Safe Church Policies

Policies for the Protection of Vulnerable Adults

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I. THEOLOGICAL AND ETHICAL FOUNDATIONS

In our Baptismal Covenant, we promise to respect the dignity of every human being. These 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. They outline ways to uphold our responsibility for the safety of children and adults in our care.

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 vulnerable adults have been expanded in scope significantly.

Each faith community should adopt its own set of Safe Church Policies and practices in accordance with canonical requirements. The 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 vulnerable adults 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 3 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 vulnerable adults.

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 vulnerable adults 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 (see Grid in Appendix C). 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 national Safe Church database to verify their training (this will be done by a Safe Church Trainer).
- Have each person working with children, youth, or vulnerable adults complete and file a background check.
- Have Safe church policies renewed annually.
- Ensure that those trained renew their training every 3 years. No follow-up conversation is required for renewals completed online.

A. 3 Tiers of Training

1. Tier One - Universal Training

Description: A basic <u>one-hour training</u> that will foster a culture of safety and inclusion for all people, which 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.

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

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

- o Each faith community is required to have an annual community conversation about 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.
- o 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. It will add important and evolving information, tools, and resources around the updated policies for:
  - Working with gender non-binary children and youth
  - The needs of LGBTQ+ children and youth
  - The needs of differently-abled children and youth (ADHD, Autism, etc.)
  - Engaging current research around protecting children and youth (such as how to be a community that surrounds kids with healthy adult relationships)
  - Addressing facility safety concerns (such as emergency action plans, shelter in place, and security audits)

- The needs of vulnerable adults

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

Description: Tier Two is a three-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 vulnerable adults, vestry members, people with key or digital access to the building, spiritual directors, licensed lay ministers, and those offering pastoral care.

ECMN Safe Church Policies covered in this training:
- o Policies for the Protection of Children and Youth
- o Policies for the Protection of Vulnerable Adults

This training can be completed in-person, or online:
- o Live training presentation includes:
  - ECMN Universal Training
  - Safeguarding God's Children: For Parents and Congregations
  - Safeguarding God's Children: For Ministries
- o Online training including the following modules:
  - ECMN Universal Training (digital version)
  - Our Policies
  - Meet Sam
  - It Happened to Me
  - Keeping Your Church Safe

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, wardens, licensed lay ministers, and those offering pastoral care.

ECMN Safe Church Policies covered in this training:
- o Policies for the Prevention of Sexual Harassment
- o Policies for the Protection of Sexual Exploitation

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

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

All people who minister to or have pastoral relationships with vulnerable adults must have ongoing supervision. Ongoing supervision should consist of regular check-ins by the Supervisor, who may be a clergy person or a team leader. Such supervision shall review the scope, accountability, and responsibly of the ministry with the ministering individual. Each person engaged in such ministry should know who supervises their ministry and how to contact the Supervisor at all times.

ECMN, faith communities, and organizations shall ensure that all people who minister to vulnerable adults 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 vulnerable adults and/or engage in pastoral relationships with others. This list shall be kept in the organization's office or other place where records are kept.

It is best practice for those ministering to vulnerable adults to document their visits, including time, place, and any observations or concerns. Such documentation is reviewed by the Supervisor. Confidentiality among clergy and lay ministers is required and all documentation should be kept confidential. This documentation promotes continuity of care and transparency in ministry.

All new activities that include pastoral relationships and/or ministry to vulnerable adults shall have a Responsible Person to monitor and supervise all events to ensure appropriate behavior and healthy boundaries.

A. Presence of Unrelated Adults Suggested
While not required, it is best practice for those ministering to vulnerable adults, or in the homes of others, to do so with another trained adult minister present. If circumstances result in a minister being alone with a vulnerable adult, that minister shall report this to the Supervisor, clergy, senior warden, or Responsible Person as soon as possible.

B. Creating Safe Space for Pastoral Relationships and/or Ministry with Vulnerable Adults
To create a safe space, it is necessary to anticipate and avoid circumstances that could result in vulnerable adults being exposed to undue influence or exploitation. On-site and off- site settings for ministry with vulnerable adults and pastoral conversations should take place in locations where casual monitoring by others is convenient, and in locations that convey safety and comfort.

C. 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, socio-economic class, or age. To the extent possible, all spaces and settings for programs, activities, and ministry shall be inclusive and accessible.

ECMN, faith communities, and organizations seek to support all vulnerable adults by providing reasonable alternative arrangements to address safety and comfort.

Transgender, genderqueer, or gender non-binary adults 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, on a separate changing schedule, or use of a single-stall restroom. Any alternative arrangement should be provided in a way that protects the adult's ability to keep their transgender status confidential, if they so desire.

Transgender, genderqueer, or gender non-binary adults should not be required to use a locker room or restroom that conflicts with their gender identity. Safe bathroom/shower facilities will be provided by gender (or specific times will be assigned for the use of a single facility).

D. Violence

- No one is to strike, hit, or otherwise physically threaten or harm anyone at any time.
- No one is to control or attempt to control another by bullying, intimidation, threats, verbal/emotional abuse, or isolation from others. Bullying of any kind by anyone is prohibited.
- Report suspected violations immediately. (See **Suspected Violations of this Policy** in Section V:B).

E. Behavioral Standards for Ministry with Vulnerable Adults

All who work with vulnerable adults are expected to model patterns of healthy relationships. To this end, lay and ordained ministers working with vulnerable adults shall:
- Take care not to unduly influence a person to whom they minister
- Accept only token gifts from those to whom they minister. Ministers given gifts shall report those gifts in writing to their Supervisor, clergy, senior warden, or Responsible Person.
- Decline to accept loans of any kind from those to whom they minister
- Decline to agree to be named as a beneficiary or to act as an administrator or executor in a will of anyone to whom they minister
- Inform Supervisor, clergy, senior warden, or Responsible Person of anything that causes concern for the safety or wellbeing of those to whom they minister.

DOs

All who minister to vulnerable 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 vulnerable adults, and advocate for their ministry within the Body of Christ
- Maintain healthy boundaries when sharing personal information
- Offer appropriate physical expressions of affection, as long as they are welcomed by the recipient. These may include:
  - brief hugs
  - pats on the shoulder or back
  - kisses on the cheek
  - handshakes
  - holding hands during prayer

DON'Ts

Adults shall not under any circumstances:
- Provide vulnerable adults with non-sacramental alcohol, marijuana, illegal drugs, cigarettes, e-cigarettes, vapes, or pornography
- Arrive under the influence of alcohol, illegal drugs, or legal drugs when they are responsible for, or ministering to, a vulnerable adult
- Consume non-sacramental alcohol or illegal drugs or misuse legal drugs when they are responsible for, or ministering to, a vulnerable adult
- Engage in illegal behavior or permit others to engage in illegal behavior

- Engage in any sexual, romantic, illicit, or secretive relationship or conduct with any vulnerable adult

F. Visits to Private Residences

The safety of all persons and healthy boundaries are essential when visiting a vulnerable adult in a private home.

Avoid situations that might compromise safety, such as:
- Visiting behind closed bedroom doors
- Sitting on the bed of the person being visited
- Visiting a person while they are not fully clothed

The best practice is to visit in teams of two or more. If it is not possible for another adult minister to be present, a member of the vulnerable adult's household should be present. If neither is possible, documentation of the time, duration of visit, general matters discussed, and any pastoral concerns shall be provided to the Supervisor as soon as possible after the visit.

G. Visits to Residential Facilities

The safety of all persons and healthy boundaries are also essential when visiting a vulnerable adult in a Residential Facility. Best practices include:

- Informing facility staff of the visitor's presence
- Notify staff in advance of and at the conclusion of any visit that takes place out of sight of staff
- Leaving the door to the resident's private room open during visits
- Maintaining discretion around a resident's LGBTQ+ identity, as staff in residential facilities may not be aware of or properly trained regarding such identities
- Contacting the Supervisor with any questions

H. Special Considerations for Off-Site or Overnight Programming

Off-site programs, trips, and events are important for the spiritual, social, and emotional well-being of vulnerable adults. 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 application of this policy, the Responsible Person should contact their Supervisor.

Because risks that 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 church 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.

1. **Registration, Waivers, and Release Forms**: All vulnerable 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, wavier, 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) All participants shall complete and sign a release and waiver form for each off-site or overnight event. If a person is unable to consent due to impairment or lack of agency, then the signature of that person's guardian, spouse, or other trusted family member is required.
   b) Permission slips shall be provided for each event and shall be signed by the vulnerable adult, guardian, spouse, or other trusted family member.
   c) Prior permission for an individual to be photographed or recorded on film, videotape, audiotape, or other electronic media is required.

3. Due to the unique risks of off-site visits, events, and programs that cannot always be anticipated, it is important to obtain permissions and manage documentation as described below:

   o All participants shall complete and sign a registration, waiver, and release before participating in any program. Confidentiality must be preserved with respect to medical information.
   o There must be a signature on all release and waiver forms. If a person is unable to consent due to impairment or lack of agency, then the signature of that person's guardian, spouse, or other trusted family member is required.
   o Completed release and waiver forms shall be maintained in a secure location on-site.

- **o** Permission slips shall be provided for each event and shall be signed by the vulnerable adult, guardian, spouse, or other trusted family member.
- **o** Prior permission for an individual to be photographed or recorded on film, videotape, audiotape, or other electronic media is required.

4. **First Aid and Medications**: Current certification in First Aid, CPR, and Automated External Defibrillator (AED) is strongly encouraged for those who work with vulnerable adults.

A first aid kit, appropriately stocked for the event and participants, shall be available in an easily accessible location.

If a vulnerable adult requires assistance with medications of any type, 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 assistance, 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 vulnerable adults requiring assistance with medications shall be given to the Responsible Person, unless otherwise agreed upon.

Only the Responsible Person, or their adult designee, shall administer medications.

5. **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:
   - o Participant privacy
   - o Maximization of social integration of all participants
   - o Minimization of stigmatization of any participants
   - o Equal opportunity to participants, and
   - o 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.
   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 session in an event, introduce and have all participants sign a community covenant (Appendix G). 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 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 vulnerable adults are sleeping. This should include supervision 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 permission is given to miss sleep. In these cases, vulnerable adults must agree to participate in writing, and a guardian,

spouse, or other trusted family member must give written permission that includes certification that the vulnerable adult does not have a medical condition that would put the participant at risk by missing sleep.
- o Participants shall have some time set aside each day for rest or free time.

Best practice guidelines for hotel stays include:
- o One person per bed, including cots, pullouts or hide-a-beds, and rollaway beds
- o At least 3 people per sleeping room
- o Adult supervisors or chaperones staying in rooms on the same floor, among the rooms occupied by vulnerable adults
- o At least one supervisor's room should be located by the stairs or elevators
- o Adult leaders assign rooms and room occupants.

Best practice guidelines for camping in tents or cabins include:
- o 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.
- o 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 vulnerable adults. In cabins this means having them in the cabins, with some kind of divider wall or sheet. In tents this means having an adult supervisor's tent right next to a participant tent.
- o In a tent, if the number of participants drops to two, you must get to three total people.
- o If you are trying to limit the number of tents on a trip, adults may share a tent with vulnerable adults if there are three or more people present. Using some kind of hanging sheet to divide space is still advisable.
- o 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.

6. Transportation
For the health and safety of all participants, the following practices shall be followed:

- 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.
- A list of those approved to provide transportation to vulnerable adults shall be maintained in the office of the organization.
- Anyone being transported must consent to such transportation beforehand. If a person is unable to consent due to impairment or lack of agency, then prior approval by that person's guardian, spouse, or other trusted family member is required.
- All drivers and riders must comply with state laws including seat belt and cell phone usage.

I. Camps and Retreat Centers
All camps, camping programs, and retreat centers of ECMN 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.

J. International Considerations
- Check in with the U.S. Department of State on travel requirements, including visas.
- 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 in your destination(s). Make a back-up plan for communication with your Responsible Person at home.

V. RESPONDING TO CONCERNS

A. Suspected Abuse, Neglect, or Exploitation of Vulnerable Adults
Anyone who has reason to suspect that abuse, neglect, or exploitation of a vulnerable adult has taken place is strongly encouraged, and all mandated reporters are required, to contact the state's Adult Protective Services.

In addition, anyone who has reason to suspect that abuse, neglect, or exploitation of a vulnerable adult 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

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 D), signed or unsigned, to the bishop.

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 ECMN.

ECMN and its faith communities and organizations will promptly initiate an inquiry into all allegations.

C. Local Resources for Response
ECMN, faith communities, and organizations 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 vulnerable adults
- Clergy in charge of a congregation
- Wardens
- Bishop
- Intake Officer(s)
- Adult 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 vulnerable adults in accordance with Screening Protocols (Appendix A) and Education and Training Requirements (Appendix B). 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
- 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 vulnerable adults. 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 (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.

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

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

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 as neither male nor 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 [and sexuality] expands and matures.

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 [vulnerable adults and their 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 adult, 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 conduct by a third party with expertise in this area.

Residential Facility: Any institutional or group home setting where a vulnerable adult resides on a permanent or temporary basis such as a nursing home, rehabilitation center, assisted living facility, treatment center, or memory care facility.

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 VULNERABLE ADULTS

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 vulnerable adults involved in church activities and services.

_____ I agree not to physically, sexually, or emotional abuse or neglect a vulnerable adult.

_____ I agree to comply with the Safe Church policies.

_____ I agree to comply with the guidelines for appropriate affection with vulnerable adults.

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

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

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

Name: _____ Signature: _____

Date: _____

ACKNOWLEDMENT, 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)

Who Should Take What?

The table below is organized by Ministry Role (rows) against training requirement categories (columns):

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

TIER 1 — UNIVERSAL TRAINING — *LIVE TRAINING OR ONLINE (BOTH USING BASIC SLIDES)*
- Faith Community Safety Conversation (guided by the ECMN universal training basic slides)

TIER 2 — SAFE CHURCH FOR GOD'S CHILDREN (FOR LEADERS) — *Choose either LIVE or ONLINE training for initial training*
- LIVE TRAINING: The live training uses the Universal Training basic slides plus video presentations (which cover all 3 online modules)
- ONLINE TRAINING: "Our Policies"; "Meet Sam"; "It Happened to Me"; "Keeping Your Church Safe"; Universal training slides + Follow-up Conversation (with a trainer or the local priest)
- ONLINE RENEWAL (May also renew by repeating a live training): Abuse Prevention Refresher (Use only for 3 year renewal in lieu of the three full modules)

TIER 3 — SAFE CHURCH FOR GOD'S PEOPLE (FOR SUPERVISORS) — *Choose either LIVE or ONLINE training for initial training — Preventing Exploitation / Preventing Harassment*
- LIVE TRAINING: The live training uses the video presentations (which cover all nine 4 modules)
- ONLINE TRAINING: "Preventing Sexual Exploitation in Communities of Faith for Congregations"; "Preventing Sexual Exploitation in Communities of Faith for Ministries"; "Safeguarding God's People: Preventing Sexual Harassment for Workers"; "Safeguarding God's People: Preventing Sexual Harassment for Managers & Supervisors"; Follow-up Conversation (with a trainer or the local priest)
- ONLINE RENEWAL (May also renew by repeating a live training): There's not yet a single, shortened online renewal option for Safeguarding God's People. — *Retake all 4 modules*

SUPPLEMENTAL TO ANY TIER — ADDITIONAL ONLINE TRAINING MODULES — Optional
- Duty to Report
- Preventing Sexual Activity Between Young Children
- Preventing Bullying
- Keeping Your Camp Safe
- A Day at Day Camp
- Social Media

Ministry Role Descriptions	Background Checks (App / Int / Ref / Policies / Criminal / SexOff)	Tier 1 Universal	Tier 2 (Live / Our Policies / Meet Sam / It Happened / Keeping Safe / Univ+Follow-up / Online Renewal)	Tier 3 (Live / Congregations / Ministries / Workers / Mgrs&Supervisors / Follow-up / Online Renewal)	Supplemental (Duty to Report / Prev. Sexual Activity / Bullying / Keeping Camp Safe / Day at Camp / Social Media)
All Membership		Yes			
Administrative Assistant/Secretary	Yes / Yes / Yes / Yes / Yes / Yes		Yes / Yes / Yes / Yes / Yes / Yes / Yes to renew	Yes / Yes / Yes / Yes / Yes / Yes / Retake all 4 modules	Yes / / / / /
Approve or develop programs for children or youth	Yes / Yes / Yes / Yes / Yes / Yes		Yes / Yes / Yes / Yes / Yes / Yes / Yes to renew	Yes / Yes / Yes / Yes / Yes / / Retake all 4 modules	/ / Yes / / / Yes
Camp or Retreat Leaders	Yes / Yes / Yes / Yes / Yes / Yes		Yes / Yes / Yes / Yes / Yes / Yes / Yes to renew		/ Yes / Yes / Yes / / Yes
Christian Education or Faith Formation Coordinator or Director	Yes / Yes / Yes / Yes / Yes / Yes		Yes / Yes / Yes / Yes / Yes / Yes / Yes to renew	Yes / Yes / Yes / Yes / Yes / Yes / Retake all 4 modules	Yes / Yes / Yes / / / Yes
Church School Leaders	Yes / Yes / Yes / Yes / Yes / Yes		Yes / Yes / Yes / Yes / Yes / Yes / Yes to renew		/ / / / / Yes
Children's Minister (Lay or Ordained)	Yes / Yes / Yes / Yes / Yes / Yes		Yes / Yes / Yes / Yes / Yes / Yes / Yes to renew	Yes / Yes / Yes / Yes / Yes / Yes / Retake all 4 modules	Yes / Yes / Yes / / / Yes
Clergy	Yes / Yes / Yes / Yes / Yes / Yes		Yes / Yes / Yes / Yes / Yes / Yes / Yes to renew	Yes / Yes / Yes / Yes / Yes / Yes / Retake all 4 modules	Yes / / / / /
Counseling	Yes / Yes / Yes / Yes / Yes / Yes		Yes / Yes / Yes / Yes / Yes / Yes / Yes to renew	Yes / Yes / Yes / / / /	/ / / / /
Day Camp or VBS Leaders	Yes / Yes / Yes / Yes / Yes / Yes		Yes / Yes / Yes / Yes / Yes / Yes / Yes to renew		/ Yes / Yes / / Yes / Yes
Executive Council			Yes / Yes / Yes / Yes / Yes / Yes / Yes to renew	Yes / Yes / Yes / Yes / Yes / Yes / Retake all 4 modules	Yes / / / / /
Diocesan Disciplinary Board			Yes / Yes / Yes / Yes / Yes / Yes / Yes to renew	Yes / Yes / Yes / Yes / Yes / Yes / Retake all 4 modules	Yes / / / / /
Diocesan Standing Committee			Yes / Yes / Yes / Yes / Yes / Yes / Yes to renew	Yes / Yes / Yes / Yes / Yes / Yes / Retake all 4 modules	Yes / / / / /
Key Holders (or electronic access to the building)	Yes / Yes / Yes / Yes / Yes / Yes		Yes / Yes / Yes / Yes / Yes / Yes / Yes to renew	Yes / Yes / / / / /	/ / / / /
Licensed Lay Eucharistic Minister	Yes / Yes / Yes / Yes / Yes / Yes		Yes / Yes / Yes / Yes / Yes / Yes / Yes to renew	Yes / Yes / / / / /	/ / / / /
Licensed Pastoral Leader	Yes / Yes / Yes / Yes / Yes / Yes		Yes / Yes / Yes / Yes / Yes / Yes / Yes to renew	Yes / Yes / / / / /	/ / / / /
Licensed Catechist	Yes / Yes / Yes / Yes / Yes / Yes		Yes / Yes / Yes / Yes / Yes / Yes / Yes to renew	Yes / Yes / / / / /	/ / / / /
Licensed Preacher	Yes / Yes / Yes / Yes / Yes / Yes		Yes / Yes / Yes / Yes / Yes / Yes / Yes to renew	Yes / Yes / / / / /	/ / / / /
Organist/Choir Director	Yes / Yes / Yes / Yes / Yes / Yes		Yes / Yes / Yes / Yes / Yes / Yes / Yes to renew	Yes / Yes / Yes / Yes / Yes / Yes / Retake all 4 modules	Yes / / / / /
Paid Employees of a Church or Diocese	Yes / Yes / Yes / Yes / Yes / Yes		Yes / Yes / Yes / Yes / Yes / Yes / Yes to renew	Yes / Yes / Yes / Yes / Yes / Yes / Retake all 4 modules	Yes / / / / /
Pastoral Care	Yes / Yes / Yes / Yes / Yes / Yes		Yes / Yes / Yes / Yes / Yes / Yes / Yes to renew	Yes / Yes / Yes / / / /	/ / / / /
Postulant, Candidate, or Seminarian	Yes / Yes / Yes / Yes / Yes / Yes		Yes / Yes / Yes / Yes / Yes / Yes / Yes to renew	Yes / Yes / Yes / Yes / Yes / Yes / Retake all 4 modules	Yes / / / / /
Sexton	Yes / Yes / Yes / Yes / Yes / Yes		Yes / Yes / Yes / Yes / Yes / Yes / Yes to renew	Yes / Yes / Yes / Yes / Yes / Yes /	Yes / / / / /
Spiritual Director	Yes / Yes / Yes / Yes / Yes / Yes		Yes / Yes / Yes / Yes / Yes / Yes / Yes to renew	Yes / Yes / Yes / / / /	/ / / / /
Usher			Yes / Yes / Yes / Yes / Yes / Yes / Yes to renew		/ / / / /
Vestry Members			Yes / Yes / Yes / Yes / Yes / Yes / Yes to renew	Yes / Yes / Yes / Yes / Yes / Yes / Retake all 4 modules	Yes / / / / /
Vulnerable Adult Ministry (volunteer or leader)	Yes / Yes / Yes / Yes / Yes / Yes		Yes / Yes / Yes / Yes / Yes / Yes / Yes to renew	Yes / Yes / Yes / Yes / Yes / Yes / Retake all 4 modules	Yes / Yes / Yes / / / Yes
Youth Minister (Lay or Ordained)	Yes / Yes / Yes / Yes / Yes / Yes		Yes / Yes / Yes / Yes / Yes / Yes / Yes to renew	Yes / Yes / Yes / Yes / Yes / Yes / Retake all 4 modules	Yes / Yes / Yes / / / Yes
Youth volunteer working with minors (under age 18)*	Yes (only first half) / Yes		Yes / Yes / Yes / Yes / Yes / Yes / Yes to renew		/ / / / /

*best if parent present for training

Appendix D: Recommended Practices and Guidelines for Social Media and Electronic Communications for Vulnerable Adults

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 sharers' 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 vulnerable adults but with all parishioners and members of the public. Clergy and church staff need to adapt Safe Church Policies for this virtual environment.

Laws regarding mandated reporting of suspected abuse, neglect, or exploitation of vulnerable adults apply in the virtual world as they do in the physical world.

Recommended Practices and Guidelines for Churches 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 or vulnerable adults 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 one person to act as the administrator. 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:
  - o Finding content to be posted
  - o Monitor content posted:
    - Ensure that it matches with guiding principles and values of the faith community.
    - Remove inappropriate content as necessary.
  - o 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.
- ECMN, a faith community, or organization do not have a responsibility to review or monitor the personal pages or groups that are not sponsored by the diocese, congregation, or organization respectively.

Recommended Practices and Guidelines for Vulnerable Adults:
Prudent judgement should be used regarding the time of day a vulnerable adult is contacted through social media. Under normal circumstances, refrain from contact—including texting, chatting, or emailing—before 8:00 am or after 10:00 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 are professional, 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.
- 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.
- Disclose **ongoing** digital pastoral communications (e.g. e-mails, Facebook messages, texting, etc.) with a vulnerable adult to a Supervisor to determine when a referral to a professional provider or resource is needed.

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. However, the captioning of photos and videos is permissible with written permission.
- 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 administrators
- Use closed groups, but not "hidden" or "secret" groups
- Remove any content that shows or describes inappropriate behavior outside the bounds of the established behavioral covenant
- Remove adult leaders of groups and individuals who are no longer members due to departure, removal from position, or ineligibility 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 E: 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 to the Bishop
(1101 W Broadway Ave, Minneapolis, MN, 55411)

Appendix F: 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 G: Event Covenant (Sample)

Living in a covenant community is an acknowledgment of respect for myself, my fellow participants, 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 participants a priority.

2. To communicate directly my needs and concerns, and the observed needs and concerns of others, before they become an issue.

3. That I will not bring or use tobacco, alcohol, any non-prescription drugs, fireworks or weapons of any kind to this event. I understand that if at any time I am under the influence of, or use of non-prescription drugs or any alcohol, 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.

6. To not engage in any violent behavior.

7. To be present for the entire event, to participate in all scheduled activities including community chores.

8. Not to leave the event property or enter restricted areas without the permission of the program leaders.

9. 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 and that if I violate any of these agreements the program leadership will determine appropriate consequences, which include being asked to leave the program. I have read this document and agree to live by these standards during this program.

_____

Participant Signature   Date