



*Safe Church for God's Children
&
Hospitable Communities*

Policies for the Protection of Children and Youth

Table of Contents

I. Theological and Ethical Foundations	3
II. Application and Screening	3
A. Public Records Checks	
B. Additional Screening Requirements	
III. Training and Compliance	3
A. 3 Tiers of Training	
IV. Facilitating, Monitoring, and Supervising Programs	7
A. Creating Safe Space for Children and Youth	
B. One-to-One Conversations with Children and Youth	
C. Basic Needs	
D. Inclusiveness	
E. Violence and Weapons	
F. Appropriate Behaviors for Adults in Ministry with Children or Youth	
G. Considerations for Offsite or Overnight Programming	
H. Camps and Retreat Centers	
I. International Considerations	
J. Supervision, Scope, and Approval of Programs	
K. Unrelated Adults Required	
L. Ratios of Youth to Adults	
M. Facility safety	
N. Current child protection research	
O. Support for LGBTQ and gender non-binary persons	
P. Awareness of diverse sensory needs	
V. Responding to Concerns	17
A. Suspected Abuse, Neglect, or Exploitation of Children and Youth	
B. Reporting of Known or Suspected Violations of this Policy	
C. Local Resources for Response	
VI. Policy Adoption, Implementation, and Audit	18
A. Adoption, Implementation, and Audit	
B. Faith Community and Organization Adoption, Implementation, and Audit	
Appendix A: Definition of Terms	20
Appendix B: Recommended Screening Protocols (Sample Forms)	24
Appendix C: Education and Training Requirements (Grid by Position)	30
Appendix D: Recommended Practices for the Release of Personal Information	32
(including personal data, wellbeing concerns, and issues requiring mandated reporting)	
Appendix E: Recommended Practices and Guidelines for Social Media and Electronic Communications For Children and Youth	33
Appendix F: Confidential Notice of Concern (Sample Form)	37
Appendix G: Child Abuse Reporting Statute Summary and Minnesota Statute 148A	38
Appendix H: History of Safe Church Policies	40
Appendix I: Youth Event Covenant (Sample)	41
Appendix J: Event Waiver (Sample)	42

I. THEOLOGICAL AND ETHICAL FOUNDATIONS

In our Baptismal Covenant, we promise to respect the dignity of every human being. These updated Safe Church Policies establish and maintain standards intended to ensure that our faith communities are safe places where all of God's people are loved and encouraged to grow into the people God calls us to be.

These updated policies are an effort to build upon our prior policies, with added care and proactivity for the creation of not only safe but also transformational communities. We want to create positive, healthy experiences where all people are welcomed into the unconditional, sacrificial love of God. Specifically, these new policies for protecting children and youth, and the concurrent training model, will now include: facility safety, current child protection research, support for LGBTQ and gender non-binary persons, and awareness of diverse sensory needs.

Each faith community should adopt its own set of Safe Church Policies and practices in accordance with canonical requirements. These updated ECMN Safe Church Policies can act as a starting point for your faith community.

II. APPLICATION AND SCREENING

ECMN, faith communities, and other organizations are required to screen each individual seeking to engage in a ministry position with children and youth according to the standards listed below prior to or contemporaneously with the start of a ministry position. (To be considered a ministry position, the role must occur more than three times in one calendar year.) The individual must be known and active in ECMN, the faith community, or organization for at least six months before engaging in ministry with children and youth **in a volunteer role.**

A. Public Records Checks

- 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 for those with check-signing authority.
- Public records checks must be updated at least every five years. It is recommended that they be updated every three years with Safe Church Training renewal.

B. Additional Screening Requirements

Written application, interview, and reference verification are required before serving in a ministry position. 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 to confirm personal information and check references listed in the application (references should be people who know, but are not related to, the applicant).
- A signature by each applicant verifying receipt of a copy of the Safe Church Policies.

III. TRAINING AND COMPLIANCE

In order to be in compliance with ECMN Safe Church Policies, each faith community must:

- Have formally adopted these Safe Church Policies at a Vestry, Bishop's Committee, or Board of Directors meeting and recorded the text of the policies in the minutes. Review and reaffirm your adoption of these policies annually and record it in the meeting minutes.
- Have the appropriate individuals in their organization trained in-person by a certified ECMN Safe Church Trainer, or complete the online ECMN Safe Church training **within three months** of beginning their paid or volunteer role. See Grid in Appendix C for requirements by type of ministry position. If an individual completes their initial training online, they are required to have a follow-up conversation with a trainer or with their priest.
- Have each person who has been trained entered into the online Safe Church database to verify their training (this will be done by an ECMN Safe Church Trainer), and/or keep your own internal records.
- Have each person engaged in ministry with children, youth, or vulnerable adults complete and file a background check through the online Safe Church database or internally (see Grid in Appendix C for requirements by position).
- Ensure that those trained renew their training every 3 years. This can be done in-person by a certified ECMN Safe Church Trainer or online. No follow-up conversation is required for renewals completed online.

A. 3 Tiers of Training

1. Tier One - Universal Training

Description: A basic one-hour training that will foster a culture of safety and inclusion for all people, which includes a broad overview of all ECMN policies that are covered more in depth in Tiers 2 & 3. This means that Tier 1 will go over all issues related to protecting children, youth, vulnerable adults, and to preventing and addressing sexual harassment and exploitation. Tier 1 will pay special attention to issues of vulnerability, power, and healthy boundaries that are unique to the wellbeing of a community of faith. This training is designed to equip all people to live out their Baptismal Covenant.

Who needs this training: All members of the faith community.

This training involves an annual community-wide conversation using the ECMN Universal Training:

- Each faith community is required to have an annual community conversation about all of our ECMN Safe Church Policies. This conversation may include various forms of outreach, including an adult forum, a special meeting, e-news blast, and other measures in order to reach as many members as possible. The ECMN Universal Training can be used as a guide to facilitate these community conversations and online communications.
- The ECMN Universal Training will consist of a standard set of basic slides, available digitally, and designed by our ECMN community of trainers and lay professionals. It is intended to enhance and deepen our approach to our Safe Church Policies. This ECMN Universal Training will be reviewed and adapted annually within the oversight of the School for Formation.

2. Tier Two – Safe Church for God’s Children

Description: Tier Two is a four-hour training, and it is the foundational training for anyone who has access to facilities and/or is in ministry with children, youth, or vulnerable adults. It covers: statistics and facts regarding the occurrence of sexual abuse, how to recognize and act on warning signs in children, how to recognize and act on warning signs in potential perpetrators, and how to define and support appropriate emotional, physical, and behavioral boundaries between children, youth, vulnerable adults and those in ministry with them.

Who needs this training: Clergy, paid staff members, volunteers working with children and youth, vestry members, people with key or digital code access to the building, spiritual directors, licensed lay ministers, and those offering pastoral care.

ECMN Safe Church Policies covered in this training:

- Policies for the Protection of Children and Youth
- Policies for the Protection of Vulnerable Adults

This training can be completed in-person, or online:

- Live training presentation includes:
 - Overview of Policies
 - Safeguarding God’s Children: For Parents and Congregations
 - Case Study: An Organ Lesson
 - Child Abuse Prevention Research
 - Community Security
 - LGBTQ+ Inclusion
 - Vulnerable Adults
 - Sensory Differences
- Online training including the following modules:
 - Overview of Policies
 - Our Policy Documents
 - Meet Sam
 - It Happened to Me
 - Keeping Your Church Safe
 - Child Abuse Prevention Research
 - Community Security
 - LGBTQ+ Inclusion
 - Vulnerable Adults
 - Sensory Differences

3. Tier Three – Safe Church for God’s People

Description: Tier Three is a three-hour training for leaders who are involved in managing ministries for youth and adults alike. It discusses the power dynamics present in pastoral relationships and how to prevent sexual harassment and exploitation.

Who needs this training: Clergy, paid staff members, vestry wardens, **all vestry members**, licensed lay ministers, and those offering pastoral care.

ECMN Safe Church Policies covered in this training:

- Policies for the Prevention of Sexual Harassment
- Policies for the Prevention of Sexual Exploitation
- Title IV: Ecclesiastical Discipline of the Episcopal Church
- Policies Addressing Concerns for Lay Ministers Regarding Sexual Abuse, Harassment, And Exploitation

This training can be completed in-person or online:

- Live training presentation includes:
 - Preventing Sexual Exploitation in Communities of Faith for Congregations
 - Preventing Sexual Exploitation in Communities of Faith for Ministries
 - Preventing Sexual Harassment for Workers
 - Preventing Sexual Harassment for Managers and Supervisors
 - Overview of Title IV – Ecclesiastical Discipline
 - Addressing Concerns for Lay Ministers
- Online training including the following modules:
 - Preventing Sexual Exploitation in Communities of Faith for Congregations
 - Preventing Sexual Exploitation in Communities of Faith for Ministries
 - Preventing Sexual Harassment for Workers
 - Preventing Sexual Harassment for Managers and Supervisors
 - Addressing Concerns for Sexual Abuse, Harassment, and Exploitation

4. Supplemental Training for All Tiers

Description: Additional training is available through Praesidium, Inc. There is a Duty to Report module that is useful for most people who are also required to complete Tier Three training. For those working with children and youth, some additional training is available covering topics like bullying, social media use, camp, and more.

Who needs this training: Those with specialized roles who seek training that is tailored to the way their ministries function.

The following modules are only available online:

- Keeping Your School Safe
- Preventing Sexual Activity Between Young Children
- Abuse Risk Management for Volunteers
- Duty to Report Mandated Reporter
- Preventing Bullying
- Social Media Safety
- A Day at Day Camp
- Keeping Your Camp Safe
- Recognize Abuse and Exploitation in Elder-Serving Programs

IV. FACILITATING, MONITORING, AND SUPERVISING PROGRAMS

A. 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.
- **Computers and electronic devices:** Children and youth shall have adequate supervision when using electronic devices belonging to ECMN, faith communities, and other organizations. Devices shall have adequate password protection. Each user shall have their own account and password (See the recommendations for Social Media and Electronic Communications in Appendix E).
- **Persons with keys and access to locked spaces:** Anyone with keys or electronic access to buildings and facilities shall meet all the requirements for screening and training according to the (see protocols in Appendix B).
- **Unused spaces:** Spaces not in use should not be readily accessible.

B. One-to-One Conversations with Children and 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.

If a more confidential pastoral care conversation is requested, the adult may take up to three sessions per issue with the knowledge of the child or youth's guardians and the adult's direct supervisor. After three sessions the adult should refer the child to an expert in a related field (i.e. therapist, priest, etc.). Pastoral care conversations should still take place with an office door open or in a space that is visible by other adults onsite.

For example:

- 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 either online or in person with children or youth may foster a high-risk situation, and is therefore to be avoided.

C. 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.

D. 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 inclusive and accessible.

ECMN, faith communities, and organizations will support all children and youth by providing reasonable alternative arrangements to address safety and comfort, where necessary.

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, 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.

E. 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 towards anyone is prohibited. This includes bullying targeted towards minorities or LGBTQ+ persons.
- 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 and proper supervision.
- Report suspected violations immediately (See *Suspected Violations of this Policy* in Section V:B).

F. 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 program or faith community outside of that sanctioned activity.

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 fist bumps
 - 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 one-arm hugs around shoulders**
 - Modeling appropriate affection with other adults and being accountable to the community for behavior
 - Sitting beside small children
 - Kneeling or bending down for hugs with small children
 - Pats on the head, when culturally appropriate

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, children, or youth to engage in illegal behavior
- Engage in any sexual, romantic, illicit, or secretive relationship or conduct with any child or youth
- 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
- Engage in full body hugs or embracing a child or youth for an inordinate amount of time
- Engage in kisses on the mouth
- Hold children over three years old on the lap
- Touch bottoms, chests, or genital areas other than as necessary for diapering, toileting, or dressing infants and toddlers
- Show affection in isolated or locked areas
- Occupy a bed with a child or youth
- Caress knees or legs of children or youth
- Wrestle with children or youth
- Tickle children or youth
- Give piggyback rides
- Participate in any type of massage given by a child or youth to an adult
- Participate in any type of massage given by an adult to a child or youth
- Engage in any form of unwanted affection
- Make comments or compliments (spoken, written, or electronic) that relate to physique or body development (examples would be, “You are developing,” or “You look really hot in those jeans”)
- Snap bras, give “wedgies” or engage in similar touch of underwear, whether or not it is covered by other clothing
- Privately give gifts or money to individual children or youth

- Offer private meals in non-public venues with individual children or youth
- Engage in frequent association with individual children or youth outside of church related activities

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

G. Considerations for Off-Site or Overnight Programming

Off-site programs, trips, and events are important 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 the application of these expectations, the Responsible Person should contact their Supervisor with the relevant queries.

Because risks 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. ECMN-sponsored programs, trips, or events shall receive prior approval. These same prior approvals are required when the site is a private residence, hosting such events as cookouts, progressive dinners, etc.
- 2. Insurance:** Any off-site programming should be included in the faith community's or ECMN insurance policy as a documented activity. This usually does not incur additional costs.

For programs involving extensive travel, short-term trip or supplemental insurance—available through most faith community 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, preferably a copy of the insured person's insurance card.

- 3. Adult Leaders and Chaperones:** Minimum ratios of adult to youth are greater for off-site and overnight activities, due to the possible necessity of leaving an adult behind with a participant in the event of a medical emergency. Ratios are 1:5 youth ages 9–14 and 1:7 youth ages 15-18. 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

- Cash and/or credit card to cover 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 escalated. 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 backup to the travel administrator, and as backup for simple first aid and administration of prescriptions.

A copy of all documents should be left with an accountable person at ECMN, the faith community, 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.

- 4. 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 off-site or overnight programs. Such forms can be made applicable for a full program year. All registration, waiver, and release forms must be confidentially secured on paper or online.

Registration forms for off-site and overnight programs should include basic demographics, any program specific questions, plus the following items:

- a) Gender (male, female, transgender male, transgender female, gender non-binary)
- b) Does this participant have any special needs related to showering or sleeping? (i.e. preference for single accommodations, night terrors, music, etc.)
- c) Does this participant have any social, emotional, sensory, or learning needs that we can make accommodations for in our programming?

A waiver form for off-site and overnight programs should include the following:

- a) A parent/guardian must sign all release and waiver forms for minors for each off-site or overnight event.
- b) Written parent or guardian 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.

- c) Prior permission must be obtained from a parent or guardian for a minor to be photographed or recorded on film, videotape, audiotape, or other electronic media.
- d) Consent by the parent or guardian must be gained to administer first aid, send a child for needed medical treatment, administer basic over-the-counter medications, and administer the child's personal prescription medications.

5. Administration of 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 administration, 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.

6. Sleeping Arrangements, Restrooms, and Showering: Attention should be given to the accommodations for all participants regarding sleeping, restrooms, and showers. Traditional accommodations by gender should be the basis for program design. For sleeping this should include three or more people per gendered sleeping space, and for showering it should include individual shower stalls in restrooms by gender. From here, additional consideration, accommodation, and action are needed to ensure the following for all participants:

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

Examples of reasons for these considerations might include: LGBTQ+, gender nonconforming, medical issues, sleep apnea, other sleep needs (disturbances, music, etc.), showering needs (sensory issues, acne, etc.), developmental issues, etc.

Best practices to achieve the above include, in order:

1. Confirm the individuals who are gender nonconforming, LGBTQ+, differently-abled, and have unique needs written in their registration information.
2. Consult caring adults who know these individuals about how to best serve them (i.e. parents, youth ministers, clergy, other volunteers, etc.).
3. Have a private conversation with these individuals about their needs, especially in regards to sleeping spaces, restrooms, and showers. Options beyond traditional binary gender spaces include: full inclusion based on preferences, or alternate

accommodations (single stall bathrooms, private sleeping spaces, individual showers, or separate showering and changing schedules).

4. Inform all participants of sleep accommodations during the first day of the program. When possible, include four standard sleeping room options: female only, female suggested, male only, male suggested. The “only” rooms are by biology; the “suggested” rooms offer full inclusion for gender non-conforming participants. You should also inform participants that single sleeping arrangements are available upon request (still within sight of two adults providing supervision).
5. Here are some helpful considerations for having the conversations involved in Steps 3 & 4:
 - a. During one of the initial sessions in an event, introduce and have all participants sign a community covenant (Appendix I). Make sure to diffuse any possible tension by clearly explaining that this conversation and our policies about sleeping arrangements are meant to create the opportunity for a minimum of 7 hours of safe, restorative sleep for all. It is possible to both support inclusive sleeping spaces and create safe sleeping spaces, free from sexual expression. Our covenants and policies clearly communicate an agreement regarding zero tolerance for any sexual expression in ministry settings. In that context, supporting inclusive sleeping spaces is about making sure everyone is comfortable and can sleep well with open doors and the appropriate spaces and adult supervision nearby to ensure this for everyone.
 - b. After signing this covenant, offer an adult for solo or small group conversation about any of the items, or any special needs participants may have. For instance, “this adult will be right here for this timeframe to answer any questions you have or hear any needs you want to ask for (such as sleeping alone, or with music, etc.)”
6. If an individual’s needs are communicated for the first time onsite during a program, and are not reported or known prior to the ministry setting, full inclusion should be withheld or considered with great care. This care should involve additional conversations with the individual, onsite adult leadership, and ideally the guardians.

Other guidelines for showering:

- Adults should have separate showers or separate times for showers, as should any participant who might request this.
- When there are showers for young people, an adult should sit outside or near the entrance to help monitor and ensure the safety of all involved.

Other guidelines for safe, supervised sleep and rest:

- 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. This should include adults sleeping near the entrance but not inside the room, such as in the hallway. In a cabin situation, this would include designating an adult sleeping space, making it as private as possible.
- It is acceptable for all participants, regardless of gender identity or sexual orientation, to sleep in the same open area when dressing rooms and bathrooms provide appropriate privacy.

- Participants shall be given the opportunity for at least seven hours of sleep in 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 include:

- One child or youth per bed, including cots, pullouts or hide-a-beds, and rollaway beds
- At least 3 children or 3 youth in each room
- Adult supervisors or chaperones staying in rooms on the same floor, among the rooms occupied by children or youth
- At least one adult room should be located by the stairs or elevators
- Adult leaders assign rooms and room occupants.

Best practice guidelines for camping in tents or cabins include:

- When possible, the number of tents and cabins should allow for the same female only, male only, female suggested, male suggested sleeping accommodations. Single sleeping spaces, within eyesight of adult supervision, is usually not an option in these situations.
- Two non-related adults (one over the age of 25 and one at least two years older than the eldest participant) still need to be supervising any sleeping area for youth. In cabins this means having them in the cabins, with some kind of divider wall or sheet. In tents this means having an adult tent right next to a youth tent.
- In a tent, if the number of youth drops to two, you must get to three total people by including an adult or two in the same tent.
- If you are trying to limit the number of tents on a trip, adults may share a tent with other youth or adults if there are three or more people present. Using some kind of hanging sheet to divide adult and youth space is still advisable.
- Inclusion of LGBTQ+ and gender nonconforming participants is still as equally important as the comfort of all participants, and simultaneous conversations with all to ensure this, within any sleeping set-up, is encouraged.

7. **Transportation:** For events that originate and/or terminate at the ECMN, faith community, 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.

An adult should not transport one child alone in a vehicle. Should this become necessary, best practices include calling the parent before departure, stating how long

the trip will take, calling and checking in with the parent a few times (if it's a long drive), and arriving on time.

H. 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.

I. International Considerations

For all international considerations, including visas, please observe U.S. Department of State requirements and guidelines, and consider the following recommendations:

- 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 at 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

J. Supervision, Scope, and Approval of Programs

All people who minister to children and youth must have ongoing supervision. A Responsible Person shall oversee policy implementation at all events involving children and youth, and monitor and supervise the behavior of adults, children, and youth to ensure appropriate behavior and healthy boundaries. Ongoing supervision should consist of regular check-ins by a Supervisor (defined in Appendix A). Such supervision shall review the scope, accountability, and responsibility of the ministry with the adults engaged in it. Each person engaged in such ministry should know who is/are the Supervisor(s) of their ministry and how to contact the Responsible Person at all times.

No person is permitted to develop new ECMN, faith community, organization-sponsored or related activities for children and youth without written approval from the rector or a canonical equivalent. Requests to develop new activities should be submitted in writing to the Supervisor(s) of the ministries.

An up-to-date list of approved sponsored and related programs for children and youth will be maintained in the office or other place where records are kept and is to be conspicuously posted or regularly published in newsletters or similar communication.

ECMN, faith communities, 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.

ECMN, faith communities, and organizations shall maintain an up-to-date list of persons, including 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.

K. Unrelated Adults Required

There shall be at least two unrelated adults (one over age 25, and both at least two years older than the eldest participant) present at ministry settings and events designed for children and youth. Both male and female chaperones must be present if male and female youth are participating. It is recommended the chaperones also reflect the gender identity and sexual orientation of participants when possible. 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. Having two adults present is for the adult's protection as well as the young people.

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 faith community or organization.

L. Ratios of Youth to Adults

Minimum ratios of adult to child/youth shall be in accordance with American Camp Association (ACA) guidelines as follows:

- **5 years & younger**, 1 adult: 5 children for overnight, and 1 adult: 6 children for day
- **6–8 years**, 1 adult: 6 children for overnight, and 1 adult: 8 children for day
- **9–14 years**, 1 adult: 8 children for overnight, and 1 adult: 10 children for day
- **15–18 years**, 1adult: 10 youth for overnight, and 1adult: 12 youth for day

When you have new leaders-in-training, the leadership teams should also have a reasonable number of experienced adult leaders to provide support.

M. Facility safety

It is vital that to any environment desiring to Plan, Prepare and Protect to have an emergency action plan. Therefore, it is recommended that faith communities include in their Safe Church process an emergency action plan, a shelter in place policy, a security audit process, and suspicious behavior training. Tools and resources to these ends are available through ECMN's new three-tiered training model.

N. Current child protection research

These policies should always be informed and their intent supported more fully by engagement with the latest research in child protection. For instance, some of the latest research to date recommends that communities add in: direct conversations with their youth around policy and protection, annual community-wide conversations beyond leadership, the verbal naming of adults who are "safety nets" for their youth to come to with issues, the creation of a web of supportive and affirming adults around the their youth, the posting of other agencies beyond the

church that can help protect children and youth in a variety of circumstances. Tools and resources to these ends are available through ECMN’s new three-tiered training model.

O. Support for LGBTQ and gender non-binary persons

Considerations for sleeping and overnight events for these persons is included above (Section IV:G:6). However, all aspects of ministry programs should be evaluated so as to proactively include everyone, with attention to the variety of sexual orientations and gender identities. Whenever possible, the planning team for a ministry program should include people who bring awareness of, attention to, and experience with these unique needs. Tools and resources to these ends are available through ECMN’s new three-tiered training model.

P. Awareness of diverse sensory needs

All ministry programs for children and youth should be evaluated with consideration for people who experience diverse sensory needs. For instance, people experiencing ADD, ADHD, Autism Spectrum, should be have their needs included in the ministry setting. Whenever possible, the planning team for a ministry program should include people who bring awareness of, attention to, and experience with these unique needs. Tools and resources to these ends are available through ECMN’s new three-tiered training model.

V. 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.

Failure to report suspected abuse of children or youth may be a crime if the person is required to report abuse by Minnesota law. Reports may be made confidentially or anonymously. Minnesota law provides immunity from civil liability for persons who report suspected abuse in good faith and without malice. Simply stated, “in good faith” means that the person submitting the report believes what he or she is reporting to be true. Retaliation by the reporter’s employer is prohibited.

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 ECMN, a faith community, or other organization should immediately inform one of more or the following:

- The bishop or ECMN Missioners in the case of ECMN
- Member of the clergy in charge or the senior warden in the case of a faith community
- The director, head, or other governing officer in the case of other organizations
- The Intake Officer in case a member of the clergy is suspected of abuse, neglect and/or exploitation
- Submit a Notice of Concern (Appendix F), signed or unsigned, to the bishop.

All reports of inappropriate behavior or policy violations with children or youth will be taken seriously.

B. Reporting Known or 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. Anyone who suspects a violation of these policies by a member of the clergy shall immediately report the violation to ECMN and/or the Intake Officer. Anyone can make a report to an Intake Officer. Individuals may submit a Notice of Concern (Appendix F), signed or unsigned, to the bishop.

All are required by this policy to report known or suspected abuse of children or youth to the appropriate state authorities (see *Child Abuse Reporting Statute Summary* in Appendix G).

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.

The bishop, hearing reports of violations by clergy, or by laity at ECMN 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 FAITH COMMUNITY NAME.

ECMN, faith communities, and organizations will cooperate with any investigation by state authorities to the fullest extent appropriate and inform authorities that a concurrent internal investigation will be directed by ECMN.

C. Local Resources for Response

ECMN, faith communities, and 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 faith community
- Wardens
- Bishop
- Intake Officer
- Child Protective Services

VI. POLICY ADOPTION, IMPLEMENTATION, AND AUDIT

A. Adoption, Implementation, and Audit

The bishop or ecclesiastical authority for ECMN shall inform congregations and other organizations within ECMN of the contents of this policy, and the requirement that each congregation or organization adopt a policy in accordance with this policy.

ECMN is required to conduct a Safe Church self-audit every three years to confirm compliance with ECMN Safe Church Policies.

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

- Existence of an ECMN policy that is consistent with and/or exceeds the requirements of the model policy from General Convention;
- Provision of accessible and appropriate training for all those who work with children and youth in accordance with Screening Protocols (Appendix B) and Education and Training Requirements (Appendix C). Such training shall include, at a minimum, topics identified in this model policy.
- Verification that each faith community and/or organization within ECMN has adopted a policy that is consistent with and/or exceeds the ECMN policy; and
- Verification that each faith community and/or organization has a process to ensure members access training and conduct public record checks.

B. Faith Community and Organization Adoption, Implementation, and Audit

Faith communities and organizations must adopt Safe Church Policies that are consistent with and/or exceeds the requirements in this policy.

Faith Communities and organizations may adopt site-specific variations from ECMN 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.

These Safe Church Policies 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 the Missioner liaison from ECMN.

Each faith community 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 Missioner liaison from ECMN.

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

- Screening Protocol compliance: Public records checks, application forms, records of screening and reference verification of paid and unpaid persons (forms in Appendix B)
- Education and Training Requirements (Grid in Appendix C).
- Procedures for responding to concerns and incidents
- Evidence of compliance with all of these policies

Appendix A: Definition of Terms

Age Groups:

- **Adult:** Anyone who is 18 years or older and not in high school.
- **Child:** Anyone under the age of 12 years.
- **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.

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

Child Protective Services: A social services program provided by state and local governments serving children and their families. Child Protective Services receives and investigates reports of suspected abuse, neglect, and exploitation of children.

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. Most individuals self describe as “cisgender.”

Church Employees: For purposes of these Safe Church Policies, the term “Church employees” shall mean all individuals hired by ECMN, faith communities or organizations and subject to federal, state and/or local discrimination and harassment laws. For instance, people hired for contractual services (i.e. a plumber) are not “Church employees.”

Church Personnel: For purposes of these Safe Church Policies, the term “Church Personnel” shall mean:

- All clergy
- All paid employees
- All who regularly contract their services to ECMN, faith communities, schools, or other agencies
- All volunteers (whether or not they have been selected or assigned to do so)
- Members of advisory groups
- Vestries
- Bishop’s committees
- Boards of directors
- All interns, persons in the ordination process, or persons serving in field education assignments

Economic exploitation: The deliberate misplacement, exploitation, or wrongful temporary or permanent use of a child, youth, or vulnerable adult’s belongings or money.

Emotional abuse: Mental or emotional injury to a child, youth, or vulnerable adult that could reasonably be determined to result in a material impairment in the child, youth, or vulnerable adult’s growth, development, or psychological functioning.

Gender Non-Binary: An umbrella term for people who identify their gender not as a single gender (male or female). Non-binary people might identify as both male and female ("bigender"), neither ("agender"), a mix of male and female ("genderfluid"), or as unsure of their gender ("genderqueer"). This is an evolving term as our understanding and language around gender identity expands and matures. (See the related definition of the term “transgender” below.)

Intake Officer: The person(s) designated by ECMN 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. You can find the information for the ECMN intake officer online here: <https://episcopalmn.org/disciplinary-board>.

LGBTQ+: An acronym for Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, and others. It refers to people’s sexual orientation. The “+” is an effort to include additional sexual orientations. This is an evolving term, as our understanding and language around 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. 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. In the state of Minnesota, those who work in designated professions, including those who work with children and families, are mandated reporters (<https://www.co.washington.mn.us/811/Mandated-Reporting>).

Neglect: The failure to provide for the basic needs of a child, youth, or vulnerable individual, or the failure to protect them from harm.

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

Organizations: All institutions for which ECMN or faith communities have legal or fiduciary responsibility (e.g. 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.

Physical abuse: Non-accidental physical injury which is intentionally inflicted upon a child, youth, or vulnerable adult.

Programs: Official activities and programs sponsored by ECMN, a faith community or an organization (e.g. events, retreats, pilgrimages, mission experiences, camp programs, 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 accountable for compliance with this policy for an event or program.

Sacramental Use: The use of consecrated or unconsecrated wine used in the setting of Eucharist.

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

Sexual abuse: Any contact or activity of a sexual nature that occurs between a child, youth, or vulnerable adult and an adult. This includes any activity that is meant to arouse or gratify the sexual desires of the adult, child, or youth.

Sexual exploitation: Includes but is not limited to the development of or the attempt to develop a sexual or romantic relationship between a cleric or lay employee or volunteer and a person with whom they have a Pastoral Relationship, whether or not there is apparent consent from the individual.

Sexual harassment: A situation, contact, or activity where there is an employment, mentor, or colleague relationship between the persons involved, including but not limited to: unwanted or excessive sexually-oriented humor or language; questions or comments about sexual behavior or preference unrelated to employment qualification; undesired physical contact; inappropriate comments about clothing or physical appearance; or repeated unwelcome requests for social engagements.

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 of any kind can be committed by a person of any gender, and it can occur between people of the same or different genders.

Supervisor (or Decision-Maker): A person or group of people who has/have oversight responsibilities for a ministry program and/or leaders in a ministry program. All persons who have the express authority to hire, select, supervise, discipline, promote, demote, terminate, set compensation or other terms and conditions of employment; all persons who have the express authority to recruit, duly appoint, select, license, discipline, supervise, terminate, or set terms and conditions of volunteer service; all members of decision-making bodies who have the authority to approve the creation of ministries, programs, faith community activities, or personnel policies; Standing Committee, ECMN Council, Executive Boards, Vestries, and Bishop's Committees who appoint or approve persons who have pastoral relationships as defined in this Policy.

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 gender identity does not correspond with the gender or sex assigned to them at birth. For instance, a transgender man was assigned female at birth. This is an evolving term, as our understanding and language around gender identity 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.
- **Supplemental 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.

Volunteer 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 (e.g. Sunday school teachers, camp counselors, and program team).

Vulnerable Adult

- Any adult at or older than the age designated as an elder by applicable state law.
- Any adult who is infirm or diminished in capacity due to age, illness, or disability.
- Any adult who is ministered to in their home (by Eucharistic Visitors, Pastoral Care Visitors, Stephen Ministers, or others).
- Any adult who is wholly or partially dependent upon one or more other persons for emotional, psychological, or physical care or support, such dependency may be temporary as in the case of an accident, illness, or birth of a child.
- Any adult who by virtue of a crisis, past abuse, or social isolation experiences vulnerability leading to dependency on another, or lacks agency in a pastoral relationship as in the wake of death of a family member or job loss. In this category, vulnerability can be temporary or permanent.

Appendix B: Recommended Screening & Training Protocols (forms)

SAMPLE APPLICATION FORM

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 Code: _____ How long at this address?: _____

Home Phone: _____ Cell Phone: _____

Best time to contact you: _____ Email: _____

Driver License number: _____ State: _____

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 this 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 Code: _____

Immediate Supervisor Name: _____ Phone Number: _____

Position Held: _____ Dates of Employment: From _____ To _____

Reason for leaving the position: _____

Previous Employer

Company Name: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Immediate Supervisor Name: _____ Phone Number: _____

Position Held: _____ Dates of Employment: From _____ To _____

Reason for leaving the position: _____

Previous Employer

Company Name: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Immediate Supervisor Name: _____ Phone Number: _____

Position Held: _____ Dates of Employment: From _____ To _____

Reason for leaving the position: _____

VOLUNTEER EXPERIENCE

Include all experience working with children or youth

Organization: _____ Contact: _____

Phone: _____ Duties: _____

Dates: From _____ To _____

Organization: _____ Contact: _____

Phone: _____ Duties: _____

Dates: From _____ To _____

REFERENCES

Professional/Civic References

Name: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ How long have you known this person?: _____

Relationship to you: _____

Personal References

Name: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ How long have you known this person?: _____

Relationship to you: _____

Family References

Name: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ 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

Name: _____ Signature: _____

Date: _____

This application was reviewed in a face-to-face interview.

Signature of interviewer: _____ Date: _____

**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 emotional abuse or neglect a child or youth.

_____ I agree to comply with the Safe Church policies.

_____ I agree to comply with the guidelines for appropriate affection with children and youth.

_____ In the event that I observe any inappropriate and concerning behaviors or possibly policy violations with children and youth, I agree to immediately report my observations to the faith community and/or ECMN.

_____ I acknowledge my obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children and youth to appropriate church leaders and state authorities.

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

Name: _____ Signature: _____

Date: _____

ACKNOWLEDGMENT, RELEASE AND SIGNATURE FORM

To the best of my knowledge, I have provided information about myself that 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, driving record, criminal conviction record, sexual offender registry or other qualifications for my employment or volunteering. I also authorize _____
(faith community or organization name) to request and receive such information.

If hired or chosen, I agree to be bound by _____
(faith community or organization name) policies, procedures, and expectations, including but not limited to the Safe Church Policies. I understand that these may be changed, withdrawn, added to or interpreted at any time at the sole discretion of the Episcopal Church in Minnesota and without prior notice to me.

If hired or chosen, I agree to attend the educational training that is required for my position outlined in the Safe Church Policies.

I understand that my acceptance for employment or volunteering is contingent upon satisfactory results from background checks as required under the Safe Church Policy and that in conjunction with any background checks, I may be required to provide my social security number, driver's license number and/or date of birth.

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 _____
(faith community or organization) 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 _____
(faith community or organization) or the Episcopal Church in Minnesota for either employment, volunteering or the providing of any benefit.

I have read and understand the above provisions.

Signature

Date

Appendix C: Education and Training Requirements (Grid by Position)

Ministry Role Descriptions		Who Should Take What?										ONLINE RENEWAL							
		TIER 1					TIER 2					ONLINE RENEWAL							
		UNIVERSAL TRAINING					SAFE CHURCH FOR GOD'S CHILDREN & BUILDING HOSPITABLE COMMUNITIES					ONLINE RENEWAL							
		LIVE TRAINING OR ONLINE (BOTH USING BASIC SLIDES)					LIVE TRAINING					(Choose either LIVE or ONLINE training for initial training)					ONLINE RENEWAL		
BACKGROUND CHECKS REQUIRED		KEEP DOCUMENTATION OF EACH OF THE FOLLOWING:	Application Interview	Reference Checks	Given Copy of Relevant Policies	Criminal Background Check	Sex Offender Registry Check	Faith Community Safety Conversation (guided by the ECMN universal training basic slides).	The live training uses the Universal Training basic slides plus video presentations (which cover all online modules)	Our Policies (Actual Documents)	"Meet Sam"	"It Happened to Me"	"Keeping Your Church Safe"	"Child Abuse Prevention Research"	"Community Security"	"LGBTQ+ Inclusion"	"Vulnerable Adults"	"Sensory Differences"	Overview of Policies, Our Policies, and Abuse Prevention Refresher (other online modules in initial training not needed)
All Membership							Yes		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Administrative Assistant/Secretary									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Approve or develop programs for children or youth									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Camp or Retreat Leaders									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Faith Formation Coordinator or Director									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Church School Leaders									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Children's Minister (Lay or Ordained)									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Clergy									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Counseling									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Day Camp or VBS Leaders									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Executive Council									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Diocesan Disciplinary Board									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Diocesan Standing Committee									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Key Holders (or electronic access to the building)									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Licensed Lay Eucharistic Minister									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Licensed Pastoral Leader									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Licensed Catechist									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Licensed Preacher									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Organist/Choir Director									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Paid Employees of a Church or Diocese									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Pastoral Care									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Postulant, Candidate, or Seminarian									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Sexton									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Spiritual Director									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Usher									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Vestry Wardens									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
All Vestry Members									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Vulnerable Adult Ministry (volunteer or leader)									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Youth Minister (Lay or Ordained)									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Youth volunteer working with minors (under age 18)*									Yes (only first half)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew

*best if parent present for training

Who Should Take What?

BACKGROUND CHECKS REQUIRED		TIER 3					SUPPLEMENTAL TO ANY TIER						
		SAFE CHURCH FOR GOD'S PEOPLE					ADDITIONAL ONLINE TRAINING MODULES						
Ministry Role Descriptions		LIVE TRAINING		ONLINE TRAINING			ONLINE RENEWAL						
		(Choose either LIVE or ONLINE training for initial training)		(May also renew by repeating a live training)									
KEEP DOCUMENTATION OF EACH OF THE FOLLOWING:		"Safeguarding God's People: Preventing Sexual Harassment for Managers & Supervisors"	"Safeguarding God's People: Preventing Sexual Harassment for Supervisors"	"Preventing Sexual Exploitation in Communities of Faith for Congregations"	"Preventing Sexual Exploitation in Communities of Faith for Ministers"	"Addressing Concerns regarding Abuse, Harassment, and Exploitation"	Duty to Report	Preventing Sexual Activity Between Young Children	Preventing Bullying	Keeping Your Camp Safe	A Day at Day Camp	Social Media	
	Application Interview												
	Reference Checks												
	Given Copy of Relevant Policies												
	Criminal Background Check												
	Sex Offender Registry Check												
All Membership													
Administrative Assistant/Secretary	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Approve or develop programs for children or youth	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Camp or Retreat Leaders	Yes									Yes			Yes
Faith Formation Coordinator or Director	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Church School Leaders	Yes												Yes
Children's Minister (Lay or Ordained)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Clergy	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Counseling	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Day Camp or VBS Leaders	Yes									Yes	Yes	Yes	Yes
Executive Council	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Diocesan Disciplinary Board	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Diocesan Standing Committee	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Key Holders (for electronic access to the building)	Yes												
Licensed Lay Eucharistic Minister	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Licensed Pastoral Leader	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Licensed Catechist	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Licensed Preacher	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Organist/Choir Director	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Paid Employees of a Church or Diocese	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Pastoral Care	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Postulant, Candidate, or Seminarian	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Sexton	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Spiritual Director	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Usher													
Vestry Wardens		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
All Vestry Members		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Vulnerable Adult Ministry (volunteer or leader)	Yes												
Youth Minister (Lay or Ordained)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Youth volunteer working with minors (under age 18)*	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

*best if parent present for training

Appendix D: Release of Personal Information (including personal data, wellbeing disclosures, and issues requiring mandated reporting)

1. Children, youth, parents, and guardians may opt in to sharing their addresses and emails with other participants at an event, with ECMN, and with ECMN mailing lists. They may not be sold or given to unauthorized persons.
2. Adults may not initiate the exchange of personal contact information with children and youth. This includes social media profile information. Adults may not post or share photos, stories, or specific information about children or youth on their personal social media profiles (see Appendix E for more exploration of social media and electronic communication).
3. All information of a personal nature will be released only to the participant, the participant's family, and other legally authorized persons. If a child or youth discloses information about a personal concern beyond the current event and ministry context, the event leaders will determine if it qualifies as mandated reporting and document this conversation. The faith community, ECMN, or camp is not required to release or write pastoral care reports about any personal information unless obligated by mandatory reporting requirements. However, it is recommended to bring any personal concerns to the participant's parents or guardians (using concern form in Appendix F). If this happens, parents or guardians are told that it is their responsibility to decide if they wish to discuss the concern with their home faith community.
4. Confidential information that pertains to mandatory reporting issues, Safe Church policy violations, alleged abuse, or misconduct will be reported only to guardians and the proper reporting agencies. It may not be shared with other participants or staff except at the authorization of the person in charge of the event. A pastoral care report will be kept on file with camp records for camp management purposes.
5. A copy of all health records will be kept by the event organizer in secure locations after the event for only the amount of time required by ECMN.

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

Social media can be a powerful asset for faith communities to connect quickly and easily with people who want to be updated, connected, or informed about the work of your faith community. Social media can also be a confusing intersection of the personal and the professional. It can be difficult to discern and draw boundaries that ensure transparency, safety, and health for everyone involved.

Developing and implementing policies and practices around social media is central to ensuring that vulnerable populations are protected. In adherence with Safe Church practices, our conversations about power and exploitation need to extend to online platforms like social media. Responsibility rests on all of us to ensure that everyone is trained to interact online in a way that is healthy, transparent, and safe.

General Information about Digital Communications

Everything on social media—posts, words, comments, photos, videos, shares, likes, re-tweets—is public. Please remain professional, even in this informal environment. A private message or email should not be considered private or secure, and should adhere to the strictest guidelines of professionalism.

Posts and some messages can be deleted. However, deleting something does not ensure that it hasn't been seen. Once something is shared, it exists in the sharer's network and is no longer under your power. Additionally, many platforms will keep a cached copy of the post that can be searched for and found even after deletion.

Anything that is posted could be used as evidence in litigation, so all are encouraged to use discretion when posting and to ensure that everything posted adheres to the strictest guidelines of professionalism.

Be aware of boundaries, particularly with youth and children but with all parishioners and members of the public. Consider your online presence to be by extension a legitimate ministry space, if you choose to be connected to those that you minister with in in-person settings. Clergy and church staff need to adapt Safe Church Policies for this virtual environment. Online communications with youth should involve at least two non-related adults over the age of 25 with Safe Church training. For instance, group texts with two trained adults included are encouraged over individual texts to relay needed information.

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.

Recommended Practices and Guidelines for Faith Communities and Organizations:

- Churches are not considered public spaces, so media releases need to be obtained for identifiable photos.
 - Similarly, individuals should be notified if their image or a video of them could be used in promotional materials or posted online.
- Any images or videos used of children or youth should not identify them by name unless parents or guardians have been notified and have assented.

- Don't post anything that could be considered privileged, confidential, or private information.
- When posting images or other content, be mindful of copyright and intellectual property laws.
- ECMN, the faith community, or the organization should create and “own” the social media accounts representing ECMN, the faith community, or the organization and should have multiple administrators and/or supervisors with access.
- Each faith community that chooses to use social media should designate at least two people to act as the administrators. While posting privileges may be shared, one person should be responsible to monitor all content and ensure that items posted are in compliance with guidelines and policies. Specific tasks include:
 - Finding content to be posted
 - Monitoring content posted:
 - Ensure that it matches with guiding principles and values of the faith community.
 - Remove inappropriate content as necessary.
 - Respond to those who engage:
 - Try to avoid engaging in a conversation with those who post negative comments – they are not likely to want to engage or be reasoned with in the virtual world.
 - If comments are negative, a simple ‘thank you for your feedback’ can be appropriate.
 - If necessary, request that the individual commenter continue the conversation via email or message to avoid getting into a discussion via comments on a post.
- On many social media platforms, “tagging” someone in photo or video creates a hyperlink to that person’s profile page that can be clicked by anyone. The best practice is for ECMN, faith communities, 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.
- ECMN, faith communities, or organizations do not have a responsibility to review or monitor personal pages or groups that are not sponsored by ECMN, the faith community, or organization.

Recommended Practices and Guidelines for Interactions with Children and Youth:

Prudent judgement should be used regarding the time of day a child or youth is contacted through social media. Under normal circumstances, refrain from contact—including texting, chatting, or emailing—before 8:00 am or after 9:00 pm except in the event of an emergency.

Privacy settings and personal boundaries should be employed:

- Create and use profiles on social networking sites that have a professional presence, and that consider the use of privacy settings to determine what content can be viewed by different audiences or groups. Review these settings and posted content regularly.
- 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 accept only if it is appropriate for communications necessary for the ministry.

- Do not post any photos of children or youth on your personal social media accounts. Photos of ministry events or even independent interactions with young people must only be posted on the faith community’s official social media accounts. You may share those public posts to your personal platforms.
- Inform parents and guardians of children and youth of the social networking platforms and communication methods used for 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.
- Emails and texts to individual children and youth is permitted when the content is specific to the activities of ministry, it is within appropriate hours, and the parents have been made aware that these kinds of emails and texts are part of the normal communication patterns of the ministry. When sending or receiving emails or text messages to a child or youth that contain personal or private information, beyond the scope of necessary information for ministry, the parents or guardians should be informed and asked if they wish to be copied.
- If individual digital communication becomes pastoral in nature, disclose it to the parents or guardians and the supervisor. Any excessive pastoral communications, beyond about three significant interactions, warrant a referral to a professional provider or resource regarding the issue at hand (i.e. therapist, doctor, etc.).
- In video calls, follow the same criteria used in in-person conversations. Include a second trained adult, or make your supervisor and the parents or guardians aware of the one-to-one conversation and content. In addition, prudent judgement regarding attire and surroundings should be observed.

Create covenants to govern communications within digital groups, which include:

- Appropriate and inappropriate behavior of members (bullying, pictures that depict abuse, violence, illegal activities, sexual acts, etc.) and the consequences 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
- Consequences for breaking the covenant
- Culture-setting around the tone to be used in communication. If comments do not abide by this tone, retain the right to remove individuals or comments.
- Retain the right to ban certain individuals from engaging with posts if they have posted content that has been deemed inappropriate.
- Remind individuals that all content, once posted, is considered public. If they do not wish others to see it, they should not post it.
- If content is deemed inappropriate, administrators retain the right to remove it from the site. Examples of inappropriate content include:
 - Profanity

- Bigotry or hateful speech
- Discrimination on the basis of race, culture, ethnicity, age, disability, sexual orientation, or gender identity
- Targeting of individuals for bullying
- Lack of cordiality
- Inappropriate content (videos or images that contain swearing, nudity, violence, bullying, sexual acts, etc.)

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 ineligibility because they “aged out” of a program from social networking sites, listservs, etc.
- Observe mandated reporting laws regarding suspected abuse, neglect, and exploitation
- Delete inappropriate material posted in digital groups, address the behavior and report it, if necessary, in accordance with legal and institutional requirements

Appendix F: 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: _____

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?

To your knowledge, has this situation ever occurred before?

What action was taken? How was the situation handled, who was involved, who was questioned, were police called?

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?

Submitted by: _____ Telephone: _____

Location and address: _____

Signature: _____ Date _____

Reviewed by: _____

****Once completed, please mark the notice as confidential and mail or email it to the Bishop.
Email: craig.l@episcopalmn.org. Address: 1101 W Broadway Ave, Minneapolis, MN, 55411.***

Appendix G: Child Abuse Reporting Statute Summary and Minnesota Statute § 148A

Minnesota Statute §626.556 sets forth the mandatory reporting requirements under Minnesota law regarding minors. The following has been prepared to summarize the statutory reporting requirements in Minnesota.

A. Mandatory Reporters

Mandatory reporters are defined as professionals or professional's delegates who are engaged in the healing arts, social services, medical or psychiatrist treatment, child care, education or law enforcement, and members of the clergy who received the information outside of their confessional role. The term "professional's delegate" may be defined quite broadly and may include employees or volunteers working under the auspices of a professional who is engaged in one of the professional capacities listed above.

B. Basis for Reporting

A report needs to be made any time a mandatory reporter knows or has "reason to believe" that a child has been maltreated within the preceding three years.

Maltreatment of a minor includes the neglect, physical abuse, or sexual abuse of a child inflicted by a person responsible for the child's care within the previous three years. A person responsible for a child's care includes individuals who are part of a family unit such as parents, guardians or are acting in a capacity similar to a parent or guardian or persons outside the family unit and are responsible for caring for the child including, but not limited to, teachers, daycare or nursery workers, baby-sitters, counselors, youth leaders or coaches.

Neglect of a minor occurs when a person responsible for the care of child fails: to provide necessary food, clothing, shelter or medical care (unless the person responsible for the care of the child in good faith depends upon spiritual means for treatment unless such dependence may seriously endanger the child's health) when reasonably able to do so; to protect a child from conditions or actions which imminently and seriously endanger the child's physical or mental health when reasonably able to do so; and to ensure that a child is educated in accordance with state law. Neglect also includes prenatal exposure to controlled substances used for a non-medical purpose.

Physical abuse occurs when a person responsible for the care of a child intentionally inflicts or threatens to inflict physical or mental injury to a child under his or her care.

Sexual abuse under the mandatory reporting statute means the subjection of a child to any act which constitutes a violation of certain statutory criminal sexual contact by a person who has a significant relationship to the child, (generally persons who are related to the child by blood, marriage, or adoption, or adults who jointly reside in the same dwelling as the child), or by a person in a position of authority to the child (generally a person charged with parental rights or responsibilities for the health, welfare, or supervision of a child, no matter how briefly, at the time of the act). Sexual abuse also includes any act which involves a minor which constitutes any sexual offense in any degree, including prostitution. Sexual abuse includes threatened sexual abuse.

C. Timing of the Report

The mandatory reporting statute dictates that persons who are mandatory reporters, and know or have reason to believe that a child has been maltreated, “shall immediately” report the information to an appropriate authority.

A written report may then be required within 72 hours, exclusive of holidays or weekends, to the appropriate reporting authority if the authority has informed the reporter that the information provided to it by the reporter requires a written follow-up report.

D. Making a Report

Initially, a report can be made by oral communication to an agency or department authorized by the mandatory reporting statutes to receive the reports. Authorized agencies and departments include local welfare agencies, police departments, or county sheriff’s offices.

E. Failure to Report

A mandatory reporter may be found guilty of a misdemeanor if he or she is found to have had a sufficient basis to make a report but failed to so.

Appendix H: History of Safe Church Policies

The Committee on Sexual Exploitation (COSE) was created by resolution of the 70th General Convention in 1991 to address issues of sexual misconduct in the Episcopal Church and has continued its work through the 74th General Convention in 2003.

In 2000 the COSE conducted a survey of dioceses on their processes for dealing with issues of sexual misconduct. The results of this survey indicated a need for a larger conversation. In 2001, 125 bishops, chancellors, clergy, and laity from 70 dioceses gathered and unanimously called for a review of existing sexual misconduct policies and for the development of the "next generation" of policies.

The COSE tasked the Church Pension Group (CPG) with developing this "next generation" of policies. In March of 2003, a group of 47 bishops who had attended a training session on preventing childhood sexual abuse in the church, put on by the Office of Pastoral Development and The Church Pension Group, offered a resolution committing Bishops to review current diocesan policies, revise them, and work together to provide appropriate training, education, and materials to support each diocese.

The Bishops also committed to putting forth a resolution to the 74th General Convention in 2003. Resolution B008, Protection of Children and Youth from Abuse, was submitted and passed at that General Convention.

[This History section was drawn, in large part, from the Explanation section of Resolution B008 as submitted to the 74th General Convention in 2003.]

At General Convention in 2018, new model Safe Church Policies were recommended for all dioceses of the Episcopal Church. Those model policies were used to re-draft existing ECMN policies in 2019.

Appendix I: Youth Event Covenant (Sample)

Living in a covenant community is an acknowledgment of respect for myself, my fellow campers, and the spirit of the beloved community that we create at [program name].

Throughout my week at [program name] I agree:

1. To make the emotional, physical, and safety needs of all the campers a priority, and not engage in any dangerous or violent activities.
2. To communicate my needs and concerns directly to an adult leader, as well as the observed needs and concerns of others, before they become an issue.
3. That I will not bring or use tobacco, alcohol, non-prescription drugs, e-cigarettes or vaping devices, fireworks, or weapons of any kind. I understand that if at any time I am under the influence of, or in possession of, non-prescription drugs or any alcohol, my parent/guardian will be notified and I will be automatically sent home at my own expense.
4. To respect the needs and property of others and our cell phone and electronics policy.
5. To behave in accordance with this program being a sexual expression free zone. This means there will be no sexual advances, no displays of sexual affection, and no sexualized physical touch.
 - a. _____ (Initial) I have read and understand this policy
 - b. _____ (Initial) I have had a chance to ask any questions related to this policy.
 - c. _____ (Initial) I agree and affirm to abide by this policy while at this program.
 - d. _____ (Initial) I'll say something if I see something appearing to violate this policy.
 - e. _____ (Initial) I know that violations of this policy will be communicated to my parent/guardian and I will be sent home at my own expense.
6. To be present for the entire event and to participate in all scheduled activities including community chores.
7. Not to leave the event property or enter restricted areas without the permission of the program leaders.
8. To honor and respect myself, and try and have fun!!!!

I understand that the above agreements are designed to make this program the best and safest experience possible for everyone. We gather intentionally with the purpose of creating beloved community and showing one another God's unconditional agape love, and these things support that overarching goal. I understand that if I violate any of these agreements the program leadership will determine appropriate consequences, which may include being asked to leave the program if behaviors do not change. I understand that items 3 and 5 result in immediate departure from the program at my own expense. I have read this document and agree to live by these standards during this program.

Participant Signature

Date

Appendix J: Event Waiver (Sample)

MEDICAL CONSENT

I, the undersigned, do hereby give permission for my child to attend and participate in EVENT NAME sponsored by the Episcopal Church in Minnesota and happening at LOCATION in CITY, STATE on MONTH DATE, YEAR. I, authorize an adult, in whose care the above named minor has been entrusted by us or a leadership member of LOCATION in CITY, STATE to consent to any reasonably necessary medical examination, anesthetic, medical, surgical, or dental diagnosis or treatment, and/or hospital care, to be rendered to the above named minor under the general or special supervision and on the advice of any physician or dentist licensed under the provisions of Minnesota or California law and an active member of the medical staff of a licensed hospital, whether such diagnosis or treatment is rendered at the office of any such physician or any such hospital, clinic, or urgent care facility. I, the undersigned shall be liable and agree to pay all costs and expenses incurred in connection with such medical and dental services rendered to the aforementioned child pursuant to this authorization. I understand that should it be necessary for my child to return to my care due to medical reasons or otherwise, that I shall assume all transportation costs.

PARENTAL/GUARDIAN AFFIRMATION

I do hereby that I have the legal authority to provide my consent and authorization for matters relating to my child and his/her participation in EVENT NAME sponsored by FAITH COMMUNITY NAME and happening at LOCATION in CITY, STATE on MONTH DATE, YEAR.

WAIVER AND RELEASE

I do hereby release, waive, discharge, and covenant not to sue and agree to hold members of LOCATION in CITY, STATE, its officers, directors, employees, representatives, agents and affiliates, and the leadership and volunteers of EVENT NAME from any and all claims, demands and actions of any and every kind directly or indirectly arising out of or relating in any respect to the participation of the Participant Minor Child in EVENT NAME sponsored by FAITH COMMUNITY NAME and happening at LOCATION in CITY, STATE on MONTH DATE, YEAR. My waiver and release of all claims, demands, actions, and liability shall include without limitation, any injury, illness, death, property damage or loss to the Participant Minor Child which may be caused by any act, or failure to act by the leadership of LOCATION in CITY, STATE or sustained before, during or after EVENT NAME unless such injury, illness, death, property damage or loss is a direct result of the willful misconduct of either the church or the leadership of EVENT NAME. I understand that, without limitation of the foregoing, neither LOCATION in CITY, STATE or EVENT NAME shall be liable and each is hereby released each from all claims that may arise from loss or damage to the Participant Minor Child's personal property or the interruption of EVENT NAME for whatever reason. Neither LOCATION in CITY, STATE nor EVENT NAME leadership shall be responsible for any lost or stolen property of the Participant Minor Child or any persons attending day activities thereof.

MEDIA RELEASE

On behalf of my child I do agree to grant to LOCATION in CITY, STATE and the Episcopal Church in Minnesota, permission to record on film, videotape, or audio tape, the participation of Minor Child in EVENT NAME on MONTH DATE, YEAR. The undersigned parent/guardian further agrees that any or all of the material recorded may be used, in any form, as part of any future productions made by or for LOCATION in CITY, STATE, or FAITH COMMUNITY NAME and further, that such use shall be without payment of fees, royalties, special credit, or other compensation to or for the benefit of Minor Child, parent, or any other person or entity.

COMMUNICATION CONSENT

I understand that adults in charge of EVENT NAME may reach out to my child through digital means such as email, texts, and social media. I am aware that all group and individual digital communications will be limited to the scope of this ministry and not personal in nature. I understand that I will be made aware if one-to-one conversations of a personal or pastoral nature occur in person or online.

Child Name

Parent/Guardian Name

Parent/Guardian Signature

Date