

Model Policies for the Protection of Children and Youth from Abuse

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Introduction

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

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

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

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

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

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

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

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 and from The Nathan Network on its website at 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.

Code of Conduct for Protection of Children and Youth

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

- 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.

General Definitions

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.

Safeguards for Children and Youth

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.

Responding to Problems

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 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 _____,

Appendix

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.

B. 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 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

Current employer

Please complete for your prior employers, covering the past **ten** years.

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 pre-volunteering 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 _____

D: State Child Abuse Reporting Statute Websites

Alabama	www.dhr.state.al.us
Alaska	www.hss.state.ak.us/ocs
Arizona	www.de.state.az.us/dcyf/cps/
Arkansas	www.arkansas.gov/dhs/chilnfam/
California	www.dss.cahwet.gov/cdssweb/default.htm
Colorado	www.cdhs.state.co.us/
Connecticut	www.dss.state.ct.us/dss.htm
Delaware	www.state.de.us/dhss/
District of Columbia	www.childwelfare.com/states/district_of_columbia.htm
Florida	www.state.fl.us/cf_web/
Georgia	www.gahsc.org/
Hawaii	www.hawaii.gov/dhs/
Idaho	www.idahochild.org/
Illinois	www.state.ill.us/dcfs/index.html/
Indiana	www.in.gov/fssa/
Iowa	www.dhs.state.ia.us/
Kansas	www.srskansas.org/
Kentucky	www.childwelfare.com/states/kentucky.htm
Louisiana	www.dss.state.la.us/
Maine	www.state.me.us/dhs
Maryland	www.dhr.state.md.us/cps
Massachusetts	www.state.ma.us/dss
Michigan	www.michigan.gov/fia
Minnesota	www.dhs.state.mn.us
Mississippi	www.mdhs.state.ms.us
Missouri	www.dss.state.mo.us/dfs/csp.htm
Montana	www.dphhs.state.mt.us
Nebraska	www.hhs.state.ne.us
Nevada	www.dcss.state.nv.us
New Hampshire	www.cfsnh.org
New Jersey	www.state.nj.us/humanservices
New Mexico	www.state.nm.us/cyfd
New York	www.ocfs.state.ny.us

North Dakota	www.childwelfare.com/states/north_dakota.htm
Ohio	www.state.oh.us/odhs/cdc
Oklahoma	www.okdhs.org
Oregon	www.dhs.state.or.us/abuse
Pennsylvania	www.dpw.state.pa.us/ocyf/dpwocyf.asp
Puerto Rico	www.childwelfare.com/states/Puerto_Rico.htm
Rhode Island	www.dcyf.state.ri.us
South Carolina	www.state.sc.us/dss/cps/index.html
South Dakota	www.state.sd.us/social/CPS
Tennessee	www.state.tn.us/humanserv
Texas	www.tdprs.state.tx.us
Utah	www.hcdcfh.utah.gov
Vermont	www.state.vt.us/srs/
Virginia	www.dss.state.va.us
Washington	www.wa.gov/dshs
West Virginia	www.wvdhhr.org
Wisconsin	www.dhfs.state.wi.us
Wyoming	www.dfs.web.state.wy.us/

E: State Criminal Records and Sex Offenders Registry Information

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
Website	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.

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
Criminal Background Check	Criminal background records are obtained through fingerprint checks.
Sex Offender Registry	The Sex Offender Registry hotline is (907) 269-5767.

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
Criminal Background Check	Criminal background records are obtained through fingerprint checks.
Sex Offender Registry	The Sex Offender Registry hotline is (602) 223-2876.

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
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.

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

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.

Colorado

Agency Colorado Bureau of Investigations
690 Kipling Street, Suite 3000
Denver, CO 80215
(303) 239-4300 phone

Website 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.

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/

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

Delaware

Agency Delaware State Police
State Bureau of Identification
1407 N. Dupont Highway
Dover, DE 19901
(302) 739-5880

Website 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.

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
- 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.

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
- 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.

Georgia

- Agency** Georgia Bureau of Investigations
3121 Panthersville Road
Decatur, GA 30034
(404) 244-2770
- Website** 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.

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
- 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.

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
- 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.

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
- 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.

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
- 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.

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
- 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.

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
- 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.

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.

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
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.

Maine

Agency	State Bureau of Identification 42 State House Station Augusta, ME 04333 (207) 624-7009
Website	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.

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 .

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
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.

Michigan

Agency	Michigan State Police CJIC 7150 Harris Dr. Lansing, MI 48913 (517) 322-1956
Website	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 .

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
- 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.

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
- 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.

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
- 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.

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.

Nebraska

- Agency** Nebraska State Patrol
Attn: CID
P. O. Box 94907
Lincoln, NE 68509
(402) 471-4545
- Website** 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.

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
- 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.

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
- 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.

New Mexico

- Agency** Department of Public Safety
4491 Cerrillos Rd.
Santa Fe, NM 87504
(505) 827-9181
- Website** 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.

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
- 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.

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
- 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>.

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

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.

Ohio

Agency Ohio Bureau of Criminal Identification
P. O. Box 365
London, OH 43140
(740) 845-2000

Website 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.

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

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.

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

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.

Pennsylvania

Agency Pennsylvania State Police
Records and Identification Division
1800 Elmerton Avenue
Harrisburg, PA 17110
(717) 783-5492

Website 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.

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

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

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

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.

Sex Offender Registry The online Sex Offender Registry is available at www.sled.state.sc.us.

South Dakota

Agency Division of Criminal Investigation
Identification Section
500 East Capital
Pierre, SD 57501-5070
(605) 773-3331

Website 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.

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

Criminal Background Check Criminal background records are obtained through fingerprint checks.

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

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

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.

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
- 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.

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
- 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.

Virginia

- Agency** Virginia State Police
7700 Midlophian Turnpike
Richmond, VA 23235
(804) 674-2000
- Website** 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.

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.

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
- Criminal Background Check** Criminal background records are obtained through fingerprint checks.
- Sex Offender Registry** The Sex Offender Registry hotline (304) 746-2133.

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.

Wyoming

Agency Division of Criminal Investigation
316 West 22nd St.
Cheyenne, WY 82002
(307)777-7523

Website 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.

Topic/Title: Procedural: Pastoral Letter
Proposer: Ken Price

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

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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