Tab I

Lay Employees

Secretaries and Administrative Assistants and Receptionists

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

Screening, Hiring and Training Requirements for Lay Employees:

Secretaries, Administrative Assistants and Receptionists

All secretaries, administrative assistants and receptionists MUST:

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

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

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

   Tab B ("Screening, Recruiting/Hiring and Training") *if* his/her job includes recruiting and/or hiring duties;
   Tab I (this tab);
   Tab S ("How and Where to Report Suspected Child Sexual Abuse and Adult Sexual Misconduct"); and
   Tab T ("Response to Reports of Child Sexual Abuse and Adult Sexual Misconduct")
   Submit a signed certification that such materials have been read. (Certification form is at **Tab B-3**.)

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

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

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

1. While the nature of the secretarial/administrative assistant/receptionist position often requires maintaining confidences, where the behavior of a supervisor (including clergy) raises concerns, there is a responsibility to report that behavior either to the vestry or directly to the Bishop.

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

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

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

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

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