

MODEL POLICIES FOR THE PROTECTION OF  
CHILDREN AND YOUTH FROM ABUSE

DEVELOPED IN PARTNERSHIP WITH THE NATHAN NETWORK

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INTRODUCTION  
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The Church Pension Group, in partnership with The Nathan Network, is pleased to provide these Model Policies for the Protection of Children and Youth from Abuse to the Episcopal Church.

## -HISTORY OF MODEL POLICIES FOR THE PROTECTION OF CHILDREN AND YOUTH FROM ABUSE

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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. It continued its work through the 74th General Convention in 2003. In 1999 in preparation for the 73rd General Convention in 2000, it conducted a survey of 100% of the domestic dioceses on how dioceses were dealing with issues of sexual misconduct. The survey indicated, among other things, that a conference for those who work on issues of sexual misconduct in the church was needed.

As a result, in June 2001 COSE and the Office of Pastoral Development sponsored the first national Pastoral Standards Conference. An extraordinary gathering of one hundred twenty-five bishops, chancellors, clergy and laity from 70 dioceses attended and unanimously called for review of existing sexual misconduct policies and development of the "next generation" of policies.

COSE gathered and reviewed policies submitted by 70 dioceses with the intention of circulating as model policies those that incorporated and reflected current best practices based on the Church's experience in the area of sexual misconduct over the past decade. COSE concluded that none of the policies gathered was a truly state-of-the-art, "next generation" policy that could serve as a model for those dioceses planning on revising and updating their current policies. COSE determined that it did not have the time or resources to create new state-of-the-art, next generation policies.

Encouraged to do so by COSE, with requests from a number of dioceses to do so, to support prevention efforts, and based on its own perception of the need, The Church Pension Group undertook to develop model child sexual abuse prevention and response policies.

Just prior to the meeting of the House of Bishops in March 2003, 47 bishops attended a training session on What Every Bishop Should Know About Pedophiles and Preventing Child Sexual Abuse in the Church put on by the Office of Pastoral Development and The Church Pension Group. Out of this training session came a Mind of the House Resolution presented by the 47 bishops in attendance that was approved unanimously by the House of Bishops.

Among other resolves, the resolution called for development of a statement of general expectations of behavior in this church by clergy, lay employees, and volunteers, when engaged in ministry with children and youth. The resolution stated that these expectations should be specific enough to serve as clear directions and guidelines, but general enough that each diocese would expand upon or develop the specific content of policies and procedures and implementation according to the particularities of each diocese. The Bishops unanimously committed to reviewing current diocesan policies, and revising them as needed. In addition, the Bishops committed to working together to provide appropriate training, education, and materials to support each diocese in the five identified areas.

The Bishops also committed to putting forth a resolution to the 74th General Convention in 2003 as the statement of general expectations called for by the March 2003 House of Bishops Mind of the House Resolution. 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

#### -CHILDREN'S CHARTER AND SAFE CHURCH MINISTRY AT THE BEGINNING OF THE 21ST CENTURY

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Resolution B008 and these Model Policies for the Protection of Children and Youth from Abuse call the church to respond in new and intentional ways to care for, be responsible to, and create safe space for children. Foundational to Resolution B008 and the work of the Church Pension Group's partnership with The Nathan Network is the Children's Charter for the Church (General Convention Resolutions 1997 - B005 and 2000 - D045). The Children's Charter holds advocacy for children as central to the mission and ministry of the church. The Charter calls the Church to love, shelter, protect, and defend children within its own community and in the world, especially those who are abused, neglected, or in danger.

#### -ADAPTING THE "MODEL" POLICIES

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These are "model" or "sample" policies. In accordance with applicable diocesan polity and practice, dioceses, congregations and other Episcopal entities are encouraged to consider adopting this policy for the prevention of child sexual abuse as adapted, revised, or changed by each diocese, congregation or other Episcopal entity to meet its own unique circumstances, diocesan canons or policies, state laws, or other factors. It is intended and expected that local adaptations, changes, amplifications, improvements, expansions, or other types of revisions

may be made to this model policy.

For example, you will see that there is no theological statement or section in the Model Policies. You may want to develop such a statement to put your policies in a theological context.

It is very important that the policy you adopt and implement complies with federal employment laws and with your state or local employment and privacy laws and other laws on, for example, checking criminal records. All laws are subject to change from time to time by action of state legislatures, Congress, and state and federal courts. Therefore, you should develop and review your policy with assistance from persons knowledgeable in these laws.

#### -ACKNOWLEDGMENTS

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Model Policies for the Protection of Children and Youth from Abuse were written in response to those expressing a need for updated or revised child sexual abuse policies based on the Church's experience with these issues over the past decade. Nearly two years in development, the Model Policies have evolved through several iterations before taking their current form. Principal author, Dr. Monica Applewhite, is President of Religious Services for Praesidium, Inc., a Texas consulting firm specializing in the development of policies and training materials for the prevention of child sexual abuse in organizational settings.

Sally Johnson, Vice-President—Risk Management and Education headed up the project team at The Church Pension Group responsible for the development of the Model Policies.

Many groups in the Church reviewed drafts or responded to presentations about the content of various iterations of the Model Policies and we are grateful for their candid and thoughtful feedback and suggestions. These included The Nathan Network Steering Committee, the national Committee on Sexual Exploitation, the Bishops and Chancellors of Province I, the Bishops and Chancellors of Province IV, the Western Chancellors, the 2003 Conference of Diocesan Administrators, the 2003 Business Management Institute, and the Office of Pastoral Development of the House of Bishops. Inclusion of a group in the Acknowledgements does not imply the group's endorsement, approval, or any other action regarding the Model Policies; it simply acknowledges their participation and contributions to the development process.

#### -DISCLAIMER

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The Church Pension Group provides these Model Policies for the Protection of Children and Youth from Abuse in partnership with The

Nathan Network, in the hope that they may assist dioceses, congregations, and other Episcopal entities in developing policies for the prevention of child sexual abuse in ministries and church activities for children and youth. They are intended as a guide, not a manual. They do not cover every issue that you may want to consider in the development of such policies. Nor do they necessarily reflect the law of each and every state. The Church Pension Group and The Nathan Network are not engaged in giving legal or other professional advice or services by providing these Model Policies. You are encouraged to consult with your own legal counsel and other professional advisors before adopting any policies for the prevention of child sexual abuse.

#### -SAMPLE FORMS

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The Appendices contain sample forms. The word sample is emphasized because it is important that personnel policies and/or forms be carefully considered, developed and revised to fit the needs of each organization and reviewed in light of each state's unique laws. These sample forms are provided strictly as a convenient reference and starting point to help Episcopal organizations in the development of policies and/or forms on the covered subjects, as desired.

#### -DISTRIBUTION AND COPYING

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Copies of Model Policies for the Protection of Children and Youth from Abuse can be obtained from The Church Pension Group on its website at [www.cpg.org](http://www.cpg.org) and from The Nathan Network on its website at [www.nathannetwork.org](http://www.nathannetwork.org).

Model Policies for the Protection of Children and Youth from Abuse is copyrighted in order to protect against inaccurate or incomplete photocopying, duplication, or non-Episcopal (and other unauthorized) uses.

Episcopal officials and official Episcopal organizations should feel free to make additional copies of the Model Policies in their complete and unedited form for use by Episcopal organizations.

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#### CODE OF CONDUCT FOR PROTECTION OF CHILDREN AND YOUTH

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Relationships among people are at the foundation of Christian ministry and as such are central to the life of the church. Defining healthy and safe relationships through policies and codes of conduct is not meant, in any way, to undermine the strength and importance of personal interaction

in our ministries. Rather, it is to assist in more clearly defining behaviors and practices that allow the church to more fully demonstrate its love and compassion for children and youth in sincere and genuine relationships.

Relationships in ministry should, ideally, always be experienced as caring and without intention to do harm or allow harm to occur. This Code of Conduct has been adopted by \_\_\_\_\_ [Parish] to help the church create safe environments for children and youth and for those who minister to them. All Church Personnel are asked to carefully consider each statement in the Code and within the Policies for the Protection of Children and Youth from Abuse before agreeing to adhere to the statements and continue in service to the church.

#### -CODE OF CONDUCT FOR PROTECTION OF CHILDREN AND YOUTH

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- Church Personnel agree to do their best to prevent abuse and neglect among children and youth involved in church activities and services.
  
- Church Personnel agree to not physically, sexually or emotionally abuse or neglect a child or youth.
  
- Church Personnel agree to comply with the policies for general conduct with children and youth as defined in these Policies for the Protection of Children and Youth from Abuse.
  
- All Church Personnel agree to comply with the Guidelines for Appropriate Affection with children and youth.
  
- In the event that Church Personnel observe any inappropriate behaviors or possible policy violations with children or youth, church personnel agree to immediately report their observations.
  
- All Church Personnel acknowledge their obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children or youth to appropriate church leaders and state authorities in accordance with these policies.
  
- Church Personnel understand that the church will not tolerate abuse of children and youth and agree to comply in spirit and in action with this position.

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#### GENERAL DEFINITIONS

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A. CHURCH PERSONNEL For the purposes of this policy, the following are included in the definition of Church Personnel when they are functioning in their respective roles for the church:

1. All clergy whether stipendiary, non-stipendiary, or otherwise who are engaged in ministry or service to the church.
2. All paid personnel whether employed in areas of ministry or other kinds of services by the diocese, its congregations, schools or other agencies. For example, [fill in examples]
3. Those who contract their services to the diocese, its congregations, schools or other agencies.
4. Volunteers, including any person who enters into or offers him or herself for a church related service, or who actually assists with or performs a service, whether or not they have been selected or assigned to do so. Volunteers include members of advisory boards, vestries, Bishop's Committees, and boards of directors. For example, [fill in examples]

B. CHILDREN AND YOUTH A child is defined as anyone under the age of 12 years. A youth is defined as 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, but still in high school.

C. REGULARLY OR OCCASIONALLY WORK WITH OR AROUND CHILDREN OR YOUTH

For the purpose of this policy, the following are included in the definition of CHURCH PERSONNEL WHO REGULARLY WORK WITH OR AROUND CHILDREN OR YOUTH:

1. All clergy whether stipendiary, non-stipendiary, or otherwise who are engaged in ministry or service to the church.
2. All paid or volunteer Church Personnel whose work regularly takes them throughout the facility or grounds or who has keys giving them access to the buildings on the grounds.
3. All persons who supervise or assist with supervising children or youth, other than church school teachers, in ministries, programs or activities more often than occasionally.

4. All persons who provide transportation to children or youth without other adults in the vehicle more often than occasionally.
5. Any paid personnel whose living quarters are on the grounds of the church, school or other related agency.
  
6. All vestry members or other members of similar decision-making groups who have the authority to approve the creation of ministries, programs or activities for children or youth.

Examples of Church Personnel who **REGULARLY WORK WITH OR AROUND CHILDREN OR YOUTH**: include, but are not limited to:

- Children's or youth choir directors
- Organists who work with children or youth
- Lay youth ministers
- Volunteer youth directors
- All Church Personnel who work or assist in the nursery more than four times a year
- All Church Personnel who work in the nursery if they are the only person over 21 present at any time
- All staff, whether volunteer or paid, at church camps
- Adults who participate in overnight activities with children or youth more than twice a year

For the purpose of this policy, the following are included in the definition of Church Personnel who **OCCASIONALLY WORK WITH OR AROUND CHILDREN OR YOUTH**:

1. Church school teachers.
  
2. All persons who supervise or assist with supervising children or youth in ministries, programs or activities infrequently, generally no more than three times a year or for one program or activity during a year that lasts less than a month (i.e. assisting with preparation for the Christmas pageant, or teaching one "unit" of Church School for a month).
  
3. All persons who provide transportation to children or youth without other adults in the vehicle infrequently, generally no more than three times a year.
  
4. All persons who work or assist in the nursery four or fewer times a year, whether on an emergency basis or otherwise.
  
5. Adults who participate in overnight activities with children or youth once or twice a year.

## D. TYPES OF ABUSE

1. Physical abuse is non-accidental injury, which is intentionally inflicted upon a child or youth.
2. Sexual abuse perpetrated by an adult is any contact or activity of a sexual nature that occurs between a child or youth and an adult. This includes any activity, which is meant to arouse or gratify the sexual desires of the adult, child or youth.
3. Sexual abuse perpetrated by another child or youth is any contact or activity of a sexual nature that occurs between a child or youth and another child or youth when there is no consent, when consent is not possible, or when one child or youth has power over the other child or youth. This includes any activity which is meant to arouse or gratify the sexual desires of any of the children or youth.
4. Emotional abuse is mental or emotional injury to a child or youth that results in an observable and material impairment in the child or youth's growth, development or psychological functioning.
5. Neglect is the failure to provide for a child or youth's basic needs or the failure to protect a child or youth from harm.
6. Economic exploitation is the deliberate misplacement, exploitation, or wrongful temporary or permanent use of a child or youth's belongings or money.

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## SAFEGUARDS FOR CHILDREN AND YOUTH

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### A. SCREENING AND SELECTION

1. Any and all Church Personnel who **REGULARLY WORK WITH OR AROUND CHILDREN OR YOUTH** shall be screened and selected utilizing at least the following:
  - a. A **STANDARD APPLICATION** completed by the applicant that includes an authorization for the release of information to conduct background

checks and the CODE OF CONDUCT (Appendix C).

b. CRIMINAL RECORDS CHECK in any state where the applicant has resided during the past seven (7) years, and other states, if any, as determined by the church.

c. SEXUAL OFFENDER REGISTRY CHECK in any state where the applicant has resided during the past seven (7) years.

d. INDIVIDUAL INTERVIEW with the applicant.

e. REFERENCE CHECKS of persons outside the congregation who know the applicant, preferably who know how the applicant works with children.

f. DRIVING OR MOTOR VEHICLE RECORDS CHECK if the person may be transporting children or youth.

2. Any and all Church Personnel who OCCASIONALLY WORK WITH OR AROUND CHILDREN OR YOUTH shall be screened and selected utilizing at least the following:

a. A STANDARD APPLICATION completed by the applicant that includes an acknowledgment for the release of information to conduct background checks and

the CODE OF CONDUCT (Appendix C).

b. INDIVIDUAL INTERVIEW with the applicant.

c. AT LEAST ONE REFERENCE CHECK of a person or persons outside the congregation who know the applicant, preferably who know how the applicant interacts with children.

d. DRIVING OR MOTOR VEHICLE RECORDS CHECK if the person will be transporting children or youth.

3. All information gathered about an applicant will be carefully reviewed and evaluated to make a determination, in consultation with others as necessary, of whether or not the person is appropriate to work with children or youth.

4. Church Personnel who work with or around children or youth must have a personnel file that is kept where other church records are kept.

5. Criminal records checks and sexual offender registry checks will be conducted every five (5) years for Church Personnel who Regularly Work With or Around Children or Youth.

6. To the extent possible, no person will be permitted to supervise an immediate family member when working with or around children or youth. For the purpose of this policy, immediate family member is defined as spouse, partner, child, parent, sister, brother, similar in-law relationship, stepchild, stepparent, stepsibling, grandparent, or co-habitant.

7. Church Personnel who transfer within the Diocese of \_\_\_\_\_ and apply for or are asked to or who do undertake a position working with or around children or youth are required to undergo the same screening and selection process in Section A above. This requirement may be met through a transfer of a copy of their personnel file to the new congregation, school, agency, or program together with completion of a new application, individual interview and reference checks with the congregations, schools, agencies or other programs for which the applicant has worked with or around children or youth since the screening was last done as shown in the applicant's personnel file.

## B. EDUCATION AND TRAINING REQUIREMENTS

1. Three hours of child abuse prevention education and training is required for all **CHURCH PERSONNEL WHO REGULARLY WORK WITH OR AROUND CHILDREN OR YOUTH** before they start their work with children or youth or, if that is not possible, one hour of child abuse awareness training before they start their work and the rest of the training within three months of starting.
2. One hour of child abuse awareness education and training is required for all **CHURCH PERSONNEL WHO OCCASIONALLY WORK WITH OR AROUND CHILDREN OR YOUTH** before they start their work with children or youth.
3. Church Personnel who are responsible for screening, selection and supervision of others in programs for children and youth are required to complete an additional three (3) hours of specialized education and training in screening, selection and monitoring every two years.

## C. MONITORING AND SUPERVISION OF PROGRAMS

The monitoring and supervision of programs and activities involving children or youth is important for safeguarding children and youth and involves several aspects. One aspect involves having structural guidelines

or standards for the programs and activities for children and youth. These include such things as who approves new programs, how many adults need to be present and the like. In addition to setting structural guidelines and standards, church leaders must make sure the structural safeguards are followed. Programs and activities have to be monitored and supervised to do that.

Another aspect of monitoring and supervision is that supervisory personnel and others monitor and supervise the behavior of adults, youth and other children with children and youth so that inappropriate behaviors and interactions can be detected and stopped. Some behaviors and interactions are potentially harmful to children or youth in and of themselves. Examples include providing alcohol or drugs to children or youth or actually having sexual contact with a child or youth. Other behaviors and interactions are not necessarily harmful in and of themselves but are the same behaviors and interactions known to be used by those who abuse children or youth to "groom" them or their parents for eventual abuse or which provide the privacy child molesters need in order to abuse children or youth. Examples of those behaviors and interactions include holding children over the age of three on the lap, transporting a child or youth alone, and the like.

The structural guidelines and standards are covered in both this MONITORING AND SUPERVISION section and in the following section, GENERAL CONDUCT FOR THE PROTECTION OF CHILDREN AND YOUTH. The behaviors and interactions of persons with children and youth that need to be monitored and supervised are covered in the section on GENERAL CONDUCT FOR THE PROTECTION OF CHILDREN AND YOUTH and in the GUIDELINES FOR APPROPRIATE AFFECTION.

1. Every program for children and youth must have established ratios for adults and children. Compliance with the established ratio is required at all times, including activities that occur off church premises.
2. Church Personnel are prohibited from being alone with a child or youth or multiple children or youth where other adults cannot easily observe them.
3. Church Personnel over the age of 21 must directly supervise Church Personnel under the age of 18 and be physically present during all activities.
4. An up to date list of approved congregation-sponsored programs for children and youth will be maintained in the church office or other place where church records are kept.

5. Church Personnel are not permitted to develop new activities for children and youth without approval from the rector or canonical equivalent. Requests to develop new activities should be submitted in writing to the rector. The rector will consider whether the plan for a new activity includes adequate adult supervision.
6. Each program will develop age-appropriate procedures to ensure the safety of children and youth using restrooms and showers or baths.
7. When supervising or assisting private activities such as dressing, showering or diapering infants or children, Church Personnel will remain in an area observable by other adults or work in pairs.
8. At least two unrelated Church Personnel must supervise activities. When both boys and girls are participating, male and female adults must be present.

#### D. GENERAL CONDUCT FOR THE PROTECTION OF CHILDREN AND YOUTH

The following guidelines are intended to assist Church Personnel in monitoring and supervising behaviors and interactions with children and youth to identify and stop those that may be inherently harmful to children or youth, that are the type used by child molesters to groom children, youth and their parents, or that may create the conditions where abuse can occur more easily. These guidelines should also be used to make decisions about interactions with children and youth in church sponsored and affiliated programs. They are not designed or intended to address interactions within families. When exceptions to these guidelines must be made, they should be reported to the supervisor of the Church Personnel making the exception as soon as possible.

1. All Church Personnel who work with children or youth must agree to comply with the \_\_\_\_\_ [Parish] Guidelines for Appropriate Affection (Appendix A).
2. No person will be allowed to volunteer to **REGULARLY WORK WITH CHILDREN OR YOUTH** until the person has been known to the clergy and congregation for at least six months.
3. Programs for infants and children under six (6) years old will have procedures to ensure that children are released only to their parents or legal guardians or those designated by them.

4. Church Personnel are prohibited from the use, possession, distribution, or being under the influence of alcohol, illegal drugs, or the misuse of legal drugs while participating in or assisting with programs or activities specifically for children or youth.

5. Parents or guardians must complete written permission forms before Church Personnel transport children and youth for a church sponsored activity or for any purpose on more than an occasional basis.

6. Church Personnel will respond to children and youth with respect, consideration and equal treatment, regardless of sex, race, religion, sexual orientation, culture or socio-economic status. Church Personnel will portray a positive role model for children and youth by maintaining an attitude of respect, patience, and maturity. They will avoid even the appearance of favoritism.

7. One-to-one counseling with children or youth will be done in an open or public or other place where private conversations are possible but occur in full view of others.

8. Church Personnel are prohibited from dating or becoming romantically involved with a child or youth.

9. Church Personnel are prohibited from having sexual contact with a child or youth.

10. Church Personnel are prohibited from possessing any sexually oriented materials (magazines, cards, videos, films, clothing etc.) on church property or in the presence of children or youth except as expressly permitted as part of a pre-authorized educational program.

11. Church Personnel are prohibited from using the Internet to view or download any sexually oriented materials on church property or in the presence of children or youth.

12. Church Personnel are prohibited from discussing their own sexual activities, including dreams and fantasies, or discussing their use of sexually oriented or explicit materials such as pornography, videos or materials on or from the Internet, with children or youth.

13. Church Personnel are prohibited from sleeping in the same beds, sleeping bags, tents, hotel rooms or other rooms with children or youth unless the adult is an immediate family member of all children or youth in the bed, sleeping bag, tent, hotel room or other room. It is acceptable to have multiple adults sleep with all the children or

youth participating in one open space such as a church basement or camp lodge.

14. Church Personnel are prohibited from dressing, undressing, bathing, or showering in the presence of children or youth.

15. Church Personnel are prohibited from using physical punishment in any way for behavior management of children and youth. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force. Physical force may only be used to stop a behavior that may cause immediate harm to the individual or to a child, youth or others.

16. Church Personnel are prohibited from using harsh language, degrading punishment, or mechanical restraint such as rope or tape for behavior management.

17. Church Personnel are prohibited from participating in or allowing others to conduct any hazing activities relating to children's or youth ministry or camp activities.

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RESPONDING TO PROBLEMS  
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A. REPORTING INAPPROPRIATE BEHAVIORS OR POLICY VIOLATIONS WITH CHILDREN OR YOUTH

1. When Church Personnel observe any inappropriate behaviors, behaviors that are inconsistent with the GUIDELINES FOR APPROPRIATE AFFECTION, or which may violate any provision of these Policies the for Protection of Children and Youth from Abuse, they must immediately report their observations. Examples of inappropriate behaviors or policy violations would be seeking private time with children or youth, taking children or youth on over-night trips without other adults, swearing or making suggestive comments to children or youth, or selecting or using staff or volunteers without the required screening.

2. Such inappropriate behaviors or possible policy violations that relate to interactions with children or youth should be reported in one of the following ways:

- a. A telephone call or meeting with the immediate supervisor of the person,
- b. A telephone call or meeting with the rector, if the person is not

the rector;

c. A telephone call or meeting with a church warden if the person is the rector;

d. A telephone call, meeting or fax to the bishop;

e. Submit a NOTICE OF CONCERN (Appendix B), signed or unsigned, to the bishop.

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

## B. REPORTING SUSPECTED ABUSE OF CHILDREN OR YOUTH

1. All Church Personnel are required by this policy to report known or suspected abuse of children or youth to the appropriate state authorities.

2. Failure to report suspected abuse of children or youth may be a crime. Reports may be made confidentially or anonymously. Every state provides immunity from civil liability for persons required to 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.

3. In addition to reporting to the state authorities, Church Personnel are required to report any suspected or known abuse of children or youth that may have been perpetrated by Church Personnel directly to the rector of \_\_\_\_\_ Parish so that immediate and proper steps may be taken to ensure the safety of alleged victims.

4. Reports of suspected or known abuse that involve Church Personnel may be reported to the Diocese of \_\_\_\_\_ in the following ways:

a. A telephone call, meeting or fax to the bishop;

b. A telephone call or meeting with the rector, if the rector is not the person being complained about.

c. Submit a NOTICE OF CONCERN (Appendix B), signed or unsigned, to the bishop.

5. The Diocese of \_\_\_\_\_ and \_\_\_\_\_ Parish 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 the Diocese of \_\_\_\_\_.

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APPENDIX  
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A. GUIDELINES FOR APPROPRIATE AFFECTION

The Diocese of \_\_\_\_\_ and \_\_\_\_\_ Parish are committed to creating and promoting a positive, nurturing environment for our children's and youth ministries that protect our children and youth from abuse and our Church Personnel from misunderstandings. When creating safe boundaries for children and youth, it is important to establish what types of affection are appropriate and inappropriate, otherwise that decision is left to each individual. Stating which behaviors are appropriate and inappropriate allows Church Personnel to comfortably show positive affection in ministry, and yet identify individuals who are not maintaining safe boundaries with children or youth. These Guidelines are based, in large part, on avoiding behaviors known to be used by child molesters to groom children or youth and their parents for future abuse. The following guidelines are to be carefully followed by all Church Personnel working around or with children or youth.

1. Love and affection are part of church life and ministry. There are many ways to demonstrate affection while maintaining positive and safe boundaries with children and youth.

Some POSITIVE and APPROPRIATE forms of affection are listed below:

- Brief hugs.
- Pats on the shoulder or back.
- Handshakes.
- "High-fives" and hand slapping.
- Verbal praise.
- Touching hands, faces, shoulders and arms of children or youth.
- Arms around shoulders.
- Holding hands while walking with small children.
- Sitting beside small children.
- Kneeling or bending down for hugs with small children.
- Holding hands during prayer.
- Pats on the head when culturally appropriate. (For example, this gesture should typically be avoided in some Asian communities).

2. The following forms of affection are considered INAPPROPRIATE with

children and youth in ministry setting because many of them are the behaviors that child molesters use to groom children or youth and their parents for later molestation or can be, in and of themselves, sexual abuse.

- Inappropriate or lengthy embraces.
- Kisses on the mouth.
- Holding children over three years old on the lap.
- Touching bottoms, chests or genital areas other than for appropriate diapering or toileting of infants and toddlers.
- Showing affection in isolated areas such as bedrooms, closets, staff only areas or other private rooms.
- Occupying a bed with a child or youth
- Touching knees or legs of children or youth.
- Wrestling with children or youth.
- Tickling children or youth.
- Piggyback rides.
- Any type of massage given by a child or youth to an adult.
- Any type of massage given by an adult to a child or youth.
- Any form of unwanted affection.
- Comments or compliments (spoken, written, or electronic) that relate to physique or body development. Examples would be, "You sure are developing," or "You look really hot in those jeans."
- Snapping bras or giving wedgies or similar touch of underwear whether or not it is covered by other clothing.
- Giving gifts or money to individual children or youth.
- Private meals with individual children or youth.

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**B. CONFIDENTIAL NOTICE OF CONCERN**  
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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 concern:

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? Attach additional sheets if needed.

Has this situation ever occurred previously? Attach additional sheets if needed.

What action was taken? How was the situation handled, who was involved, who was questioned, were police called? Attach additional sheets if needed.

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? Attach additional sheets if needed.

Submitted by: (Please print)

Telephone number:

Location and address:

Signature:

Date:

Reviewed by:

Once completed, please fax to the confidential fax line xxx-xxx-xxxx.

-----  
C: SAMPLE APPLICATION FORM, CODE OF CONDUCT  
, AND ACKNOWLEDGMENT, RELEASE AND SIGNATURE  
-----

INSTRUCTIONS Please complete all of the the questions accurately and fully.  
Attach additional sheets if needed.

Today's date:

PERSONAL DATA Name:

Street address:

City:

State: Zip:

How long at current address:

Home phone:

Work phone:

Best time to contact you:

Email address:

Driver license number: State

Social Security number:

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 the 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:

Immediate supervisor name:

Immediate supervisor phone number:

Position held:

Dates of employment: from to

Reason for leaving position:

PREVIOUS EMPLOYER Company name:

Address

City: State: Zip:

Immediate supervisor name:

Immediate supervisor phone number:

Position held:

Dates of employment: from to  
Reason for leaving position:

PREVIOUS EMPLOYER Company name:  
Address  
City: State: Zip:  
Immediate supervisor name:  
Immediate supervisor phone number:  
Position held:  
Dates of employment: from to  
Reason for leaving position:

PREVIOUS EMPLOYER Company name:  
Address  
City: State: Zip:  
Immediate supervisor name:  
Immediate supervisor phone number:  
Position held:  
Dates of employment: from to  
Reason for leaving position:

PREVIOUS EMPLOYER Company name:  
Address  
City: State: Zip:  
Immediate supervisor name:  
Immediate supervisor phone number:  
Position held:  
Dates of employment: from to  
Reason for leaving position:

VOLUNTEER EXPERIENCE Include all experience working with children or youth  
Organization:  
Contact:  
Phone:  
Duties:  
Dates: from to

Organization:  
Duties:  
Dates: from to  
Contact:  
Phone:

Organization:  
Duties:  
Dates: from to

Contact:  
Phone:

Organization:  
Duties:  
Dates: from to  
Contact:  
Phone:

EDUCATIONAL HISTORY Name of school  
Address  
City State Zip  
Type of school  
Name of program or degree  
Program completed?  
Name of School  
Address  
City State Zip  
Type of school  
Name of program or degree  
Program completed?  
Name of school  
Address  
City State Zip  
Type of school:  
Name of program or degree:  
Program completed?

PROFESSIONAL/CIVIC REFERENCES Name:  
Address  
City State Zip  
Daytime phone:  
How long have you known this person?  
Relationship to you:  
Name:  
Address:  
City State Zip  
Daytime phone:  
How long have you known this person?  
Relationship to you:

PERSONAL REFERENCES Name:  
Address  
City State Zip  
Daytime phone: Evening:  
How long have you known this person?

Relationship to you:  
Name:  
Address  
City State Zip  
Daytime phone: Evening:  
How long have you known this person?  
Relationship to you:

FAMILY REFERENCES Name:  
Address:  
City State Zip  
Daytime phone: Evening:  
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  
If yes, please explain.

-----  
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 emotionally abuse or neglect a child or youth.

I agree to comply with the policies for GENERAL CONDUCT FOR THE PROTECTION OF CHILDREN AND YOUTH defined in the Policies for the Protection of Children and Youth from Abuse.

I agree to comply with the GUIDELINES FOR APPROPRIATE AFFECTION with children and youth.

In the event that I observe any inappropriate behaviors or possible policy violations with children or youth, I agree to immediately report

my observations.

I acknowledge my obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children or youth to appropriate church leaders and state authorities in accordance with the POLICIES FOR THE PROTECTION OF CHILDREN AND YOUTH FROM ABUSE.

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

#### ACKNOWLEDGMENT, RELEASE AND SIGNATURE

-----  
To the best of my knowledge, the information contained in this application 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, credit history, driving record, criminal conviction record, sexual offender registry or other qualifications for my employment or volunteering. I also authorize \_\_\_\_\_ [Parish] to request and receive such information.

If hired or chosen, I agree to be bound by \_\_\_\_\_ [Parish's] policies and procedures, including but not limited to its POLICIES FOR THE PROTECTION OF CHILDREN AND YOUTH FROM ABUSE and CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN AND YOUTH. I understand that these may be changed, withdrawn, added to or interpreted at any time at the \_\_\_\_\_ [Parish's] sole discretion and without prior notice to me.

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 \_\_\_\_\_ [Parish] or myself.

Nothing contained in this application or in any pre-employment or prevolunteering communication is intended to or creates a contract between myself and \_\_\_\_\_ [Parish] for either employment, volunteering or the providing of any benefit.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS.

Signature Date

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D: STATE CHILD ABUSE REPORTING STATUTE WEBSITES  
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ALABAMA [www.dhr.state.al.us](http://www.dhr.state.al.us)  
ALASKA [www.hss.state.ak.us/ocs](http://www.hss.state.ak.us/ocs)  
ARIZONA [www.de.state.az.us/dcyf/cps/](http://www.de.state.az.us/dcyf/cps/)  
ARKANSAS [www.arkansas.gov/dhs/chilnfam/](http://www.arkansas.gov/dhs/chilnfam/)  
CALIFORNIA [www.dss.cahwet.gov/cdssweb/default.htm](http://www.dss.cahwet.gov/cdssweb/default.htm)  
COLORADO [www.cdhs.state.co.us/](http://www.cdhs.state.co.us/)  
CONNECTICUT [www.dss.state.ct.us/dss.htm](http://www.dss.state.ct.us/dss.htm)  
DELAWARE [www.state.de.us/dhss/](http://www.state.de.us/dhss/)  
DISTRICT OF COLUMBIA [www.childwelfare.com/states/district\\_of\\_columbia.htm](http://www.childwelfare.com/states/district_of_columbia.htm)  
FLORIDA [www.state.fl.us/cf\\_web/](http://www.state.fl.us/cf_web/)  
GEORGIA [www.gahsc.org/](http://www.gahsc.org/)  
HAWAII [www.hawaii.gov/dhs/](http://www.hawaii.gov/dhs/)  
IDAHO [www.Idahochild.org/](http://www.Idahochild.org/)  
ILLINOIS [www.state.ill.us/dcfs/index.html/](http://www.state.ill.us/dcfs/index.html/)  
INDIANA [www.in.gov/fssa/](http://www.in.gov/fssa/)  
IOWA [www.dhs.state.ia.us/](http://www.dhs.state.ia.us/)  
KANSAS [www.srskansas.org/](http://www.srskansas.org/)  
KENTUCKY [www.childwelfare.com/states/kentucky.htm](http://www.childwelfare.com/states/kentucky.htm)  
LOUISIANA [www.dss.state.la.us/](http://www.dss.state.la.us/)  
MAINE [www.state.me.us/dhs](http://www.state.me.us/dhs)  
MARYLAND [www.dhr.state.md.us/cps](http://www.dhr.state.md.us/cps)  
MASSACHUSETTS [www.state.ma.us/dss](http://www.state.ma.us/dss)  
MICHIGAN [www.michigan.gov/fia](http://www.michigan.gov/fia)  
MINNESOTA [www.dhs.state.mn.us](http://www.dhs.state.mn.us)  
MISSISSIPPI [www.mdhs.state.ms.us](http://www.mdhs.state.ms.us)  
MISSOURI [www.dss.state.mo.us/dfs/csp.htm](http://www.dss.state.mo.us/dfs/csp.htm)  
MONTANA [www.dphhs.state.mt.us](http://www.dphhs.state.mt.us)  
NEBRASKA [www.hhs.state.ne.us](http://www.hhs.state.ne.us)  
NEVADA [www.dhhs.state.nv.us](http://www.dhhs.state.nv.us)  
New Hampshire [www.cfsnh.org](http://www.cfsnh.org)  
NEW JERSEY [www.state.nj.us/humanservices](http://www.state.nj.us/humanservices)  
NEW MEXICO [www.state.nm.us/cyfd](http://www.state.nm.us/cyfd)  
NEW YORK [www.ocfs.state.ny.us](http://www.ocfs.state.ny.us)  
NORTH DAKOTA [www.childwelfare.com/states/north\\_dakota.htm](http://www.childwelfare.com/states/north_dakota.htm)  
OHIO [www.state.oh.us/odhs/cdc](http://www.state.oh.us/odhs/cdc)  
OKLAHOMA [www.okdhs.org](http://www.okdhs.org)  
OREGON [www.dhs.state.or.us/abuse](http://www.dhs.state.or.us/abuse)  
PENNSYLVANIA [www.dpw.state.pa.us/ocyf/dpwocyf.asp](http://www.dpw.state.pa.us/ocyf/dpwocyf.asp)

PUERTO RICO [www.childwelfare.com/states/Puerto\\_Rico.htm](http://www.childwelfare.com/states/Puerto_Rico.htm)  
RHODE ISLAND [www.dcyf.state.ri.us](http://www.dcyf.state.ri.us)  
SOUTH CAROLINA [www.state.sc.us/dss/cps/index.html](http://www.state.sc.us/dss/cps/index.html)  
SOUTH DAKOTA [www.state.sd.us/social/CPS](http://www.state.sd.us/social/CPS)  
TENNESSEE [www.state.tn.us/humanserv](http://www.state.tn.us/humanserv)  
TEXAS [www.tdprs.state.tx.us](http://www.tdprs.state.tx.us)  
UTAH [www.hcdcfcs.utah.gov](http://www.hcdcfcs.utah.gov)  
VERMONT [www.state.vt.us/srs/](http://www.state.vt.us/srs/)  
VIRGINIA [www.dss.state.va.us](http://www.dss.state.va.us)  
WASHINGTON [www.wa.gov/dshs](http://www.wa.gov/dshs)  
WEST VIRGINIA [www.wvdhhr.org](http://www.wvdhhr.org)  
WISCONSIN [www.dhfs.state.wi.us](http://www.dhfs.state.wi.us)  
WYOMING [www.dfs.web.state.wy.us/](http://www.dfs.web.state.wy.us/)

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**E: STATE CRIMINAL RECORDS AND SEX  
OFFENDERS REGISTRY INFORMATION**  
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**ALABAMA**

AGENCY Alabama Bureau of Investigation  
Identification Unit - Record Checks

P. O. Box 1511

Montgomery, AL 36102-1511

(334) 260-1100 phone

(334) 395-4350 fax

[jamespotts@gsiweb.net](mailto:jamespotts@gsiweb.net)

WEBSITE [www.dps.state.al.us](http://www.dps.state.al.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through name and date  
of birth checks.

**SEX OFFENDER REGISTRY**

The online Sex Offender Registry is available at [www.gsiweb.net](http://www.gsiweb.net).

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**ALASKA**

AGENCY Department of Public Safety  
Records and Identification Bureau

5700 East Tudor Road

Anchorage, AK 99507

(907) 269-5511 phone

(907) 269-5091 fax

WEBSITE [www.dps.state.ak.us](http://www.dps.state.ak.us)  
CRIMINAL BACKGROUND CHECK  
Criminal background records are obtained through fingerprint checks.  
SEX OFFENDER REGISTRY  
The Sex Offender Registry hotline is (907) 269-5767.

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ARIZONA  
AGENCY Arizona Department of Public Safety  
Attn: Applicant Clearance Card Team  
Mail Code 2200  
P. O. Box 6638  
Phoenix, AZ 85005-6638  
(602) 223-2223 phone  
(602) 223-2972(Attn: Applicant Team 1) fax  
WEBSITE [www.dps.state.az.us](http://www.dps.state.az.us)  
CRIMINAL BACKGROUND CHECK  
Criminal background records are obtained through fingerprint checks.  
SEX OFFENDER REGISTRY  
The Sex Offender Registry hotline is (602) 223-2876.

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ARKANSAS  
AGENCY Arkansas State Police  
Identification Bureau  
#1 State Police Plaza Drive  
Little Rock, AR 72209  
(501) 618-8500  
(501) 618-8404 fax  
WEBSITE [www.aps.state.ar.us](http://www.aps.state.ar.us)  
CRIMINAL BACKGROUND CHECK  
Criminal background records are obtained through name and date of  
birth checks.  
SEX OFFENDER REGISTRY  
The Sex Offender Registry hotline is (501) 682-2222.

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CALIFORNIA  
AGENCY State of California  
Department of Justice  
Record Security Section, C-121  
P. O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-2928  
WEBSITE [www.caag.state.ca.us](http://www.caag.state.ca.us)  
CRIMINAL BACKGROUND CHECK  
Criminal background records are obtained through either name and date  
of birth checks or fingerprint checks.  
SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (860) 685-8060.

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COLORADO

AGENCY Colorado Bureau of Investigations

690 Kipling Street, Suite 3000

Denver, CO 80215

(303) 239-4300 phone

WEBSITE [www.sor.state.co.us](http://www.sor.state.co.us)

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (303) 239-4208.

The online Sex Offender Registry is available at [www.sor.state.co.us](http://www.sor.state.co.us).

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CONNECTICUT

AGENCY State of Connecticut

Department of Public Safety

Attn: Bureau of ID, Records Section

1111 Country Club Road

P. O. Box 2794

Middletown, CT 06457-9294

(860) 685-8480 (for Name and Date of Birth Check)

(860) 685-8270 (for Fingerprint Check)

WEBSITE [www.state.ct.us/dps/](http://www.state.ct.us/dps/)

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (860) 685-8060.

The online Sex Offender Registry is available at  
[www.state.ct.us/dps/SexOffenderRegistryNOTICE.htm](http://www.state.ct.us/dps/SexOffenderRegistryNOTICE.htm)

Currently, information on registered sex offenders is only available to law enforcement personnel. This law is being appealed before the U.S.

Supreme Court.

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DELAWARE

AGENCY Delaware State Police

State Bureau of Identification

1407 N. Dupont Highway

Dover, DE 19901

(302) 739-5880

WEBSITE [www.state.de.us](http://www.state.de.us)

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through fingerprint checks.

SEX OFFENDER REGISTRY

The online Sex Offender Registry is [www.state.de.us](http://www.state.de.us).

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**DISTRICT OF COLUMBIA**

**AGENCY** Metropolitan Police Department

Attn: Mail in Correspondence

300 Indiana Ave. N.W., Room 3061

Washington, DC 20001

(202) 727-4245

**WEBSITE** [www.ci.washington.dc.us](http://www.ci.washington.dc.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through name and date of birth checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (202) 727-4407.

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**FLORIDA**

**AGENCY** Florida Department of Law Enforcement

P.O. Box 1489

ATTN: USB (User Services Bureau)

Tallahassee, FL 32302

(850) 410-8109

**WEBSITE** [www.2.fdle.state.fl.us](http://www.2.fdle.state.fl.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or on the internet.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (850) 410.8572.

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**GEORGIA**

**AGENCY** Georgia Bureau of Investigations

3121 Panthersville Road

Decatur, GA 30034

(404) 244-2770

**WEBSITE** [www.ganet.org/gbi](http://www.ganet.org/gbi)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The online Sex Offender Registry is [www.ganet.org/gbi](http://www.ganet.org/gbi).

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**HAWAII**

**AGENCY** Hawaii Criminal Justice Data Center

465 South King Street

Room 101 Administration

Honolulu, HI 96813

(808) 587-3100

WEBSITE [www.state.hi.us](http://www.state.hi.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (808) 587-3100.

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**IDAHO**

AGENCY Idaho State Police

Attn: BCI(Bureau of Criminal Identifications)

P. O. Box 700

Meridian, ID 83642

(208) 884-7134

WEBSITE [www.isp.st.id.us](http://www.isp.st.id.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (208) 884-7305.

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**ILLINOIS**

AGENCY Illinois State Police

Information and Technology Command

Bureau of Identification

260 North Chicago

Joliet, Illinois 60432-4075

(815) 740-5189

WEBSITE [www.state.il.us/isp/isphpage.htm](http://www.state.il.us/isp/isphpage.htm)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (815) 740-5211.

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**INDIANA**

AGENCY Indiana State Police, Central Repository

100 North Senate Avenue, Room N302

Indianapolis, IN 46202-259

(317) 232-8266

WEBSITE [www.in.gov/isp/lch](http://www.in.gov/isp/lch)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (317) 232-2560.

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IOWA

AGENCY Iowa Division of Criminal Investigation

Bureau of Identification

Wallace State Office Building

Des Moines, IA 50319

(515) 281-5138

(515) 242-6876 fax

WEBSITE [www.state.ia.us/govt/dps/dci/crimhist.htm](http://www.state.ia.us/govt/dps/dci/crimhist.htm)

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through name and date of birth checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (515) 281-4976.

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KANSAS

AGENCY Kansas Bureau of Investigations

Criminal Justice Information Systems Division

Attn: Adult Records(NCJRC)

1620 S. W. Tyler

Topeka, KS 66612-1837

(785) 296-8200

WEBSITE [www.kbi.state.ks.us](http://www.kbi.state.ks.us)

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The online Sex Offender Registry is available at [www.kbi.state.ks.us](http://www.kbi.state.ks.us).

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KENTUCKY

AGENCY Kentucky State Police

Records Branch

1250 Louisville Road

Frankfort, KY 40601

(502) 227-8700

(502) 227-8734 fax

Website Website is unavailable at this time.

Criminal Background Check

Criminal background records are obtained through name and date of birth checks.

Sex Offender Registry

The Sex Offender Registry hotline is (502) 227-8700.

The Sex Offender Registry is only available with a criminal background check.

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LOUISIANA

AGENCY Louisiana State Police

Bureau of Criminal Identification and Information

P. O. Box 66614, Mail Slip 18

Baton Rouge, LA 70896-6614

(225) 925-6095

(225) 925-7005 fax

WEBSITE [www.state.la.us](http://www.state.la.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (225) 925-6100.

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**MAINE**

AGENCY State Bureau of Identification

42 State House Station

Augusta, ME 04333

(207) 624-7009

WEBSITE [www.state.me.us](http://www.state.me.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through name and date of birth checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (207) 624-7100.

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**MARYLAND**

AGENCY Central Repository

CJIS

P. O. Box 32708

Pikesville, MD 21282-2708

(410) 764-4501

WEBSITE Website is unavailable at this time.

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry is available through a written request including name, address and reason for your request either faxed to (410) 653-5690 or e-mailed to [sor@dpscs.state.md.us](mailto:sor@dpscs.state.md.us).

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**MASSACHUSETTS**

AGENCY Criminal History Systems Board

Attn: CORI unit

200 Arlington Street

Chelsea, MA 02150

(617) 472-2881 ext. 340

WEBSITE [www.state.ma.us/chsb](http://www.state.ma.us/chsb)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through name and date of birth checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (978) 740-6400.

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**MICHIGAN**

AGENCY Michigan State Police

CJIC

7150 Harris Dr.

Lansing, MI 48913

(517) 322-1956

WEBSITE [www.michigan.gov](http://www.michigan.gov)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through name and date of birth checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (517) 322-4939.

The online Sex Offender Registry is available at [www.mipsor.state.mi.us](http://www.mipsor.state.mi.us).

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**MINNESOTA**

AGENCY Minnesota Department of Public Safety

Bureau of Criminal Apprehension

Criminal Justice Information Systems Section

1246 University Avenue

St. Paul, Minnesota 55104

(651) 642-0670

WEBSITE [www.dps.state.mn.us](http://www.dps.state.mn.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through name and date of birth checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry phone number is (651) 603-6748.

The online Sex Offender Registry is available at [www.doc.state.mn.us](http://www.doc.state.mn.us).

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**MISSISSIPPI**

AGENCY Mississippi State Department of Health

Child Care Facilities Licensure Central Office

P. O. Box 1700

Jackson, MS 39215

(601) 576-7613

WEBSITE [www.msdh.state.ms.us](http://www.msdh.state.ms.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (800) 222-8000.

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**MISSOURI**

**AGENCY** Missouri State Highway Patrol

Criminal Records and ID Division

P. O. Box 568

1510 East Elm St.

Jefferson City, MO 65102

(573) 526-6153

**WEBSITE** [www.state.mo.us](http://www.state.mo.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry is available through your local sheriff's department.

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**MONTANA**

**AGENCY** ID Bureau

P. O. Box 201403

Helena, MT 59620-1403

(406) 444-3625

**WEBSITE** Website is unavailable at this time.

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (406) 444-9479.

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**NEBRASKA**

**AGENCY** Nebraska State Patrol

Attn: CID

P. O. Box 94907

Lincoln, NE 68509

(402) 471-4545

**WEBSITE** [www.state.ne.us](http://www.state.ne.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (402) 471-8647.

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**NEW HAMPSHIRE**

**AGENCY** New Hampshire State Police

James Hayes Safety Building

10 Hazen Drive

Concord, NH 03305

(603) 271-2538

WEBSITE [www.state.nh.us](http://www.state.nh.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through name and date of birth checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (603) 271-2663.

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**NEW JERSEY**

AGENCY New Jersey State Police

Records and Identification Section

P. O. Box 7068

West Trenton, NJ 08625-0068

(609) 882-2000

WEBSITE [www.state.nj.us](http://www.state.nj.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (609) 882-2000.

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**NEW MEXICO**

AGENCY Department of Public Safety

4491 Cerrillos Rd.

Santa Fe, NM 87504

(505) 827-9181

WEBSITE [www.state.nm.us](http://www.state.nm.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (505) 827-9181.

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**NEW YORK**

AGENCY Office of Court Administration

Criminal Search Intake Unit

25 Beaver Street

New York, New York 10004

(212) 428-2810

WEBSITE [www.courts.state.ny.us](http://www.courts.state.ny.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through name and date of birth checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (900)288-3838.

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**NORTH CAROLINA**

**AGENCY** State Bureau of Investigation

North Carolina Department of Justice

P. O. Box 29500

Raleigh, NC 27626-0500

(919) 662-4500

**WEBSITE** [www.state.nc.us](http://www.state.nc.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The online Sex Offender Registry is available at

<http://sbi.jus.state.nc.us/DOJHAHT/SOR/Default.htm>.

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**NORTH DAKOTA**

**AGENCY** North Dakota Bureau of Criminal Investigations

Criminal Records Section

4205 State Street (zip code is 58503)

P.O. Box 1054

Bismarck, ND 58502-1054

(701) 328-5500

**WEBSITE** [www.ag.state.nd.us](http://www.ag.state.nd.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (701) 328-5500.

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**OHIO**

**AGENCY** Ohio Bureau of Criminal Identification

P. O. Box 365

London, OH 43140

(740) 845-2000

**WEBSITE** [www.state.oh.us](http://www.state.oh.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry is only available with a criminal background check.

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**OKLAHOMA**

**AGENCY** Oklahoma State Bureau Identification

Criminal History Reporting

6600 North Harvey, Building 6, Suite 140

Oklahoma City, OK 73116

(405) 879-2528

WEBSITE [www.osbi.state.ok.us](http://www.osbi.state.ok.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (405) 228-2060.

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**OREGON**

AGENCY Oregon State Police

Attn: Open Records

Unit 11

P.O. Box 4395

Portland, OR 97208-4395

(503) 378-3070

WEBSITE [www.osp.state.or.us](http://www.osp.state.or.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (503) 378-3720.

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**PENNSYLVANIA**

AGENCY Pennsylvania State Police

Records and Identification Division

1800 Elmerton Avenue

Harrisburg, PA 17110

(717) 783-5492

WEBSITE [www.state.pa.us](http://www.state.pa.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (717) 705-4253.

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**RHODE ISLAND**

Agency Department of Attorney General Office

Attn: BCI

150 South Maine Street

Providence, RI 02903

(401) 421-5268

WEBSITE [www.state.ri.us](http://www.state.ri.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through name and date of birth checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (401) 421-5268 ext.2288

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**SOUTH CAROLINA**

**AGENCY SLED(State Law Enforcement Division)**

**Attn: Records**

**P. O. Box 21398**

**Columbia, SC 29221**

**(803) 737-9000**

**WEBSITE [www.sled.state.sc.us](http://www.sled.state.sc.us)**

**CRIMINAL BACKGROUND CHECK**

**Criminal background records are obtained through name and date of birth checks.**

**Criminal background records can be obtained online at [www.sled.state.sc.us](http://www.sled.state.sc.us).**

**SEX OFFENDER REGISTRY**

**The online Sex Offender Registry is available at [www.sled.state.sc.us](http://www.sled.state.sc.us).**

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**SOUTH DAKOTA**

**AGENCY Division of Criminal Investigation**

**Identification Section**

**500 East Capital**

**Pierre, SD 57501-5070**

**(605) 773-3331**

**WEBSITE [www.state.sd.com](http://www.state.sd.com)**

**CRIMINAL BACKGROUND CHECK**

**Criminal background records are obtained through fingerprint checks.**

**SEX OFFENDER REGISTRY**

**The Sex Offender Registry hotline is (605) 773-3331.**

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**TENNESSEE**

**AGENCY Tennessee Bureau of Investigation**

**Records and Identification Unit - Applicant Processing**

**901 R. S. Gass Blvd.**

**Nashville, TN 37216**

**(615) 744-4000**

**WEBSITE [www.tbi.state.tn.us](http://www.tbi.state.tn.us)**

**CRIMINAL BACKGROUND CHECK**

**Criminal background records are obtained through fingerprint checks.**

**SEX OFFENDER REGISTRY**

**The Sex Offender Registry hotline is (615) 744-4000.**

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**TEXAS**

**AGENCY Texas Department of Public Safety**

**Crime Records Division**

**P. O. Box 4143**

**Austin, Texas 78765**

**(512) 424-5664**

WEBSITE [www.txdps.state.tx.us](http://www.txdps.state.tx.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline (512) 424-2279.

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**UTAH**

AGENCY Utah Department of Criminal Identification

3888 W. 5400 South

Salt Lake City, UT 84114-8280

(801) 965-4569

WEBSITE [www.bci.utah.gov](http://www.bci.utah.gov)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (801) 538-4003.

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**VERMONT**

AGENCY Vermont Criminal Information Center

Department of Public Safety

103 South Main Street

Waterbury, VT 05671-2101

(802) 244-8727

WEBSITE [www.dps.state.vt.us](http://www.dps.state.vt.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (802) 241-5400.

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**VIRGINIA**

AGENCY Virginia State Police

7700 Midlophian Turnpike

Richmond, VA 23235

(804) 674-2000

WEBSITE [www.virginiatrooper.org](http://www.virginiatrooper.org)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (804) 674-2000.

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**WASHINGTON**

AGENCY Washington State Patrol

Identification and Criminal History Section

P. O. Box 42633

Olympia, WA 98504-2633

(360) 705-5100

WEBSITE <https://watch.wsp.wa.gov>

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry is available through your local sheriff's department.

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**WEST VIRGINIA**

AGENCY West Virginia State Police

Criminal Identification Bureau

Records Section

725 Jefferson Road

South Charleston, WV 25309

(304) 746-2100

WEBSITE [www.wvstatepolice.com](http://www.wvstatepolice.com)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline (304) 746-2133.

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**WISCONSIN**

AGENCY Crime Information Bureau

Record Check Unit

P. O. Box 2688

Madison, WI 53701-2688

(608) 266-5764

WEBSITE <http://wi-recordcheck.org>

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline (800) 398-2403.

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**WYOMING**

Agency Division of Criminal Investigation

316 West 22nd St.

Cheyenne, WY 82002

(307)777-7523

WEBSITE [www.wy.state.us](http://www.wy.state.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (307) 777-7809.

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F: RESOLUTION X031, HOUSE OF BISHOPS LETTER ON CHILD  
SEXUAL ABUSE 2003 TOPIC/TITLE: PROCEDURAL: PASTORAL  
LETTER PROPOSER: KEN PRICE  
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A PASTORAL LETTER FROM THE BISHOPS OF THE EPISCOPAL CHURCH

To be read or cause to be distributed in every parish, mission, preaching station, and church-related institution which works with children and youth.

Dear Brothers and Sisters in Christ,

We your bishops are steadfastly committed to seeing that the Episcopal Church is a community of safety and health for all people. The Body of Christ, the Church, must be a place where adults, children, and young people find the love and blessing of God, and where no one might be hurt and where their hurts may be healed.

We are all aware of the reports in the media, during the past year and more, of incidents of sexual misconduct in churches. Many of these tragedies have involved children and young people. While the Roman Catholic Church has most often been mentioned in news reports and accusations, the rest of the Church and many secular agencies have also been caught up in trying to address the damage done to our children by sexual predators. The Episcopal Church is not immune to this scourge in our society and we must respond to it honestly and forthrightly.

Our Church has repeatedly upheld our mandate to be a haven of safety for all. The Scriptures teach us that every human being is made in the image of God; and our Lord enjoins us to receive and serve the least among us as we would receive and serve him. The mandates of our baptismal covenant include seeking and serving Christ in all persons, loving our neighbors as ourselves, striving for justice and peace for all people, and respecting the dignity of every human being.

Because of these mandates of love, respect, service, and justice, we have acknowledged our obligation to articulate clear standards about sexual harassment and misconduct, and to ensure that all our work and ministry is guided by them. We have been committed to sexual conduct training and abuse prevention for all our clergy and lay leaders. We have been clear that exploitation and abusiveness are always unacceptable in our common life. We have made efforts to become aware of the spiritual and emotional damage that is done by sexual misconduct, and to do our best to guarantee that none who come to us will

suffer such harm. In spite of our best efforts, it is sad when we discover that we have not done enough.

While we were in conference together at Kanuga, North Carolina in the spring, many of us had the opportunity to learn more about pedophilia, a form of predatory sexual behavior that has caused untold harm in our society and in the Body of Christ. It is especially important that we as a church focus on understanding and preventing pedophilia.

While we need to be aware that pedophilia is a reality in our society, which can be manifest in the church, we must be very clear about the nature of this tragic problem. Pedophilia is pervasive; one in eight males and one in four females will be molested before they reach the age of eighteen. Of reported cases in the general population, sixty percent (60%) of abusers are known to their victims, thirty percent (30%) are family members or relatives, and ten percent (10%) are strangers. We must be aware that the Church is a community which offers predators the opportunity to become known and trusted by parents and their children.

We also know that offenders are predominantly male and heterosexual. We must take great care not to equate pedophilia with homosexuality in our minds or our conversation, and we must never assume that only men molest children in this way.

What we have learned most recently about the repetitive nature of pedophilia makes it imperative that we take very clear steps together to do the screening necessary to ensure that our children encounter God's love among us, and that we do all in our power to protect them from the distorted perceptions of love offered by predators.

In a Mind of The House resolution passed at Kanuga in March of 2003, we committed ourselves to support the development of church-wide policies to safeguard our children; and until such time as these policies are adopted, to revisit and revise our diocesan policies to ensure that ministries provided to the children among us will be life-giving and free from abusiveness of any kind.

Among the basic provisions we have committed to implement, delineated in Resolution B008 on the "Protection of Children and Youth from Abuse" adopted at the 74th General Convention in 2003, are:

1. Thorough SCREENING and SELECTION of clergy, lay employees and volunteers who work with children and youth;
2. Articulation of clear behavioral standards for interactions between clergy, lay employees, volunteers and children and youth

3. Careful, CONTINUOUS MONITORING OF ALL PROGRAMS AND INTERACTIONS

involving children and youth;

4. Provision for EDUCATION AND TRAINING OF CLERGY, LAY EMPLOYEES AND

VOLUNTEERS for work with children and youth; and

5. Guidelines for responding to concerns about behavior or allegations of abuse.

In addition we asked the Presiding Bishop to create a working group from among our members to partner with the Church Pension Group, the Church Insurance Corporation and other agencies and appropriate organizations to develop the materials necessary to provide the Church with consistent expectations and standards.

We realize that in many of our congregations, persons who offer to take on ministries with children and youth are a blessing to an understaffed education or formation program for children or youth. The overwhelming majority are trustworthy and caring persons whose ministry will bear great good fruit.

But we must acknowledge that there are times when predators use the church as an opportunity for sexual abuse of children and adolescents who can suffer severe spiritual, emotional, and sometimes physical damage as a result. In response to such times we are called to acknowledge two truths: that human sin and failure are very real, and that God's grace, mercy and power are always strong enough to heal and transform our pain.

We have no intention to call our members to suspicion and mistrust. We do recognize the need to call our members beyond the naiveté of unquestioning confidence and into the care and discipline which must characterize our choices where children are concerned. Jesus called us to be as wise as serpents and as gentle as doves. In the case of pedophilia, our consistency in carefully screening, choosing and training ALL who work with children and youth will serve to allay any concerns about favoritism or carelessness, prohibiting those who have harmed children from ministries involving children, while providing the ability to firmly guide those who might harm children into other areas of ministry which serve the Church and contribute to our mission.

Some helpful materials will be available through your diocesan office by the first of November. We ask that as you make use of them you will remember the challenge our Lord provided to his followers, "unless you

become as children you cannot enter the kingdom of God." We renew our commitment to ensure that our church is a community of love and care for every person. We ask that you join us in doing all in our power to see that all our members find among us a safe place where they can be open and trusting and able to know the reconciling love of God in Christ that makes all things new.

#### A COLLECT FOR THE CARE OF CHILDREN

Almighty God, heavenly Father, you have blessed us with the joy and care of children: Give us calm strength and patient wisdom as we bring them up, that we may teach them to love whatever is just and true and good, following the example of our Savior Jesus Christ. Amen. (BCP 829)

Bishops of the Episcopal Church

Gathered at General Convention, Minneapolis, MN

August 6, 2003, The Feast of the Transfiguration

G: RESOLUTION B008, PROTECTION OF CHILDREN AND

YOUTH FROM ABUSE, 74TH GENERAL CONVENTION (2003)

TOPIC/TITLE: CHILDREN: PROTECTION OF CHILDREN AND YOUTH FROM ABUSE

PROPOSER: THE RT. REV. THOMAS CLARK ELY (VERMONT)

RESOLVED, the House of Bishops concurring, That the 74th General Convention of the Episcopal Church recommit itself to the vision of the role of children in the church as articulated in A Children's Charter for the Church as adopted by the 72nd General Convention in 1997. The Charter, among other things, calls the church to:

- Receive, nurture and treasure each child as a gift from God;
- Love, shelter, protect and defend children within its own community and in the world, especially those who are abused, neglected or in danger; and
- Advocate for the integrity of childhood and the dignity of all children at every level of our religious, civic and political structures; and be it further

RESOLVED, That this Church acknowledges that the times and circumstances demand that the church articulate a clear and firm commitment to the safety of all, especially children; that we support this commitment with clear and firm policies and procedures for the well being of all; and that we commit this Church to being and becoming a place where children and youth are safe, especially from abuse and neglect; and be it further

RESOLVED, That each diocese develop and adopt policies for the protection of children and youth from abuse that address the following:

1. A screening and selection process for all clergy, lay employees and volunteers who regularly work with children or youth. Dioceses are encouraged to consider:
  - a. A written application

- b. A public records check
  - c. An interview
  - d. Reference checks
  - e. A general provision that volunteers not work with children or youth until they have been known to the clergy or congregation for at least six months
2. The articulation of behavioral standards for clergy, lay employees, and volunteers working with children or youth. Dioceses are encouraged to consider:
- a. Respect for the privacy and dignity of children and youth by not putting them in inappropriate unmonitored one-to-one situations
  - b. Age-appropriate arrangements for sleeping, bathing, dressing, or showering
  - c. The prohibition of dating, romantic involvements, or sexual contact with a child or youth
  - d. The prohibition of any sexually oriented materials (magazines, cards, videos, films, clothing, etc.) in the presence of children and youth except as expressly permitted as part of a pre-authorized educational program
  - e. Guidelines for physical contact and expressions of affection that define appropriate and inappropriate behaviors
  - f. The prohibition of discussing their own sexual activities and fantasies with children or youth
  - g. The prohibition of the non-sacramental use, possession, distribution or being under the influence of alcohol, illegal drugs, or the misuse of legal drugs
3. The monitoring of programs and interaction with children and youth. Dioceses are encouraged to consider:
- a. The prohibition of the development or initiation of new activities for children or youth without prior approval from the appropriate decision-maker(s)
  - b. The recognition that the ordinary standard is the presence of two unrelated adults for any activities involving children or youth
4. Education and training. Dioceses are encouraged to consider:
- a. Child abuse prevention for clergy, lay employees and volunteers who regularly work with children or youth
  - b. Specialized training for those who recruit, screen or select persons to work with children or youth
5. Guidelines for responding to concerns. Dioceses are encouraged to consider:
- a. Inappropriate behavior with children or youth
  - b. Violation of policies for the protection of children or youth
  - c. Suspected abuse of children or youth; and be it further
- RESOLVED, That each diocese shall report to the House of Bishops Committee on Pastoral Development prior to the Spring 2006 meeting of the House of Bishops with a copy of its adopted and implemented

policy and an evaluation of the history of its use. A summary report shall be made to the House of Bishops Spring 2006 meeting and a full report made to the 75th General Convention.

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The Church Pension Group  
445 Fifth Avenue  
New York, NY 10016  
(800) 223-1800  
[www.cpg.org](http://www.cpg.org)