Tab L

Lay Employees

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

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

Tab L- 1

Lay Licensed Ministers

That are required to attend Safeguarding God's People Training

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

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

Screening, Hiring, and Training Requirements for Lay Employees:

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

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

1. Submit a signed joy application with a listing of personal references and an authorization for background checks. (Application for Church Worker is as at **Tab B-1**, and authorization for background checks is set forth in **Tab B-6**.)

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

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

   Tab B ("Screening, Recruiting and Training") is his/her job includes recruiting and/or hiring duties;
   Tab L (this tab);
   Tab S ("How and Where to Report Suspected Child Sexual Abuse and Adult Sexual Misconduct");
   Tab T ("Response to Reports of Child Sexual Abuse and Adult Sexual Misconduct");
   Tab U ("Congregational Healing") *if* his/her job includes providing counseling

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

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

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

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

2. Ensure that all current lay ministers are familiar with any newly adopted policies and practices as set forth in the Policy Manual, that they have met all requirements adopted since they were hired, and that they have submitted all documentation now required.

3. Conduct one-on-one discussions with children/youth in open areas such as hallways. A single adult should never be alone with a single child.

4. Do not ask a child/youth for hugs or other physical expressions of affection. Be careful when touching a child or youth. Some examples of "safe" touching include:

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

5. For off-campus activities (field trips, etc.) ensure that the requirements for drivers of church youth are met. (See page 1 of **Tab B**, "Screening, Recruiting/Hiring and Training," and **Tab B-5,** "Handouts from Diocesan Workshop on Prevention of Child Sexual Abuse, Safe Practices, Driving.")

6. Become familiar with the procedures for reporting any suspicion of child sexual abuse or adult sexual misconduct (**Tab S**).

7. Do not ignore signs of abuse, or delay reporting abuse in order to counsel a possible victim, promptly report any abuse suspicions or charges to a church supervisor. If the complaint does not seem to be taken seriously, contact the Child Protective Services in your county. *(See contact information in Quick Find on page v of this manual)*

8. It is possible for those in unequal positions, such as supervisor and worker, to develop feelings of attraction that are based upon their unequal relationship, rather than on a real personal connection. It is the responsibility of the person in the superior position to be alert for "red flag" situations, such as when a parishioner or worker appears emotionally needy or in awe of the superior position, and to maintain appropriate professional boundaries regardless of his/her own feelings of attraction toward the parishioner or worker.

9. Note that dating between lay staff and those parishioners who participate in that staffer's program is strongly discouraged.

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

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

12. Become familiar with, and follow, safe practices and prevention strategies for adult sexual misconduct, such as those set forth in **Tab B-6**, "Handouts from Diocese of San Diego Workshop on Adult Sexual Misconduct."

Lay Licensed Ministers
That requires Safeguarding God's People Training

Includes:

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

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

Those seeking to be licensed must:

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

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

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

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

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

Tab B-3 Complete certificate form for Lay Licensing
Tab B-5 "Handouts from the Diocesan Workshop on Prevention of Child Sexual Abuse.'
Tab B-6 "Handouts from the Diocesan Workshop on Prevention of Adult Sexual Misconduct'
Tab L -1 (this tab);
Tab S ("How and Where to Report Suspected Child Sexual Abuse and Adult Sexual Misconduct");
Tab T ("Response to Reports of Child Sexual Abuse and Adult Sexual Misconduct");
Tab U ("Congregational Healing") *if* his/her job includes providing counseling

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

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

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

1. Keep documentation of certification (Tab B-3), request and validation of training, and proof of diocesan "Safeguarding God's People Training" on file at the church.

2. Ensure that all current lay licensed ministers are familiar with any newly adopted policies and practices as set forth in the Policy Manual, that they have met all requirements adopted since they were hired, and that they have submitted all documentation now required.

3. Conduct one-on-one discussions with children/youth in open areas such as hallways. A single adult should never be alone with a single child.

4. Do not ask a child/youth for hugs or other physical expressions of affection. Be careful when touching a child or youth. Some examples of "safe" touching include:

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

5. For off-campus activities (field trips, etc.) ensure that the requirements for drivers of church youth are met. (See page 1 of **Tab B**, "Screening, Recruiting/Hiring and Training," and **Tab B-5,** "Handouts from Diocesan Workshop on Prevention of Child Sexual Abuse, Safe Practices, Driving.")

6. Become familiar with the procedures for reporting any suspicion of child sexual abuse or adult sexual misconduct (**Tab S**).

7. Do not ignore signs of abuse, or delay reporting abuse in order to counsel a possible victim, promptly report any abuse suspicions or charges to a church supervisor. If the complaint does not seem to be taken seriously, contact the Child Protective Services in your county. *(See contact information in Quick Find on page v of this manual)*

8. It is possible for those in unequal positions, such as supervisor and worker, to develop feelings of attraction that are based upon their unequal relationship, rather than on a real personal connection. It is the responsibility of the person in the superior position to be alert for "red flag" situations, such as when a parishioner or worker appears emotionally needy or in awe of the superior position, and to maintain appropriate professional boundaries regardless of his/her own feelings of attraction toward the parishioner or worker.

9. Note that dating between lay staff and those parishioners who participate in that staffer's program is strongly discouraged.

10. Avoid situations which could encourage or suggest sexual impropriety. Avoid repeated private meetings with an individual; generally limit such meetings to six

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

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

12. Become familiar with, and follow, safe practices and prevention strategies for adult sexual misconduct, such as those set forth in **Tab B-6**, "Handouts from Diocese of San Diego Workshop on Adult Sexual Misconduct."