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.