children and youth must have ongoing supervision. Ongoing supervision should consist of regular check-ins by the Supervisor who may be parish clergy or a team leader. Such supervision shall review the scope, accountability, and responsibility of the ministry with the person engaged in the ministry. Each person engaged in such ministry should know who supervises their ministry and how to contact the Supervisor at all times.

Dioceses, congregations, and organizations shall ensure that all people who minister to children and youth receive prior training as to the scope, accountability, and responsibility of the ministry.

Dioceses, congregations, and organizations shall maintain an up-to-date list of persons with their contact information approved to minister to children and youth. This list shall be kept in the organization's office or other place where records are kept.

A. Unrelated Adults Required

There shall be at least two unrelated adults (at least two years older than the eldest participant) present at ministry settings and events designed for children and youth. If unanticipated circumstances result in an adult being alone with children or youth, that adult shall report those circumstances to the Supervisor, clergy in charge, senior warden, or Responsible Person as soon as possible.

Only one adult may be sufficient in well-monitored, visually accessible program space on the church grounds, such as a Sunday School classroom, provided that another adult can maintain visual contact with the adult program leader. This can be accomplished by designating an individual to conduct frequent random checks of classrooms and unlocked spaces throughout the building(s). These exceptional circumstances must be specifically described in a written document and approved by the governing body of the congregation. See also sections on ***Overnight Programs*** (Section VI, I) and ***Transportation*** (Section VI, J).

B. Creating Safe Space for Children and Youth

To create a safe space, it is necessary to anticipate and avoid circumstances in which children and youth are exposed to inappropriate consumables, materials, unmonitored adult contact, or unsupervised peer contact.

For example:

- **Alcoholic beverages.** Alcohol (sacramental or otherwise) shall not be stored in publicly accessible areas of the church buildings.

- **Computers and electronic devices.** Children and youth shall have adequate supervision when using electronic devices belonging to dioceses, congregations, and other organizations. Devices shall have adequate password protection. Each user shall have their own account and password. See ***Recommended Practices and Guidelines for Social Media and Electronic Communications*** (Appendix B).
- **Persons with keys and access to locked spaces.** *Anyone with keys or electronic access* to church buildings shall meet all the requirements for screening and training according to the ***Screening and Training Protocols*** (Appendix A).
- **Unused spaces.** Spaces not in use should not be readily accessible. Given the vast differences in facilities, each diocese, congregation, and other organization should determine how best to meet this standard.

C. One-to-One Conversations with Children or Youth

When one-to-one conversations occur between an adult and a child or youth, another unrelated adult is either to be present or capable of visually monitoring the conversation.

Examples include:

- Planned or unplanned on-site conversations can take place in a public location, away from where others can hear but in view of other adults.
- Planned off-site conversations/meetings can take place in a public place (such as a coffee shop or restaurant) in view of other adults. A Responsible Person shall be informed about the appointment or plans in advance.

Confidentiality cannot be guaranteed if a child or youth discloses a situation pertaining to abuse, neglect, self-harm, or exploitation because of mandatory reporting laws.

Impulsive, secluded or secretive activity, online or in person with children or youth, may foster a high-risk situation, and is therefore to be avoided. See ***Recommended Practices and Guidelines for Social Media and Electronic Communications*** (Appendix B).

D. Basic Needs

No one is to be deprived of the basic human needs of food, drinking water, shelter, sleep, access to restrooms, safety, and clothing at any event.

Exceptions may be made for programs intended to teach children or youth about poverty, need, and hunger, such as an intentional fasting program. In these cases, children and youth must agree to participate in writing, and parents or guardians must give written permission that includes certification that the youth or child does not have a medical condition that would put the participant at risk by fasting or missing sleep. Participants who wish to withdraw or who are unable to complete the program must have their basic needs met

immediately.

E. Inclusiveness

No one shall be denied rights, status or access to an equal place in the life, worship, and governance of any program or activity because of race, color, ethnic origin, national origin, marital status, sex, sexual orientation, gender identity and expression, differing abilities, or socio-economic class. To the extent possible, all spaces and settings for programs, activities, and ministry shall be accessible.

The Episcopal Church seeks to support all children and youth by providing reasonable alternative arrangements regardless of state law to address safety and comfort.

Transgender, genderqueer, or gender non-binary children or youth who express the need or desire for increased privacy should be provided with reasonable alternative arrangements. Reasonable alternative arrangements may include the use of a private area, or a separate changing schedule, or use of a single stall restroom. Any alternative arrangement should be provided in a way that protects the child or youth's ability to keep their transgender status confidential. They should not be required to use a locker room or restroom that conflicts with their gender identity.

Safe bathroom/shower facilities will be provided by gender (or specific times will be assigned to the use of a single facility).

Adults should either have separate shower facilities or shower at other times than the youth. Separate dressing facilities should also be provided. See section on ***Overnight Programs*** (Section VI, I).

F. Violence and Weapons

- No one is to strike, hit, or otherwise physically threaten or harm anyone at any time.
- Bullying of any kind by anyone is prohibited.
- Children and youth shall not have weapons of any kind at any event or program for children or youth. Exceptions to this restriction may be made for camp programs or other specific programs with prior approval.
- Report suspected violations immediately. See ***Suspected Violations of this Policy*** (Section VII, B).

G. Behavioral Standards for Adults in Ministry with Children or Youth

Adults who work with children and youth are expected to model the patterns of healthy relationships that children and youth deserve in all settings. Interactions should meet all requirements outlined above, and adults should be discouraged from initiating a private relationship with any unrelated child or youth from the church away from sanctioned church activities.

DOs

Adults are encouraged to:

- Have ongoing spiritual practices, which might include: daily prayer, regular participation in corporate worship, and Bible study;
- Spend time with and listen to children and youth, and advocate for their ministry within the Body of Christ;
- Offer appropriate physical expressions of care, which may include:
 - high fives and fistbumps;
 - hand-holding while walking with small children or in prayer;
 - brief touching of shoulders, hands, or arms;
 - “laying on of hands” under appropriate pastoral supervision;
 - brief hugs and arms around shoulders; and
- Model appropriate affection with other adults and be accountable to the community for behavior.

DON'Ts

Adults shall not under any circumstances:

- Provide children or youth with non-sacramental alcohol, marijuana, drugs, cigarettes, tobacco products, e-cigarettes, vapes, or pornography;
- Arrive under the influence of alcohol, illegal drugs, or misused legal drugs at any children’s or youth event or when they are responsible for children or youth at an event;
- Consume non-sacramental alcohol or illegal drugs or misuse legal drugs at any children’s or youth event or when they are responsible for children or youth at an event;
- Engage in illegal behavior or permit other adults or children or youth to engage in illegal behavior;
- Engage in any sexual, romantic, illicit, or secretive relationship or conduct with any child or youth; or
- Apart from planned pre-approved educational programs, discuss their own sexual activities, fantasies, or their own use, or abuse of drugs or alcohol with children or youth.

Anyone who suspects a violation of these policies shall take steps as outlined in ***Responding to Concerns*** (Section VII).

H. Special Considerations for Off-Site Programming

Off-site programs, trips, and events are a welcome and often necessary means for spiritual, social, and emotional development of children and youth. They also present additional challenges for maintaining best practices for safe and healthy ministry. The expectations for safe space, as described above, should be observed off-site.

In the event of uncertainty about application of the policy, the Responsible Person should contact their Supervisor with the relevant queries.

Because of the unique risks that can't always be anticipated, it is important to obtain permissions and manage documentation as described below.

1. Prior Approvals

- Prior approval by the governing body and the member of the clergy in charge is required, and that approval shall be reflected in the minutes of the governing body. Diocesan sponsored programs, trips, or events shall receive prior diocesan approval.
- Written parental approval is required prior to viewing any movie, whether off-site or on-site, rated "PG-13" or above, or participating in any conversation or program containing sexually explicit or violent content.
- These same prior approvals are required when the site is a private residence, hosting such events as cook outs, pool parties, progressive dinners, etc.

2. Registration, Waiver, and Release Forms

- All children, youth, and adults shall complete and sign a registration form and a waiver and release form before participating in any programs. Confidentiality must be preserved with respect to medical and other sensitive information in the forms. Such forms can encompass a program year.
 - There must be a parent/guardian's signature on all release and waiver forms for minors. Please check with your bishop's office concerning whether digital signatures are acceptable in your state.
 - Completed release and waiver forms shall be maintained in a secure location on-site or online. Please check with your bishop's office concerning whether such forms may be saved electronically and the length of time the forms must be saved.
- Permission slips shall be provided for each off-site event and shall be signed by the parent/guardian.
- Prior permission for a minor to be photographed or recorded on film, videotape, audiotape, or other electronic media is required from a

parent/guardian.

3. First Aid and Medications

- Current certification in First Aid, CPR, and Automated External Defibrillator (AED) is strongly encouraged for those who work with children and youth.
- A first aid kit, appropriately stocked for the event and participants, shall be available in an easily accessible location.
- A record must be kept for all medication or first aid given to a participant. This record shall include the participant's name, the date and time of service, the name of the person administering medication or treatment, and a description of the medication, dosage, and/or treatment given.
- All medications (prescription and over the counter) belonging to minors shall be given to the Responsible Person, unless otherwise agreed upon by the parents and the Responsible Person. Exceptions may include inhalers, epi-pens, and birth-control pills.
- Only the Responsible Person, or their adult designee, shall administer medications.

4. Supervision

- At any gathering of children or youth, there shall be at least two unrelated adults with one being age 25 or older, preferably reflecting the sex and gender identity of the participants.
- Minimum ratios of adult to child/youth shall be in accordance with American Camp Association (ACA) guidelines as follows:
 - 5 years & younger — 1 adult for each 5 overnight-participants and 1 adult for each 6 day-participants
 - 6–8 years — 1:6 for overnight, and 1:8 for day
 - 9–14 years — 1:8 for overnight and 1:10 for day
 - 15–18 years — 1:10 for overnight and 1:12 for day
- Additional adults can provide skills, mentorship, support, encouragement, spiritual guidance, and joy.
- When you have new leaders-in-training, the leadership teams should also have a reasonable number of experienced adult leaders to provide support.

5. Insurance

All trips to off-site destinations must have adequate insurance in case of emergency. For more information, contact your insurance broker.

I. Overnight Programs

In overnight programming, particular attention will be given to historically excluded or unrecognized people, such as LGBTQ+ and differently-abled individuals. In a situation of unequal power and safety, preferences of these individuals merit additional consideration, accommodation, and action to ensure:

- Participant privacy;
- Maximization of social integration of all participants;
- Minimization of stigmatization of any participants;
- Equal opportunity to participate; and
- Safety of all participants.

Other guidelines for overnight programs:

- The safe use of restrooms and showers by all participants requires dioceses, congregations and other organizations to consider numerous factors, including, but not limited to: age, sex, gender identity and expression, and privacy. Adults should have separate showers or separate times for showers.
- Overnight programs shall provide safe, supervised sleeping arrangements.
 - No bed, cot, or sleeping bag shall have more than one person sleeping in it.
 - Supervision by two unrelated adults is required in any space where one or more youth are sleeping.
 - It is acceptable for all participants to sleep in the same open area when dressing rooms and bathrooms provide appropriate privacy.
- Participants shall have access to three substantial meals each full day and access to sufficient water.
- Participants shall be given the opportunity for at least seven hours of sleep each 24-hour period, except for programs where parental/guardian permission is given to miss sleep. In these cases, children and youth must agree to participate in writing, and parents or guardians must give written permission that includes certification that the youth or child does not have a medical condition that would put the participant at risk by missing sleep.
- Participants shall have some time set aside each day for rest or free time.

Best practice guidelines for hotel stays:

- One child or youth per bed, including cots, pullouts or hideabeds, and rollaway beds;
- At least 2 children or 2 youth in each room.

- Adult supervisors or chaperones have rooms on the same floor, scattered among the rooms with children or youth, and at least one adult room is by the stairs or elevators;
- Adult leader assigns rooms and room occupants;

J. Transportation

- For the health and safety of all participants, the following practices shall be followed: For events that originate and/or terminate at the diocesan, congregation, or organization's facility, all drivers must be at least 21 years of age and provide proof of insurance and a current driver's license, a completed volunteer driver information form, and have a satisfactory DMV records check.
- All drivers and riders must comply with state laws including seat belt and cell phone usage.
- Parents/guardians are responsible for the transportation and safety of their children and/or youth to and from the event. This responsibility includes the transportation of any other passengers in their vehicle.

K. Camps and Retreat Centers

All camps, camping programs, and retreat centers of the diocese shall follow the guidelines for off-site programming established in this policy. In addition, camps should aim to follow American Camp Association standards to the best of the camp's ability.

L. Travel

Travel with children and youth presents amazing opportunities for participants to experience the church and the world on a larger scale with vastly different perspectives of faith communities and their contexts. It also presents challenges to normal safety protocols and opportunities for creativity if managed well. The following policies will help groups prepare for a variety of potential scenarios, as well as for domestic and international travel.

1. Adult Leaders and Chaperones

- Minimum ratios of adult to youth need to be greater due to the possibility of leaving an adult behind with a participant in the event of a medical emergency.
 - 9–14 years — 1:5
 - 15–18 years — 1:7
- Regardless of group size, no group should travel with fewer than three adult chaperones.
- One adult, minimum age 25, should serve as the travel administrator who is responsible for all aspects of the trip, including carrying all necessary documentation, contacts, and forms including:
 - medical releases;

- community covenant;
 - emergency contacts;
 - itineraries; and
 - cash and/or credit card capacity to address emergencies.
- It is a best practice that, one adult, minimum age 25, should hold a current medical certification to manage administration of necessary and permissible medications, administer immediate and necessary first aid, and triage medical situations to determine if care of an individual needs to be taken to a higher level of care. When this is not possible, one person should be designated to supervise the administration of medications as instructed on medical release forms, and a clinic near your destination should be identified ahead of time in order to respond to health emergencies as rapidly as possible.
 - Acceptable medical certifications include:
 - Wilderness Medical Response
 - Outdoor Emergency Care
 - Emergency Medical Technician/Paramedic
 - Nurse — RN/LPN/Nurse Practitioner
 - Physician’s Assistant
 - Medical Doctor
 - Best practice is to designate an adult to serve as back-up to the travel administrator, and as back-up for simple first aid and administration of prescriptions. These could be the same person.
 - A copy of all documents should be left with an accountable person at the diocesan, congregation, or organization’s office. That person should also serve as the local emergency contact person for communications between the traveling group and families at home.

2. Insurance for Travel

- Short-term trip or supplemental insurance, available through most church and organization’s policies as an added rider, must be secured at-least one month prior to travel.
- It is recommended that all travelers carry evidence of personal health insurance by virtue of a copy of the actual card provided to the insured person.
- Because not all individuals have access to affordable and adequate health insurance, it is recommended that health insurance be added to trip insurance.

3. International Considerations

- Check in with the U.S. Department of State on travel requirements, including visas.
- Make certain that every traveler's passport is valid for at least six months beyond your return date.
- Determine whether or not vaccinations are required and/or recommended for entry into specific countries.
- Arrange to have at least two cell phones with the group that will have active coverage in your destination(s). Make a back-up plan for communication with your Responsible Person at home.
- A more thorough list of international travel considerations with links to U.S. and global organizations can be found in the *Youth in Mission Manual* here: http://www.episcopalchurch.org/files/7-traveling_7.pdf

VII. RESPONDING TO CONCERNS

A. Suspected Abuse, Neglect, or Exploitation of Children and Youth

Any adult who has reason to suspect that abuse, neglect, or exploitation of children or youth has taken place, is strongly encouraged, and all mandated reporters are required to contact the state's Child Protective Services.

In addition, anyone who has reason to suspect that abuse, neglect, or exploitation of children or youth has taken place within a facility or program of the diocese, congregation, or other organization, should immediately inform one of more or the following:

- The bishop or the bishop's office in the case of a diocese;
- Member of the clergy in charge or the senior warden in the case of a congregation;
- The director, head, or other governing officer in the case of other organizations; and/or
- The Intake Officer in case a member of the clergy is suspected of abuse, neglect and/or exploitation.

B. Suspected Violations of this Policy

Anyone who suspects a violation of these policies shall immediately report the violation to the Responsible Person, member of the clergy in charge, and senior warden.

Clergy in charge receiving reports of violations of this policy shall be responsible for providing appropriate pastoral care to all those affected and appropriate remedial and/or disciplinary action up to and including termination of employment or unpaid ministry with the church. If the Responsible Person is a lay person, they are responsible to ensure that appropriate pastoral care is provided for all.

Anyone who suspects a violation of these policies by a member of the clergy shall immediately report the violation to the bishop's office and/or the Intake Officer. Anyone can make a report to an Intake Officer.

The bishop, hearing reports of violations by clergy, or by laity at diocesan events, shall be responsible for providing appropriate pastoral care to all those affected and appropriate remedial and/or disciplinary action, up to and including canonical disciplinary action, as provided by Title IV of the Constitutions and Canons and/or termination of employment or unpaid ministry with the diocese.

C. Local Resources for Response

Each diocese, congregation, or organization shall provide a list of local resources that can give

information and assistance to anyone concerned about circumstances that may violate this policy. Such resources with contact information shall include:

- Responsible Person(s) for programs and ministries with children and youth;
- Clergy in charge of a congregation;
- Wardens;
- Bishop;
- Intake Officer(s); and
- Child Protective Services.

VIII. POLICY ADOPTION, IMPLEMENTATION, AND AUDIT

A. The Episcopal Church Adoption and Implementation

The Episcopal Church shall ensure that all programs and events of the Episcopal Church involving children and youth comply with the standards set out in this policy.

The Episcopal Church shall also ensure that each diocese adopts a ***Policy for the Protection of Children and Youth*** in accordance with this policy by January 1, 2019.

B. Diocesan Adoption, Implementation, and Audit

Dioceses shall adopt a ***Policy for the Protection of Children and Youth*** that is consistent with and/or exceeds the requirements in this policy.

Dioceses may adopt site-specific variations from this policy, where permitted by their governing body, which shall be described in detail, including the circumstances under which those variations are to be permitted and their rationale. This approval shall be recorded in the minutes of the governing body.

The bishop or ecclesiastical authority for each diocese shall inform congregations and other organizations within the diocese of the contents of the diocesan policy, the requirement that each congregation or organization adopt a policy in accordance with the diocesan policy, and the vendor(s) approved by each diocese to conduct Public Records Checks.

Each diocese is required to conduct a ***Safe Church Self-Audit*** every three years to confirm compliance with diocesan safe church policies.

Procedures to be confirmed by audit will include (but are not limited to):

- Existence of diocesan policy that is consistent with and/or exceeds the requirements of this policy;
- Provision of accessible and appropriate training for all those who work with children and youth in accordance with ***Screening and Training Protocols*** (Appendix A). Such training shall include, at a minimum, topics identified in this policy;
- Verification that each congregation and/or organization within the diocese has adopted a policy that is consistent with and/or exceeds the diocesan policy; and
- Verification that each congregation and/or organization has a process to ensure members access training and conduct public record checks.

C. Congregation and Organization Adoption, Implementation, and Audit

Congregations and organizations must adopt a ***Policy for the Protection of Children and Youth*** that is consistent with and/or exceeds the requirements in this policy and the diocesan policy.

Congregations and organizations may adopt site-specific variations from diocesan policies, where permitted by vestries or governing bodies, which shall be described in detail, including the circumstances under which those variations are to be permitted and their rationale. This approval shall be recorded in the minutes of the vestry or governing body.

The ***Policy for the Protection of Children and Youth*** shall be posted in an area where activities take place, and shall be given to all adults, guardians, and all paid and unpaid persons who minister to children or youth. These policies shall include the names and phone numbers of the member of the clergy in charge, the senior warden, and a contact person in the bishop's office.

Each congregation and organization is required to conduct a ***Safe Church Self-Audit*** annually to confirm compliance with safe church policies, and to report such audit to the bishop's office.

Procedures to be confirmed by audit will include (but are not limited to):

- Public records checks, application forms, records of screening and reference verification of paid and unpaid persons;
- Records of compliance with ***Screening and Training Protocols*** (Appendix A);
- Procedures for responding to concerns and incidents; and
- Evidence of compliance with "safe space" requirements.

Appendix A: Screening and Training Protocols

Screening and Training Chart	Ministry Function	Public Records	App/Inter/Ref	Universal Training	Leader	Supervisor
Staff & Contracted Ministers (not covered below)	Church Employees	X	X	X		X
	Diocesan contractors (1099)	Depends		X	X	
	Clergy	X	X	X		X
	Church contractors (1099)	Depends		X		
	Diocesan Employees	X	X	X		X
	Diocesan Staff - unpaid	X	X	X		X
Program Supervisors						
	Child/Youth Choir Director	X	X	X		X
	Choir Director	X	X	X		X
	Commissioned Ministry Teams	X	X	X		X
	Director of Religious Education	X	X	X		X
	Camp Director	X	X	X		X
	Youth Minister	X	X	X		X
Program Participants (non-supervisory)						
	Acolyte Mentor	X		X	X	
	Choir parents			X		
	Church School Teacher	X		X	X	
	Counselor in Training	X- 18 and over	X	X	X	
	Nursery Worker - unpaid	X		X	X	
	Parish Nurse	X	X	X		X
	Teenage assistants			X	X	
	Musicians who work with youth	X	X	X		X
*Off-site	Camp Counselor	X	X	X		X
	Confirmation mentors	X	X	X	X	
	Lay Chaplains	X	X	X		X
	Pastoral Care Teams	X	X	X	X	
*Overnight	Youth Group Leaders	X	X	X		X
Drivers						
	Drivers	DMV		X		
Governance						
	Church Elected			X	X	
	Treasurer	Criminal & Credit		X	X	
	Vestry			X	X	
	Wardens	Criminal & Credit		X		X
Key Access						
	Altar Guild	Recommended		X		
	Building Hosts	Recommended		X		
Home Visitors						
	Eucharistic Visitors	X	X	X	X	
	Home Visitors	X	X	X	X	
	Stephen Ministers	X	X	X	X	
	Church Staff- unpaid	X	X	X		X

*Off-site: Any location other than the sponsoring Episcopal church, institution, facility, or campus.

*Overnight: Any event that starts on one calendar day and ends on a different calendar day.

Appendix B: Recommended Practices and Guidelines for Social Media and Electronic Communications for Children and Youth

Social media shapes the lives of young people and has the potential to empower ministry. Behavior in the digital sphere is never private. Posted content may be used out of context and out of the control of the originating individuals and organizations, putting them at risk. In addition, these powerfully connective tools are subject to the same dynamic of unequal power and potential for abuse that present a risk in all ministry relationships. Churches face the challenge of identifying and proactively addressing areas of potential risk in social media use in the midst of rapidly evolving technology. The following recommended practices and guidelines are designed to be a flexible template for developing policies and covenants governing the safe use of social media and digital communication in ministry settings.

General Information about Digital Communications

- All communications sent digitally (email, social networking sites or platforms, notes, texts, or posts, etc.) are NOT CONFIDENTIAL and can be shared or reposted to others.
- Interactions in the virtual world need to be transparent; that is, occurring in such a way that it is easy for others to see what actions are performed.
- In the virtual world, healthy boundaries and safe church practices must be adhered to as they are in the physical world.
- In the virtual world, “friend” can mean anyone with whom you are willing to communicate through that medium. In the physical world, friend can mean much more in terms of intimacy, self-disclosure, mutuality, and expectations for relationship.
- Laws regarding mandated reporting of suspected abuse, neglect, or exploitation of children or youth apply in the virtual world as they do in the physical world. Check your local applicable laws.

Recommended Practices and Guidelines for Churches and Organizations:

- Establish a policy that outlines professional and institutional standards for profiles and interactions on social networking sites and platforms.
- Establish a policy of transparency regarding social media accounts. The best practice is to have the diocese, congregation, or organization create and “own” the social media accounts representing the diocese, congregation, or organization respectively and have multiple administrators and/or supervisors with access. If personal accounts are used, a system of monitoring should be established.

- Establish a policy regarding the identification or “tagging” of individuals in online photos or videos. For example, on Facebook, “tagging” someone in a photo or video creates a hyperlink to that person’s profile page that can be clicked by anyone. The best practice is for the diocese, congregation, or organization not to identify or “tag” individuals. The “tagging” of children and youth should be prohibited. When written permission is provided by a parent/guardian, the captioning of photos or videos of minors may be permitted. The caption should not include the minor’s full name, nor should it create a clickable link to someone’s personal profile. A policy of whether or not an individual can “self-tag” in a diocese, congregation, or organization’s online photo or video should also be established.
- A diocese, congregation, or organization does not have a responsibility to review or monitor the personal pages or groups that are not sponsored by that diocese, congregation, or organization, except as described in #2 above. The preceding statement should be included in the diocese, congregation, or organization’s Social Media Policy.
- Email can be a good method of communication, and it also has the opportunity to be misunderstood. Having a clear understanding and procedure for responding to digital communication that raises concern is prudent for all. Best practices can include not responding immediately and sharing the communication with a supervisor before responding. Phone and face-to-face meetings are preferred when responding to emotionally driven communications or pastoral emergencies.
- When using photos and videos for ministry purposes, obtain a media release for each person and only post images that respect the dignity of every person depicted.
- Dioceses, congregations, or organizations must inform participants when they are being videoed because church buildings are not considered public space. Signs should be posted that indicate a service or activity will be broadcast when worship services or activities are streamed or distributed on the web or via other broadcast media.

Recommended Practices and Guidelines for Interactions with Children and Youth:

- Prudent judgement should be used in the time of day a child or youth is contacted through social media. Under normal circumstances, refrain from contact or exchanging texts, chats, or emails before 8:00 am or after 10:00 pm, unless it’s an emergency.
- Privacy settings and personal boundaries should be implemented.
 - Create and use profiles on social networking sites that meet professional and institutional standards.
 - Do not submit connection requests (such as friend requests on Facebook or “Add Me” on Snapchat) to children or youth for personal interactions. Youth may not be able to decline such requests due to the disparity of power between youth and adults. Youth may ask to be “friends,” and adults should

discern the nature of contact appropriate for healthy ministry.

- Apply privacy settings that are consistent with all children and youth, across all social networking sites and platforms. Avoid playing favorites or the appearance of playing favorites.
- Establish a regular ongoing and consistent system of review that focuses on settings, accessible content, photos, and videos to ensure compliance with professional and institutional standards.
- Inform parents of children and youth of social networking sites and platforms used within the ministry.
- When possible, send communication (1) to entire groups, (2) on an individual's "wall," or (3) in public areas, rather than in private messages. This includes photos, images and videos.
- When sending emails to a child or youth that contain personal or private information regarding that child or youth, a copy should be sent to the parents or guardians as well. Examples of these types of emails include: payment due information, specific medical requests or questions, etc. Mass emails sent to an entire group are not required to be copied to parents or guardians.
- Disclose **ongoing** digital pastoral communications (ie: e-mails, Facebook messages, texting, etc) with children and youth to a parent and/or a supervisor to determine when a referral to a professional provider or resource is needed.
- Create covenants to govern digital groups, which include:
 - Appropriate and inappropriate behavior of members (bullying, pictures that depict abuse, violence, illegal activities, sexual acts, etc.) and the consequence for inappropriate behavior;
 - Who may join and/or view group activity, when participants should leave the group and when/if the group will be disbanded;
 - Description of content that can be posted or published on the site or page;
 - A prohibition of "tagging" photos and videos of children and youth. However, the captioning of photos and videos is permissible with written permission from a parent or guardian;
 - Notification that mandatory reporting laws will be followed; and
 - Consequences for breaking the covenant.
- Delete inappropriate material posted in digital groups, address the behavior and report it, if necessary, in accordance with legal and institutional requirements.

- In video calls, follow the same criteria used in telephone calls. In addition, prudent judgement regarding attire and surroundings should be observed.
- Comply with the following best practices regarding “groups” on social networking sites:
 - Have at least two unrelated adult administrators as well as at least two youth administrators for groups that are designed for youth;
 - Use closed groups, but not “hidden” or “secret” groups, for youth;
 - Have only youth administrators invite other youth to join the online group, unless a youth previously asked an adult administrator to invite them to join;
 - Remove any content that shows or describes inappropriate behavior outside the bounds of the established behavioral covenant;
 - Open social networking groups for youth to parents of current members;
 - Remove adult leaders of youth groups and youth who are no longer members, due to departure, removal from position, or are ineligible because they “aged-out” of a program from social networking sites, list serves, etc;
 - Observe mandated reporting laws regarding suspected abuse, neglect, and exploitation.

Appendix C: SAMPLE CONFIDENTIAL NOTICE OF CONCERN

Individual(s) of Concern:

Date of occurrence:

Time of occurrence:

Type of Concern:

Inappropriate behavior with a child or youth

Policy violation with a child or youth

Possible risk of abuse [

] Other concern:

Describe the situation: What happened, where it happened, when it happened, who was involved, who was present, who was notified? If reported to the State, what was their recommendation about investigating? Attach additional sheets if needed.

Has this situation ever occurred previously? Attach additional sheets if needed.

What action was taken? How was the situation handled, who was involved, who was questioned, were police called? Attach additional sheets if needed.

What is the follow-up plan? Does anyone else need to be notified? Will the situation need monitoring? Would you like someone to call you to discuss this situation?

Attach additional sheets if needed.

Submitted by: (Please print)

Telephone number:

Location and address:

Signature:

Date:

Reviewed by:

Once completed, please fax to the confidential fax line xxx-xxx-xxxx.

Appendix D: SAMPLE APPLICATION FORM, CODE OF CONDUCT, AND ACKNOWLEDGMENT, RELEASE AND SIGNATURE

INSTRUCTIONS Please complete all of the questions accurately and fully. Attach additional sheets if needed.

Today's date:

PERSONAL DATA

Name:

Street address:

City:

State: Zip:

How long at current address:

Home phone:

Work phone:

Best time to contact you:

Email address:

Driver license number: State

Social Security number (OPTIONAL):

Are you legally eligible to work in this country?

Yes No

Note: If you are chosen for a paid position, you will be required to show documents verifying your employment eligibility and identity to complete the INS Form I-9 as required by the Immigration Reform and Control Act.

Please list your addresses in the past five years:

For what position are you applying?

What interests you about the position for which you are currently applying?

What has prepared you for the position for which you are currently applying?

EMPLOYMENT HISTORY Please complete for your prior employers, covering the past TEN years.

CURRENT EMPLOYER

Company name:

Address:

City: State: Zip:

Immediate supervisor name: Immediate supervisor phone number: Position held:

Dates of employment: from to

Reason for leaving position:

PREVIOUS EMPLOYER

Company name:

Address

City: State: Zip:

Immediate supervisor name: Immediate supervisor phone number: Position held:

Dates of employment: from to

Reason for leaving position:

PREVIOUS EMPLOYER

Company name:

Address

City: State: Zip:

Immediate supervisor name: Immediate supervisor phone number: Position held:

Dates of employment: from to

Reason for leaving position:

PREVIOUS EMPLOYER

Company name:

Address

City: State: Zip:

Immediate supervisor name: Immediate supervisor phone number: Position held:

Dates of employment: from to

Reason for leaving position:

PREVIOUS EMPLOYER

Company name:
Address
City: State: Zip:
Immediate supervisor name:
Immediate supervisor phone number:
Position held:
Dates of employment: from to
Reason for leaving position:

VOLUNTEER EXPERIENCE Include all experience working with children or youth

Organization:
Contact:
Phone: Duties:
Dates: from to

Organization:
Duties: Dates:
from to Contact:
Phone:

Organization:
Duties: Dates:
from to Contact:
Phone:

Organization:
Duties: Dates:
from to Contact:
Phone:

EDUCATIONAL HISTORY

Name of school
Address
City State Zip
Type of school
Name of program or degree
Program and date completed?

Name of School
Address
City State Zip

Type of school
Name of program or degree
Program and date completed?

Name of school
Address
City State Zip
Type of school:
Name of program or degree:
Program and date completed?

PROFESSIONAL/CIVIC REFERENCES

Name:
Address
City State Zip
Daytime phone:
How long have you known this person?
Relationship to you:

Name:
Address:
City State Zip
Daytime phone:
How long have you known this person?
Relationship to you:

PERSONAL REFERENCES

Name:
Address
City State Zip
Daytime phone: Evening:
How long have you known this person?
Relationship to you:

Name:
Address
City State Zip
Daytime phone: Evening:
How long have you known this person?
Relationship to you:

FAMILY REFERENCES

Name:
Address:
City State Zip

Daytime phone: Evening:
How long have you known this person?
Relationship to you:

Have you ever been accused of physically, sexually or emotionally abusing a child or an adult?

Yes No

If yes, please explain.

Have you ever been convicted of a violation of the law except for a minor traffic violation? (A conviction does not automatically cause rejection of your application. Rather, such factors as age and date of conviction, nature and seriousness of the crime, and rehabilitation will be considered.)

Yes No

If yes, please explain.

CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN AND YOUTH

Read and initial each item to signify your agreement to comply with the statement.

_____ I agree to do my best to prevent abuse and neglect among children and youth involved in church activities and services.

_____ I agree not to physically, sexually or emotionally abuse or neglect a child or youth.

_____ I agree to comply with the policies for GENERAL CONDUCT FOR THE PROTECTION OF CHILDREN AND YOUTH defined in the Policies for the Protection of Children and Youth from Abuse.

_____ I agree to comply with the GUIDELINES FOR APPROPRIATE AFFECTION with children and youth.

_____ In the event that I observe any inappropriate behaviors or possible policy violations with children or youth, I agree to immediately report my observations.

_____ I acknowledge my obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children or youth to appropriate church leaders and state authorities in accordance with the POLICIES FOR THE PROTECTION OF CHILDREN AND YOUTH FROM ABUSE.

_____ I understand that the church will not tolerate abuse of children and youth and I agree to comply in spirit and in action with this position.

ACKNOWLEDGMENT, RELEASE AND SIGNATURE

To the best of my knowledge, the information contained in this application is complete and accurate. I understand that providing false information is grounds for not hiring me or choosing me for a volunteer position or for my discharge if I have already been hired or chosen. I authorize any person or organization, whether or not identified in this application, to provide any information concerning my previous employment, education, credit history, driving record, criminal conviction record, sexual offender registry or other qualifications for my employment or volunteering. I also authorize _____ [Parish] to request and receive such information.

If hired or chosen, I agree to be bound by _____ [Parish's] policies and procedures, including but not limited to its POLICIES FOR THE PROTECTION OF CHILDREN AND YOUTH FROM ABUSE and CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN AND YOUTH. I understand that these may be changed, withdrawn, added to or interpreted at any time at the _____ [Parish's] sole discretion and without prior notice to me. I also understand that my employment or volunteering may be terminated, or any offer or acceptance of employment or volunteering withdrawn, at any time, with or without cause, and with or without prior notice at the option of _____ [Parish] or myself.

Nothing contained in this application or in any pre-employment or pre-volunteering communication is intended to or creates a contract between myself and _____ [Parish] for either employment, volunteering or the providing of any benefit.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS.

Signature: _____

Printed Name: _____

Date: _____

Appendix E: STATE CHILD ABUSE REPORTING STATUTE WEBSITE FOR VIRGINIA

www.dss.state.va.us

Appendix F: STATE CRIMINAL RECORDS AND SEX OFFENDERS REGISTRY INFORMATION FOR VIRGINIA

AGENCY Virginia State Police
7700 Midlophian Turnpike
Richmond, VA 23235
(804) 674-2000

WEBSITE www.virginiatrooper.org

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (804) 674-2000

Appendix G: Best Practices and Recommendations for Policies for Churches, etc.

All policies of the Episcopal Diocese of Southwestern Virginia, Safeguarding God's Children should be adhered to. The following are best practices for those working in ministry with children and youth on congregational and event settings.

Their purpose is to protect children and youth and the adults who work with them, as well as, the church, by properly screening and monitoring volunteers and creating safe space for young people. Each parish should create their own parish policy for the protection of children and youth from abuse following these guidelines.

Above all, the physical and emotional safety of each person should be honored and upheld.

- Each church should have a parish SGC coordinator. Each coordinator will keep track of SGC training and report training to proper person at the diocesan level (Pattie Ames) and record information in the Preasidium database
- Adults who work with children and youth (employees and volunteers) must observe the training requirements as set forth in the DIOSWVA policy. This training must be renewed every 3 years.
- All classrooms and offices should have view panels (glass) in doors.
- Standards of behavior for children and youth should developed and honored by all participating in classrooms, meetings, events and trips. These standards include the following and should prohibit the use and possession of alcohol, illegal drugs and weapons. They should also prohibit acts of violence, sexual activity, theft and vandalism.
- Limit access to unauthorized areas. Ideally these areas should be locked.
- Two adults in every classroom or if only one adult, a supervisor roaming and the door must remain open.
- When assisting younger children toileting tell another adult, keep door open, but protect modesty of the child.
- If left alone with a youth (waiting for parent, transporting, etc.) Call Rector or Senior Warden and alert parent or guardian. Try to be in a public place or outside, if possible.
- Although some youth drive themselves to church, licensed adults (25 and older) should be the only drivers on youth trips, and during youth meetings. All riders should wear seatbelts and drivers should follow all applicable state laws. You must secure parental permission if a staff or volunteers are driving children or youth.
- No adult should be alone in private with a young person at or away from the church or event facility. If it is necessary for an adult and young person to have a private conversation, it should be done in a public and visible space. His or her own child is an exception to this rule.
- In order to protect the community and avoid situations that blur appropriate adult/youth boundaries, it is not appropriate for adults to:

Have youth or children sit in their laps (or sit in a young person's lap.)

Give piggyback rides.

Give or receive massages from youth

Engage in snuggling or prolonged hugging with children or youth. Engage in wrestling or physical horseplay with children and youth.

- Permission slips and medical release forms are required for trip off site. See DIOSWVA for samples.
- Keep a stocked first aid kit nearby whenever you meet or travel as a group.
- Be sure to document any medical or physical accident or incident in writing and report to rector or senior warden.
- Any suspicious or allegation of abuse or neglect of a child or youth must be reported to Youth and Family services immediately and tell the immediate supervisor of the group, unless that person is the person in question, then the rector must be notified.
- All children and youth meetings and trips should be open to parents, clergy, and other appropriate visitors at all times.

Appendix H.

Best Practices for Joint Ecumenical Programs

This appendix outlines some best practices for parishes conducting joint programs for children and youth with non-Episcopal churches in a local community.

Episcopal parishes need to ensure that joint program held in the community adhere to the same standards as other parish programs.

All Episcopalians volunteering for joint ecumenical ministries or programs should have completed and be current in Safeguarding God's Children training. Coordinators from other denominations should take the responsibility to ensure their volunteers have comparable training.

If a partnering ecumenical church does not offer or have access to such training similar to Safeguarding God's Children, these ecumenical volunteers take Safeguarding God's Children training.

The group coordinating the joint project should create a written policy of best practices for this event to include: screening and selection of volunteers/staff, education and training requirements, monitoring and supervision of program and general conduct for the protection of children and youth.

Reporting requirements for inappropriate behaviors, abuse violations, or suspected abuse are the same as included in the Diocese of Southwestern Virginia's policy.

Appendix I.

General Guidelines for adults who work with children and youth

These are reminders for all adults who work with children and youth about proper boundaries and behaviors to keep in mind in the classroom, at events or in the church building –

- Adult leaders must always make sure any interaction with children or youth takes place in the presence of at least one other adult. There should not be any one on one interaction between an adult and young person, unless in a public area. If a child needs to be taken to the bathroom, either 2 adults must go or the adult stands in the door way and not out of sight inside the bathroom or when assisting younger children toileting tell another adult, keep door open, but protect modesty of the child.
- Adults must be aware of appropriate verbal and physical contact with a child. Some forms of affection are acceptable but should be initiated by the child, not the adult. Contact should not be forced and never make anyone feel uncomfortable.
- Adults should always report any concerns, questionable behavior or questionable situations to the parents, immediate supervisor of the children or youth program, and/or the rector, unless it involves one of those people. Other situations are covered in the Safeguarding class.
- If left alone with a youth (waiting for parent, transporting, etc.) Call Rector or Senior Warden and alert parent or guardian. Try to be in a public place or outside, if possible.
- Although some youth drive themselves to church, licensed adults (25 and older) should be the only drivers on youth trips, and during youth meetings. All riders should wear seatbelts and drivers should follow all applicable state laws. You must secure parental permission if a staff or volunteers are driving children or youth.
- No adult should be alone in private with a young person at or away from the church or event facility. If it is necessary for an adult and young person to have a private conversation, it should be done in a public and visible space. His or her own child is an exception to this rule.

Occasionally, situations and emergencies will arise which call for immediate action and your best judgement. As a leader with children and youth, we trust you with the responsibility and maturity of making the right decision at the time. Again, all instances must be reported immediately to the parents, direct supervisor or rector.

Thank you for your ministry and for your willingness to provide the safest environment possible for everyone's protection and well-being.

Training Requirements **For Safeguarding God's Children & Safeguarding God's People**

The Episcopal Diocese of Southwestern Virginia
Updated December 14, 2019

The Episcopal Church policies for the Protection of Children and Youth and the Protection of Vulnerable Adults that went into effect January 1, 2019 outline that training is expected of various categories of Staff & Contracted Ministers, Program (or Ministry) Supervisors, Program (or Ministry) Participants, and those involved in church Governance. See Appendix A in both policies.

The Diocese of Southwestern Virginia strives to conform to The Episcopal Church policies made effective in 2019. At its meeting on December 14, 2019, the Executive Board of The Diocese of Southwestern Virginia adopted the following prioritization of training requirements for the Diocese in order to take steps to achieve these standards.

Prioritization of Training:

- **Safe Church Requirement for Clergy** - The Diocese of Southwestern Virginia requires all clergy to be certified in Safeguarding God's Children and Safeguarding God's People trainings in the Diocese of Southwestern Virginia within 90 days of becoming canonically resident. This protocol is only necessary if said trainings have not previously been taken in another Episcopal diocese or seminary. Training completed at another Episcopal diocese or seminary shall fulfill training requirements for The Diocese of Southwestern Virginia if the cleric submits a copy of each training certificate signed by the trainer to the Bishop's office. Recertification for both Safeguarding God's Children and Safeguarding God's People shall be required for all clergy every 3 years.
- **Safe Church Requirements for Laity** - The Diocese of Southwestern Virginia requires **at least one, actively-serving warden** in every Mission or Parish to be certified in Safeguarding God's People. However, having both the senior warden and the junior warden trained is preferable. When a warden or wardens take office and neither has previously taken Safeguarding God's People training, one of the two wardens in that church must be certified within 90 days. Although not required, **all vestry members** are strongly encouraged to take both trainings at least once.
- **All staff (paid or unpaid)** are required take Safeguarding God's People training. Safeguarding God's Children is prioritized for those staff members that work directly with children and youth or young people (18 and under) or have oversight over those who do.
- **All lay ministers, programmatic supervisors, or participants** (e.g. choir directors, youth ministers, church school teachers, acolyte mentors, and Eucharistic Visitors) should take Safeguarding God's People and must take Safeguarding God's Children if their role has them working with young people in an ongoing capacity.

Training Certification Requirements:

- **In-person training is preferable** when taking Safeguarding God's Children and Safeguarding God's People for the first time.
- **Online training will allow for adequate certification** when taking either training for the first time.
- **A refresher course must be taken every 3 years** to retain certification for both Safeguarding God's Children and Safeguarding God's People. This may involve taking the full in-person training or an adapted module online.