Tab B-3

Certification Forms
Regarding Reading of Policy Manual

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

Certification Regarding Reading of Policy Manual
For Lay Licensed Minister

Certification Regarding Reading of Policy Manual
For Warden/Vestry Member

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

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

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

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

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

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

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

I have read all of materials that are checked:

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

_____ All of **Tab B and its sub-tabs**

_____ That tab which relates to my specific worker position

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

_____ **Tab T**, "Response to Reports of Child Sexual Abuse or Adult Sexual Misconduct"

_____ **Tab U**, "Congregational Healing"

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

Name of Applicant: (print) _____

Signature of Applicant:_____

Date: _____

Keep this certification in personnel/volunteer files in church office

Episcopal Diocese of San Diego

Certification Regarding Reading of Policy Manual For Lay Licensed Minister

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

I have read all of materials that are checked:

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

_____ **Tab B-5**, "Handouts from Diocesan Workshop on Prevention of Child Sexual Abuse"

_____ **Tab B-6**, "Handouts from Diocesan Workshop on Prevention of Adult Sexual Misconduct"

_____ **Tab L-1** Tab that relates to Lay Licensing Ministry

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

_____ **Tab T**, "Response to Reports of Child Sexual Abuse or Adult Sexual Misconduct"

_____ **Tab U**, "Congregational Healing"

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

Name of Lay Licensed Minister: (print) _____

Signature of Lay Licensed Minister: _____

Date: _____

Keep this certification in personnel/volunteer files in church office

Episcopal Diocese of San Diego

Certification Regarding Reading of Policy Manual For Warden/Vestry Member

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

I have read all of materials that are checked:

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

_____ All of **Tab B and its sub-tabs**

_____ That tab which relates to my specific worker position

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

_____ **Tab T**, "Response to Reports of Child Sexual Abuse or Adult Sexual Misconduct"

_____ **Tab U**, "Congregational Healing"

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

Name of Warden/Vestry Member: (print) _____

Signature of Warden/Vestry Member:_____

Date: _____

Keep this certification in personnel/volunteer files in church office

Episcopal Diocese of San Diego

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

STATEMENT OF COMPLIANCE FOR _____
Year

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

Member of: _____
(*Title)*

Name :(print) _____

Signature: _____

Date: _____

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

Episcopal Diocese of San Diego

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

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

I have read all of materials that are checked:

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

_____ All of **Tab B**

_____ **Tab B-4**, "Outline for Abbreviated Workshop on Prevention of Child Sexual Abuse and Sample Certification Form Regarding Abbreviated Workshop Training"

_____ **Tab B-5**, "Handouts from Diocesan Workshop on Prevention of Child Sexual Abuse"

_____ **Tab B-6**, "Handouts from Diocesan Workshop on Prevention of Adult Sexual Misconduct"

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

_____ **Tab T**, "Response to Reports of Child Sexual Abuse or Adult Sexual Misconduct"

_____ **Tab U**, "Congregational Healing"

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

Member of: _____
(*Governing Body)*

Name of Member :(print) _____

Signature of Member: _____

Date: _____

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

Episcopal Diocese of San Diego

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

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

I have read all of materials that are checked:

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

_____ All of **Tab B and its sub-tabs**

_____ **Tab C** "Screening, hiring and training requirements and safe practices/ warning signs"

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

_____ **Tab T**, "Response to Reports of Child Sexual Abuse or Adult Sexual Misconduct"

_____ **Tab U**, "Congregational Healing"

_____ **"Summary of Child Abuse Statutes and Report Requirements of the State of California**" *(separate document, view document online www.edsd.org Resource Center)*

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

Name: (print) _____

Signature: _____

Date: _____

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

Episcopal Diocese of San Diego

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

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

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

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

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

Name: (print) _____

Signature: _____

Date: _____

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

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

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

I have read all of materials that are checked:

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

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

_____ **Tab Q**

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

Name of Group: (print) _____

Name of Applicant: (print) _____

Signature of Applicant:_____

Date: _____

Keep this certification in files in church office