

Prevention and Response Policy Regarding Sexual Misconduct, Sexual Abuse and Other Boundary Violations

For clergy, employees and volunteers
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The Diocese of Central Pennsylvania Of
The Episcopal Church

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Supersedes 4/02 Manual, 6/05 Safe Guarding God's Children and 6/06

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This document is for internal use within the Diocese of Central Pennsylvania. The Diocese intends to follow this Policy as closely as possible in every instance. Because of our continuing conversation and efforts to be thorough and fair this document may be modified and changed with the consent of the Bishop and Standing Committee. No information received in pursuance of this Policy shall be disclosed to any person for any purpose except in furtherance of this policy.

UNDERLYING PRINCIPLE

The Diocese of Central Pennsylvania wants the Episcopal Church to be a safe place for all people to live into the love of our Lord Jesus Christ and to fulfill the vows and promises made in Baptism. We believe that this can happen when everyone feels safe and that the leaders of the Church can be trusted.

The Diocese of Central Pennsylvania believes that all church leaders, ordained and not-ordained, are invested with authority from people they serve and minister with. Clergy in particular are given authority by virtue of their ordination(s). All ordained leaders need to be aware of the gift and responsibility of their sacramental authority and all church leaders need to conduct themselves in a manner that is consistent at all time with the ideals expressed in our Baptismal Covenant.

We understand a pastoral relationship to be a relationship between a cleric or a church worker whose responsibilities may include providing counseling, pastoral care, spiritual direction, guidance, or teaching, or receiving sacramental confessions, confidential or privileged information and any person who may be the recipient of such ministries, either through enlistment, such as church school students, or through deliberate arrangement, such as a parishioner seeking counsel.

DEFINITIONS – for the purposes of this document, the following definitions are provided to assist in better understanding the issues being raised by these policies and procedures.

Sexual Misconduct: is a broad term referring to ways in which power and trust are misused in a sexual way. The Diocese of Central Pennsylvania adopts the 70th General Convention of the Episcopal Church definition of sexual misconduct:

Sexual Abuse: sexual involvement or contact by a pastoral leader with a person who is a minor or who is legally incompetent. It is a criminal offense and must be reported to law enforcement officials. Sexual Abuse is also sexual involvement or contact by one minor to another when consent is not given or is not possible.

Sexual Harassment: unwelcome or undesired sexually oriented humor or language, questions or comments about sexual behavior or preference, physical contact, inappropriate comments about clothing or physical appearance, or repeated request for social engagements, in a situation where there is an employment, mentor, or colleague relationship between the persons involved.

Sexual Exploitation: a betrayal of trust in a pastoral relationship by the development or the attempted development, of a sexual or romantic relationship between a cleric or other church worker and a person with whom he or she has a pastoral or fiduciary relationship, whether or not there is apparent consent from the individual. (Sexual exploitation includes activity during the course of a pastoral relationship such as intercourse, kissing, touching breasts or genitals, verbal suggestions of sexual involvement or sexually demeaning comments.)

Additional Definitions

Adult: Anyone who is above the age of eighteen (18) and is no longer in high school. Anyone mentally able to fully understand the significance and responsibilities of their actions.

Adult Supervision can only be provided by someone age twenty-one (21) and older.

Boundaries: Are guidelines, rules or limits that a person creates to identify for him/herself what are reasonable, safe and permissible ways for other people to behave around him or her and how he or she will respond when someone steps outside those limits. They are built out of a mix of beliefs, opinions, attitudes, past experiences and social learning. Some examples of boundaries include:

1. **Physical Boundaries:** are the space, area or 'closeness' around an individual and/or the willingness or unwillingness of an individual to be touched, held or close to another.
2. **Emotional Boundaries:** are the connection of an individual to her/his family, church, society, culture or other authority figures and sub-groups.
3. **Behavioral Boundaries:** are the way in which an individual expresses or outwardly shows and defines her/his connection to family, church, society, culture or other authority figures and sub-groups. This can include the following or not following of cultural and/or sub-cultural norms and expectations.

Child: Anyone twelve (12) years of age and under, or anyone who is mentally unable to understand the significance and responsibilities of their actions.

Church Worker: Any member of the clergy, either paid or volunteer, canonically resident or licensed; or any member of the laity working on behalf of the Church who is engaging in pastoral relationships, this includes both paid and volunteer ministries, this also includes any person who has a key to the physical facilities and could be alone with another person.

Volunteers include, but are not limited to: Members of Vestries, Advisory Boards, Commissions, Boards of Directors, Sunday School Teachers, Nursery Workers, Youth Workers, Lay Eucharistic Visitors and any individuals who supervise children and youth ministries.

Clergy/Cleric: Those who have received the Sacrament of Holy Orders. This includes deacons, priests and bishops.

Consent: Agreement in sentiment, opinion, etc., when there is a power relationship or when there is fiduciary responsibility it becomes especially problematic. It **MUST** be achieved through mutual agreement **WITHOUT** coercion or manipulation. The ability to consent is affected by: age, influence of drugs or alcohol, mental or physical impairment, or other reasons which may cause a person to be vulnerable to another.

Dual Relationship: Relationship in which people attempt to relate on two levels – personally and professionally – at the same time. Dual relationships occur whenever a church representative enter into a personal relationship with a member of the congregation or group participant.

Fiduciary Duty: A duty of trust. It is a charge to place the needs of others above the needs of one's self. It can be a bottom-up tool of service.

Fiduciary Relationship: A relationship of trust such that one must put the interests of the other person above his or her own.

Frail Elderly Adults: are older persons, usually over the age of 75, who are afflicted with physical or mental disabilities that may interfere with the ability to independently perform activities of daily living.

Laity: All baptized, but non-ordained members of the Church. This includes all Church Personnel and members of any congregation or church group.

Paraphiliac Behaviors: Occur when individuals are sexually aroused by objects, situations and people which are outside of societal norms. These include:

1. **Pedophilia:** A sexual disorder which includes recurrent, intense sexual urges and sexually arousing fantasies involving sexual activity with a prepubescent child or children (generally age 13 or younger), and the person has acted on these urges, or is markedly distressed by them, and is at least 16 years old and at least 5 years older than the child or children subject to the urges and fantasies.
2. **Exhibitionism:** A sexual disorder which includes recurrent, intense sexual urges and sexually arousing fantasies involving the exposure of one's genitals to an unsuspecting stranger, and the person has acted on these urges, or is markedly distressed by them.
3. **Voyeurism:** A sexual disorder which includes recurrent, intense sexual urges and sexually arousing fantasies involving the act of observing unsuspecting people, usually strangers, who are either naked, in the process of disrobing, or engaged in sexual activity, and the person has acted on these urges or is markedly distressed by them.

Persons with Special Needs: are individuals who because of either physical or mental impairments are limited in their ability to engage fully in the life of the Church, especially in areas such as education, relationships and access to events.

Power: Begins when a position of authority and responsibility has been established and accepted. It can be cumulative and arise from a number of sources, such as: occupation, experience, physical size and/or attractiveness, gender, age, race, wealth, charisma. It can be negative: a top-down mechanism primarily benefiting the one who holds it. It can be positive: service to benefit others.

Perpetrator: Any individual who initiates and conducts any nonconsensual and/or unwanted contact or activity of a sexual nature.

Sexual Coercion: the use of physical, emotional or supervisory power to gain sexual contact.

Victim: Any individual who is the recipient of nonconsensual and/or unwanted contact or activity of a sexual nature.

Youth: Anyone who is between the ages of twelve (12) and eighteen (18) years of age. A youth may also be an individual who is eighteen (18) years old or older, but still in high school. Anyone mentally able to partially understand the significance and responsibilities of their actions.

Zero Tolerance: The policy of applying penalties to even minor infringements of a code in order to reinforce its overall importance and enhance deterrence.

Other types of abuse that may result in, or be connected to sexual abuse and sexual misconduct in ministry include, but are not limited to:

1. **Physical Abuse** is non-accidental injury, which is intentionally inflicted upon another person.
2. **Emotional Abuse** is characterized by a person subjecting or exposing another to behavior that results in psychological trauma, including anxiety, chronic depression, or post-traumatic stress. Such abuse is often associated with situations of power imbalance.
3. **Neglect** is the failure to provide for another's basic needs or the failure to protect another person from harm.
4. **Economic Exploitation** is the deliberate misplacement, exploitation, or wrongful temporary or permanent use of another person's belongings or money.
5. **Bullying** is a form of aggressive behavior that is manifested by the use of force or coercion to affect others, particularly when the behavior is habitual and involves an imbalance or power. It can include verbal harassment or threat, physical assault or coercion and may be directed repeatedly towards particular victims based on grounds of race, religion, gender, sexuality, and/or ability.
6. **Pornography** is the depiction of erotic behavior in either written, photographic or video materials that is intended to cause sexual excitement or gratification. Pornography should never be shown to children or youth.
7. **Social Media** includes forms of electronic communication through which users create online communities, share information, ideas, personal messages and other content. Social Media includes but is not limited to texting, emails, and social websites such as Facebook and Twitter. Social Media should never be used to inflict any kind of abuse upon another person.

POLICY

As a Diocese, we are committed to seeing that the churches and institutions of our Diocese are communities of safety and health for all people. The Body of Christ, the Church, must be a place where adults, children and youth find the love and blessing of God, and where no one might be hurt and where hurts may be healed. 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, abuse and prevention for all ordained and lay leaders.

All Church Personnel are asked to carefully consider this Policy Document before agreeing to adhere to the statements and continue in service to the church.

GENERAL POLICY

The Diocese of Central Pennsylvania is committed to Zero-Tolerance of adult sexual misconduct and/or child abuse by any member of the clergy, Postulants and Candidates for Holy Orders, staff persons, or volunteers. Clergy and all other leadership in the parish and diocesan staff need to recognize the dynamics of their relationships and the potential for harm and abuse.

Clergy, postulants and candidates, and all church leadership are expected to maintain the highest ethical standards. Exploitation of relationships of trust and pastoral care through the exercise of power leading to sexual misconduct will not be tolerated. Because of the inherent nature of power and authority in the pastoral relationship, consent of the parishioner, counselee, volunteer, employee/supervisee or colleague is not relevant, and is not a defense for the purpose of these policies and procedures.

No individual who has a civil or criminal record of sexual abuse, who has admitted to prior child sexual abuse, who is known to have paraphiliac diagnosis (e.g. pedophilia, exhibitionism or voyeurism) shall be permitted to interact with minors (children and youth under the age of 18), or who is known to have been a perpetrator of sexual misconduct at any church sponsored or church-related activity on or off the church property.

SAFEGUARDS FOR CHILDREN, YOUTH AND PERSONS WITH SPECIAL NEEDS

A. SCREENING AND SELECTION

1. Any and all Church Workers who has more than four contacts per year with Children, Youth and Persons with Special Needs shall be screened and selected utilizing at least the following:

- a. STANDARD APPLICATION by the applicant that includes an authorization for the release of information to conduct background checks and signed consent to the CODE OF CONDUCT.
 - 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 appropriate supervisor(s).
 - e. REFERENCE CHECKS with persons outside the congregation who know the applicant, preferably who know, and have observed, how the applicant works with children, youth or persons with special needs.
 - f. DRIVING OR MOTOR VEHICLE RECORDS CHECK if the person may be transporting children, youth and persons with special needs. –
2. 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 and youth.
 3. Church Personnel who work with or around children or youth must have a personnel file that is kept where other church records are kept.
 4. Criminal Records checks and Sexual Offender Registry checks will be conducted every three (3) years for Church Personnel who regularly work with or around children or youth.
 5. 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.
 6. Church Personnel who transfer within the Diocese of Central Pennsylvania and apply for or are asked to undertake a position working with or around children or youth are required to undergo the same screening and selection process in Section A. 1 & 2. This requirement may be met through a transfer of a copy of their personnel file to the new congregation or program together with completion of a new application.

B. BACKGROUND CHECKS

All clergy, church employees and persons working with children, youth, and persons with special needs in diocesan programs are required to have a background check completed before the exercise of ministry. All background checks should be renewed every three years.

All clergy, those applying to become postulants and church employees in the Diocese of Central Pennsylvania must have background checks prior to employment that include:

1. Inquiry of all employers during the last five years. If there has been only one employer over the last five years, then inquiries will be made to the two most recent employers. Currently the Diocese uses the services of the Oxford Document Company.
2. Pennsylvania, or state of previous employment, Sexual Offender Registry Check.
3. Pennsylvania, or state of previous employment, Criminal Record Check.
4. Credit history.
5. All records of Background Checks go directly to the Bishop, are confidential, and must be retained by the Bishop personally.

Persons working with children, youth, special needs and/or frail elderly adults should have Background Checks that include:

1. Pennsylvania, or state of previous employment, Sexual Offender Registry clearance.
2. Pennsylvania, or state of previous employment, Criminal Record Check.
3. Department of Motor Vehicles check. – see above
4. Records are kept by the Rector, are confidential, and must be retained by the Parish.

Who initiates Background Checks?

1. Diocesan initiated. For Diocesan Staff, all clergy, Postulants and volunteers in diocesan program for children, youth, and persons with special needs. Background Checks are initiated by the Office of the Bishop.
2. Parish initiated. For parish staff and volunteers working with children and youth Background Checks are initiated by the Rector or Vestry of the parish.

Who assesses Background Checks?

1. Diocesan Assessment. Diocesan Staff, clergy serving in the Diocese either canonically resident or licensed, Postulants, and those involved in diocesan children, youth, and persons with special needs ministry will have Background Check information goes to the Bishop for assessment. If necessary the Bishop will consult with the Chancellor and the Canon to the Ordinary. Any Background Check initiated by the Diocese will be kept on file with the Office of the Bishop.
2. Parish Assessment. Background checks done for parish ministries go to the person (Rector, Vestry) requesting such. Rectors and Vestries should consult with the Bishop or Canon to the Ordinary if and when there are questions

about results. Any Background Check initiated by the Parish will be kept on file with the Office of the Rector or Clergy-in-Charge.

C. MONITORING AND SUPERVISION OF PROGRAMS

The supervision of programs involving children, youth, and persons with special needs involves creating clear structural guidelines and standards for programs and activities with children, youth, and persons with special needs, approval of new programs, how many adults need to be present, and accountability for the monitoring and supervision of structural guidelines and standards.

The monitoring of the behavior of adults, youth and children is intended to detect and stop inappropriate behaviors and interactions. Obvious harmful interactions include providing alcohol or drugs to children or youth, sexual contact or other abuse behavior. 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, youth, and persons with special needs to "groom" them or their parents for eventual abuse, or which provide the privacy child molesters need in order to abuse children and youth. Examples include holding children over the age of three on the lap and transporting a child or youth alone.

D. STRUCTURING GUIDELINES AND STANDARDS:

1. Every program for children, youth, and persons with special needs should follow these established ratios for adults and children.

Children to age 6:	2 adults for every 5 children (2:5)
Children age 6-12:	2 adults for every 8 children (2:8)
Youth age 12-18:	2 adults for every 10 youth (2:10)
Special Needs:	dependent upon the needs of the individual(s), but must meet the ratio established for Children to age 6 as a minimum.

Compliance with the established ratio is required at all times, especially during activities that occur off church premises.

2. Church Personnel should avoid being alone with a child, youth or a person with special needs or multiple children, youth or persons with special needs 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, youth, and persons with special needs will be maintained in the church office or others place where church records are kept.

5. Church Personnel are not permitted to develop new activities for children, youth, and persons with special needs without written approval from the rector or canonical equivalent.
6. Each program will develop age-appropriate procedures to ensure the safety of children, youth, and persons with special needs 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 should supervise activities. When both boys and girls are participating, male and female adults must be present.

E. GENERAL CONDUCT FOR THE PROTECTION OF CHILDREN, YOUTH AND PERSONS WITH SPECIAL NEEDS

In order to assist Church Personnel in monitoring and supervising behaviors and interactions with children, youth, and persons with special needs these guidelines should be used to make decisions about inappropriate interactions. 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, youth and persons with special needs must agree to comply with the Diocese of Central Pennsylvania Guidelines for Appropriate Affection (below).
2. No person will be allowed to have more than four (4) contacts with children, youth and persons with special needs until that 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 designed 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, youth or persons with special needs.
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, youth and persons with special needs 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, youth and persons with special needs by maintaining an attitude of respect, patience, and maturity. They will avoid even the appearance of favoritism.
7. One-to-one counseling with children, youth or persons with special needs will be done in an open or public or other place where private conversation 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, youth or persons with special needs 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, youth or persons with special needs.
 - A. Adults who minister to children and youth are strongly encouraged to set very stringent privacy settings on any social networking profile. Individual personal profiles are to be used to interact with real friends, family and peers. Adults should not submit “friend” requests to minors or youth. Youth may not be able to decline such requests due to the disparity of power between youth and adults. Youth may ask to be “friends”, and adults should discern the level of contact they want to maintain with youth prior to responding to these requests.
 - B. If an adult chooses to accept friend requests from minors or youth who are associated with their community of faith, other adult leaders must have full access to all aspects of that adult’s profile and correspondence.
 - C. Adults who want to connect via a social networking website with youth to whom they minister are strongly encouraged to set up a closed group account that youth may join. Youth requesting to “friend” an adult can then be invited to join this group rather than be accepted as a friend on an adult’s personal profile account. The purpose of these two separate accounts/profiles is to create a line of privacy and maintain healthy boundaries with youth and real family, friends and colleagues.

- D. Any material on any site (whether affiliated with the church or not) that raises suspicion that a child has been or will be abused/neglected/exploited should be immediately reported to the clergy.
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, music, text messages/“sexting” or materials on or from the Internet, with children, youth and persons with special needs.
 13. Church Personnel are prohibited from sleeping in the same beds, sleeping bags, tents, hotel rooms or other rooms with children and youth unless the adult is an immediate family member of all the 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, youth and persons with special needs.
 15. Church Personnel are prohibited from using physical punishment in any way for behavior management of children, youth and persons with special needs. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting or any other physical force. Physical restraint may only be used to stop a behavior that may cause immediate harm to the individual or to others.
 16. Church Personnel are prohibited from using harsh, sexually explicit or demeaning 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.

F. TRAINING FOR THE PROTECTION OF CHILDREN, YOUTH AND PERSONS WITH SPECIAL NEEDS will include:

1. The Code of Conduct for Protection of Children, Youth and Persons with Special Needs:
 - + All Church Personnel agree to do their best to prevent abuse and neglect among children, youth and persons with special needs involved in church activities and services.

- + All Church Personnel agree to not physically, sexually or emotionally abuse or neglect children, youth and persons with special needs.
- + All Church Personnel agree to comply with the policies for general conduct with children, youth and persons with special needs as defined in this Manual.
- + All Church Personnel agree to comply with the Guidelines for Appropriate Affection with children, youth and persons with special needs (Policy Section).
- + In the event that Church Personnel observe any inappropriate behaviors or possible policy violations with children, youth and persons with special needs, church personnel agree to immediately report their observations.
- + All Church Personnel acknowledge their obligation and responsibility to protect children, youth and persons with special needs and agree to report known or suspected abuse of children and youth to appropriate church leaders and state authorities in accordance with these policies.
- + All Church Personnel understand that the church will not tolerate abuse of children, youth and persons with special needs and agreed to comply in spirit and in action with this position.

2. GUIDELINES FOR APPROPRIATE AFFECTION REGARDING CHILDREN, YOUTH AND PERSONS WITH SPECIAL NEEDS

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

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

1. Some POSITIVE and APPROPRIATE forms of affection: Brief hugs; Pats on the shoulder or back; Handshakes; "High-fives" and Hand slapping; Verbal praise; Briefly touch hands, faces, shoulders and arms of children, youth and persons with special needs; 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 (this is to be avoided with Asian communities).
2. The following forms of affection are considered INAPPROPRIATE with children, youth and persons with special needs 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 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.

RE-EMPLOYMENT ACCOUNTABILITY

When there has been a determination that Sexual Misconduct and/or Child Abuse has been committed by a person, lay or clergy, future employment will be considered after consultation with and subject to the Bishops guidance and discretion.

The Church Insurance Company will not provide liability protection to insured entities that employ or allow to volunteer, known child abusers.

PASTORAL CARE AND SPIRITUAL DIRECTION SAFEGUARDS

Clergy canonically resident, licensed or serving in the Diocese, employees of the Diocese, diocesan institutions and parishes of the Diocese and lay members of parishes who provide Pastoral Counseling and Spiritual Direction and who are providing such ministry through a parish or under the auspices of the Episcopal Church should:

- a. Not accept payment or donations, including donations to discretionary funds in exchange for pastoral counseling or spiritual direction according to standards established by Church Insurance Policies
- b. When offering Spiritual Direction should secure the training, supervision, review and be known to the Bishop as described in the Diocesan Notebook.
- c. When offering Pastoral Care ministry should refer individuals to professional counseling after six (6) sessions have been held.

Anyone charging fees for Spiritual Direction or Pastoral Counseling on Episcopal Church premises or under the auspices of a parish in the Diocese of Central Pennsylvania must possess the appropriate professional credentials and proof of separate professional liability insurance, including coverage for Sexual Misconduct, in force at all times.

SAFEGUARDS FOR ADULTS

It is the responsibility of the clergy and lay leadership of the diocese and all of its parishes to maintain a safe place for everyone; adults, children, youth and those with special needs. To this end the clergy and lay leadership need to adhere to the following guidelines for professional conduct which are standards the bishop expects of the clergy and lay leadership of the Diocese of Central Pennsylvania.

Guidelines for Professional Conduct:

Clergy in the Diocese of Central Pennsylvania are expected to:

1. Treat themselves with dignity and respect by taking good care of themselves.
2. Comply with the policies of this document.
3. Refrain from dual relationships. The nature of dual relationships (relating to someone in two capacities at once) can be two professional roles or professional and personal role. Examples: pastor/parishioner and pastor-employer/parishioner-employee, clergy spouse or family member on staff or vestry and intimate and/or sexual personal relationships with parishioners. When these relationships do occur, all parties in the relationship should be aware of and work towards maintaining healthy boundaries. They should also be aware of the tension involved because of this dual relationship.

Application to Lay Ministry: Avoid getting into dual relationships with your pastor and be mindful of your own dual relationships within the parish. You may need to set boundaries and hold confidences.

4. Accept only token gifts: “Token” refers to the monetary value of the gift. It is not healthy for a faith community to have a pastor receive large/valuable gifts from individual parishioners or the parish. Healthy exceptions to this might

include: farewell gifts and significant anniversary of ordination or installation (10 years) gifts.

5. Refuse to accept personal loans: For a priest or deacon to accept a loan from a parishioner creates a dual relationship of pastor/debtor-parishioner/creditor. This also creates the same dynamic as with gifts.
6. Refuse to be named as a beneficiary: If a parishioner asks whether he/she can leave something to the priest/deacon in a will, the priest/deacon should suggest that the gift be made to the parish.
7. Maintain confidentiality: Unless the parishioner gives permission for a priest/deacon to share personal information, the priest/deacon should maintain closed lips regarding such information, unless in conflict with Guideline 8 below.
8. Comply with legally mandated reporting requirements: However confidential the information shared - the clergy are to report all suspected abuse or neglect of children, elderly or vulnerable adults to appropriate state agencies.

Application to Lay Ministry: Lay ministers should not maintain confidentiality with regard to suspected abuse or at least tell a priest of their concerns.

9. Refrain from treating mental health or substance abuse issues: Most clergy are trained to offer pastoral care NOT treatment for mental health issues or substance abuse.

Application to Lay Ministry: Parishioners who are treatment professionals may find themselves in a dual relationship if they treat other parishioners.

10. Restrict involvement with the evaluation of mental health or substance abuse: The three session limit in evaluation of mental health/substance abuse issues applies. By the conclusion of the third session a referral should be made to a treatment professional or agency. Clergy can still provide pastoral care while the treating professional provides treatment.

Application to Lay Ministry: Know that the pastor is not ignoring or trying to avoid you if he/she suggests you see a treating professional. Remind parishioners of this guideline if there are complaints when the pastor suggests referrals.

11. Comply with responsibilities of being an employer: The rector or clergy person needs to be responsible for following rules laws and policies regarding employment which includes screening (with reference and background checks), hiring, supervision, personnel files and termination of employment if necessary.

12. Comply with financial practices as set forth by the diocese and the Episcopal Church. This includes all accounts including discretionary accounts. Audits should be conducted in accordance with diocesan and national church policies. There are resources available to assist the clergy and parish leadership.

Application to Lay Ministry: For the well being of the parish the Lay Leaders should ensure audits or financial reviews are conducted. Funds not audited or reviewed on a regular basis can lead to speculation and put the parish in a vulnerable position.

13. Bring resolution to relationships with parishioners when ordained ministry at a parish ends: this is difficult for clergy and laity to understand. A new pastor cannot easily establish pastoral relationships if the former pastor is still present, physically or in spirit. It is important for a faith community to say good-bye.

Application to Lay Ministry: take time to say good-bye, avoid communicating with former clergy about parish business, refrain from asking former clergy to a parish celebration. You may acknowledge a former member of the clergy and exchange Christmas cards but you have a new pastor in your community.

14. Participate in Diocesan events: Clergy are expected to attend Diocesan events, there are clergy days with continuing education opportunities, convention and other diocesan events including convocation and clericus events at which clergy are expected to attend. This is “work time”. Attendance at these events is part of the role of a parish priest and/or deacon. These are opportunities for a clergy person to build support systems and networks outside of the parish, as well as to gain new insights and knowledge to bring back to the parish.

Application to Lay Ministry: Support the parish clergy in taking time for the parish to attend diocesan events. If you notice that your parish clergy person has not attended a diocesan event in the last six months, ask why not? If you are in a leadership position be sure you are aware of whether the parish clergy are attending Diocesan events.

PROCEDURES

The Diocese of Central Pennsylvania strives to resolve incidents of alleged misconduct justly, to the satisfaction of all parties involved, and for the safety of the church environment without having to institute an Ecclesiastical Trial.

The Church and all of its ministries are mandatory reporters in the Commonwealth of Pennsylvania; as such any suspicion of child sexual abuse must be reported to the local authorities. A listing of state and local agencies is provided below. In cases where child sexual abuse is suspected, reporting to the appropriate state agency must be completed prior to contacting the Office of the Bishop. After contacting the appropriate state agency, the Office of the Bishop must then immediately also be contacted.

In cases where sexual misconduct is suspected, the Office of the Bishop should be contacted immediately.

Any member of the laity who suspects child sexual abuse or sexual misconduct should bring their concerns to the clergy person responsible for their congregation or ministry. It is then the responsibility of that clergy person to begin the reporting process to the proper authorities and to the Office of the Bishop. It is appropriate for the clergy person to make these reports in the presence of the individual who brought the issue to the attention of the clergy.

If a member of the clergy is the one suspected of child sexual abuse or sexual misconduct, the person with the concerns should contact the Office of the Bishop directly for assistance and support.

The Diocese of Central Pennsylvania and all members of the clergy will cooperate fully and completely with the authorities during the investigation process.

The procedure outlined in Canons IV.6 - 15 from the 2009 Constitution and Canons of the Episcopal Church will be the official procedure of this diocese. The Constitution and Canons of the Episcopal Church can be found at:

http://www.episcopalarchives.org/CnC_ToC_2009.html

If at any time these canons are revised or changed, the procedure of this diocese will change to reflect those revisions and changes.

TRAINING, PREVENTION AND SAFEGUARDS

I. TRAINING PROGRAMS

1. **"Safeguarding God's Children"** is a program of approximately 3 hours. The purpose of this program is education and prevention regarding inappropriate behavior with children and youth.

Who should experience this training? Initially, then every three years thereafter, all clergy, church staff and volunteer leaders ministering with children and youth. It is highly recommended as an annual offering to the entire parish.

About "Safeguarding God's Children":

- A. Arrangements for this training can be made with parish Trainers or Convocational Trainers who have been trained to offer this program by Diocesan Trainers. The Diocesan Administrative Group can provide Diocesan Trainers to train appropriate people in your parish to offer this program. Contact the Diocesan Center for arrangements. A list of Trainers available to the Diocese is provided on the Diocesan Website: www.diocesecpa.org An on-line version of this training will be available for renewal of this training, for further information about this option, please contact the Office of the Bishop.
 - B. All who regularly work with children and youth should experience this training before they start their work with children or youth.
 - C. Certified Record of having experienced this training is kept at the Diocesan Center for all clergy, diocesan employees and leaders of diocesan children and youth activities.
 - D. Certified Record of having experienced this training for all who work with children and youth in parish ministry is kept at the Parish Office.
 - E. The Diocese of Central Pennsylvania encourages all parishes to offer "Safeguarding God's Children" to the entire parish in order to further the safety and well being of children and youth in parish gatherings, at home and in the community at large.
2. **"Safeguarding God's People"** is a program of approximately 3 hours. The purpose of this program is education and prevention of sexual exploitation within the Church community.

Who should experience this training? Initially, then every three years, all clergy, church staff and volunteer leaders ministering in the Church.

About "Safeguarding God's People":

- A. Arrangements for this training can be made with parish Trainers or Convocational Trainers who have been trained to offer this program by Diocesan Trainers. The Diocesan Administrative Group can provide Diocesan Trainers to train appropriate people in your parish to offer this program. Contact the Diocesan Center for arrangements. A list of Trainers available to the Diocese is provided on the Diocesan Website: www.diocesecpa.org
- B. All who regularly work in the Church should experience this training before they start their ministry.
- C. Certified Record of having experienced this training is kept at the Diocesan Center for all clergy, diocesan employees and leaders of diocesan programs.
- D. Certified Record of having experienced this training for all who work in parish ministries is kept at the Parish Office.
- E. The Diocese of Central Pennsylvania encourages all parishes to offer "Safeguarding God's People" to the entire parish in order to further the safety and well being of all in parish gatherings, at home and in the community at large.

Forms

Please copy the forms enclosed for multiple use:

Acknowledgement of Receipt Of "Prevention and Response Policy...Violations"

Confidential Notice of Concern (Incident Report)

Application for those Volunteering or to be Employed to Minister with Children
and Youth

Reference Form for use by Parishes

CONFIDENTIAL NOTICE OF CONCERN (Incident Report)

To be sent to: The Bishop
The Diocese of Central Pennsylvania
P.O. Box 11937
Harrisburg, PA 17108
Noted: "Confidential"

This format may be used to report boundary violating behavior with children or youth, and with adults.

Individual(s) of concern:

Date of Occurrence:

Time of Occurrence:

Type of Concern: inappropriate behavior with a child of youth,
 policy violation with children or youth,
 adult sexual exploitation or harassment,
 possible risk of abuse,
 financial misconduct, () 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 information as needed.*)

Has this situation ever occurred previously? (*attach additional sheets as needed*)

What action was taken? How was the situation handled, who was involved, who was questioned and were police involved? (*attach additional sheets as needed*)

What was 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 as needed*)

Submitted by _____

Telephone Number () _____

Address _____

Date _____ Signature _____

**Application Form for Those Volunteering or to be Employed for Ministry with
Children and Youth**

Date: _____ Name: _____

Address: _____

Home phone: _____ Work phone: _____

E-mail address: _____

Drivers License # _____ State _____

(for paid positions) Social Security # _____

Eligible to vote in this country? () Yes () No

(Note: if chosen for a paid position, you will be required to show documents verifying employment eligibility and complete the INS Form 1-9 as required by Immigration and Reform and Control Act.)

Please list your street addresses for the past five years (*attach additional sheets as needed*):

From: _____ To: _____

Street: _____

City: _____ State: _____ Zip: _____

From: _____ To: _____

Street: _____

City: _____ State: _____ Zip: _____

For what position are you applying?

EMPLOYMENT HISTORY

List employers covering the last 10 years starting with the most recent. Be sure to put a

CURRENT OR LAST EMPLOYER	ADDRESS (CITY/STATE)	IMMEDIATE SUPERVISOR	PHONE #	CONTACT SUP.
				() Yes () No
DATES OF EMPLOY	POSITION HELD	REASON FOR LEAVING (IF NOT CURRENT)		

OTHER EMPLOYER	ADDRESS (CITY/STATE)	IMMEDIATE SUPERVISOR	PHONE #	CONTACT SUP.
				() Yes () No
DATES OF EMPLOY	POSITION HELD	REASON FOR LEAVING (IF NOT CURRENT)		

OTHER EMPLOYER	ADDRESS (CITY/STATE)	IMMEDIATE SUPERVISOR	PHONE #	CONTACT SUP.
				() Yes () No
DATES OF EMPLOY	POSITION HELD	REASON FOR LEAVING (IF NOT CURRENT)		

OTHER EMPLOYER	ADDRESS (CITY/STATE)	IMMEDIATE SUPERVISOR	PHONE #	CONTACT SUP.
				() Yes () No
DATES OF EMPLOY	POSITION HELD	REASON FOR LEAVING (IF NOT CURRENT)		

brief note about any gaps in employment longer than 6 months

Attach a separate sheet if necessary.

VOLUNTEER EXPERIENCES

Be sure to include all experience working with children and youth

ORGANIZATION	ADDRESS (CITY/STATE)	CONTACT PERSON	PHONE #	CONTACT
				() Yes () No
FROM WHEN TO WHEN	DESCRIPTION OF VOLUNTEER RESPONSIBILITIES			

ORGANIZATION	ADDRESS (CITY/STATE)	CONTACT PERSON	PHONE #	CONTACT
				() Yes () No
FROM WHEN TO WHEN	DESCRIPTION OF VOLUNTEER RESPONSIBILITIES			

Attach a separate sheet if necessary

EDUCATIONAL HISTORY (post high school)

SCHOOL ATTENDED	ADDRESS (CITY/STATE)	PROGRAM/DEGREE COMPLETED	YEAR

SCHOOL ATTENDED	ADDRESS (CITY/STATE)	PROGRAM/DEGREE COMPLETED	YEAR

REFERENCES

PROFESSIONAL/CIVIC REFERENCES	NAME	ADDRESS	PHONE	RELATIONSHIP

PERSONAL REFERENCES	NAME	ADDRESS	PHONE	RELATIONSHIP	YEARS KNOWN

FAMILY REFERENCES	NAME	ADDRESS	PHONE	RELATIONSHIP

CODE OF CONDUCT INFORMATION

Have you ever been accused of physically, sexually or emotionally abusing a child, youth or an adult?

() yes, () no.

If 'yes', please explain on a separate sheet of paper

CONSENT TO CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN AND YOUTH

Please read and initial each item to signify your agreement to comply with the statement.

- _____ 1. I agree to do my best to prevent abuse and neglect among children and youth involved in church activities and services.
- _____ 2. I agree not to physically, sexually or emotionally abuse or neglect a child or youth.
- _____ 3. I agree to comply with the policies entitled "General Conduct for the Protection of Children and Youth" contained in the "Policy" Chapter.
- _____ 4. I agree to comply with the "Guidelines for Appropriate Affection" found in the "Procedures" Chapter.
- _____ 5. In the event that I observe any inappropriate behaviors or possible policy violations with children and youth, I agree to immediately report my observations to my direct supervisor, rector, warden or bishop.
- _____ 6. 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 "Guidelines for Reporting" in the "Procedures" Chapter.
- _____ 7. 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.

ACKNOWLEDGEMENT, AUTHORIZATION, 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 the Diocese of Central Pennsylvania to request and receive such information, and to conduct all appropriate background checks.

Nothing contained in this application or in any pre-employment or pre-volunteering communication is intended to or creates a contract between myself and the Diocese of Central Pennsylvania for either employment, volunteering or the providing of any benefit.

My signature below indicates that I read and understand the above provisions.

Signature

Date

**REFERENCE FORM FOR USE BY PARISHES IN THE DIOCESE OF
CENTRAL PENNSYLVANIA**

*To be used for **all** persons intending to work with children and youth*

Name of Individual: _____

Name of Organization submitting this form as a reference:

Type of Organization: School Employer Parish Other-- _____
(Please circle one)

Address of Organization:

Position held:

I certify that I have reviewed the academic/employment/service history of
_____ and I certify that *(please check one)*:

I do not know or have reason to believe that the individual has engaged in sexual misconduct or has demonstrated any inappropriate behavior with children or youth.

I have and have read and understand the Diocesan Policy regarding the possibility of engagement in misconduct and sexual inappropriate behavior with children or youth.

Attach additional pages as necessary

Name (please print)

Position

Signature

Date

Please return to: *(organization requesting reference)*

Resources

Title IV, Canons of the Episcopal Church - 2009

http://www.episcopalarchives.org/CnC_ToC_2009.html

Diocesan Canonical “Intake Officers” (contact information found on Diocesan website)

Child Abuse Reporting Hotline (national): (800) 932-0313

ChildLine and Abuse Registry (PA): (717) 783-8744

Office of Children, Youth and Families: (717) 787-3984

PA State Crisis Center Hotline: (888) 772-PCAR

Pennsylvania Coalition Against Rape: (800) 692-7445; (717) 728-9740

National Sexual Violence Resource Center: (877) 739-3895

Diocesan Office: (717) 236-5959

PA Criminal Background Check:

<https://epatch.state.pa.us/Home.jsp>

PA Child Abuse Clearance:

http://www.dpw.state.pa.us/ucmprd/groups/webcontent/documents/form/s_001762.pdf

State Criminal Records and Sex Offenders Registry Information

Criminal Records: PA State Police

Records and Identification Division

1800 Elmerton Ave., Harrisburg, PA 17110

(717) 783-5492 www.state.pa.us

Sex Offender Registry hotline: (717) 705-4253

Resources by County

Adams

Adams County Children and Youth Services
100 North Stratton Street
Gettysburg, PA 17325
(717) 337-0110

Survivors, Inc
PO Box 3572
Gettysburg, PA 17325
Business: (717) 334-0589
Hotline: (717) 334-9777
or (800) SUR-V106 (toll-free)

Bedford

Bedford County Children and Youth Services
204 South Juliana Street, Suite 201
Bedford, PA 15522
(814) 623-4804

Your Safe Haven, Inc.
10241 Lincoln Highway
Everett, PA 15537-6915
Business: (814) 623-7664
or (800) 555-5671
Hotline: (814) 623-7664
or (800) 555-5671 (toll-free)

Blair

Blair County Children and Youth Services Blair County Courthouse
423 Allegheny Street, Suite 132
Hollidaysburg, PA 16648
(814) 693-3130

Family Services of Blair County
2022 Broad Avenue
Altoona, PA 16601
Business: (814) 944-3583
Hotline: (814) 944-3585
or (800) 500-2849 (Toll-free)
<http://www.fsobc.org>

Centre

Centre County Children and Youth Services
Willowbank Office Building
420 Holmes Street
Bellefonte, PA 16823
(814) 355-6755

Centre County Women's Resource Center, Inc.
140 W. Nittany Avenue
State College, PA 16801
Business: (814) 238-7066
Hotline:(814) 234-5050
or (877) 234-5050 (Toll-free)

Clinton

Clinton County Children and Youth Social Services
P.O. Box 787, Garden Building
232 East Main Street
Lock Haven, PA 17745
(570) 893-4100
or (570) 748-2936

Clinton County Women's Center
34 W. Main Street
Lock Haven, PA 17745
Business: (570) 748-9539
Hotline: (570) 748-9509
www.ccwcsafe.org

Columbia

Columbia County Children and Youth Services
11 West Main Street
Bloomsburg, PA 17815-1105
(570) 389-5700

The Women's Center of Columbia/Montour
111 N. Market Street
Bloomsburg, PA 17815
Business: (570) 784-6632
Hotline: (570) 784-6631
or (800) 544-8293 (Toll-free)
<http://www.thewomenscenterinc.org>

Cumberland

Cumberland County Children and Youth Services
Human Services Building, Suite 200
16 West High Street
Carlisle, PA 17013-2961
(717) 240-6120

YWCA Sexual Assault/Rape Crisis Services
301 G Street
Carlisle, PA 17013-1389
Business: (717) 258-4324
Hotline: (717) 243-3818
or (888) 727-2877 (Toll-free)

Dauphin

Dauphin County Social Services for Children and Youth
25 South Second Street
Harrisburg, PA 17101-1295
(717) 780-7200

Pinnacle Health Children's Resource Center
2645 North 3rd Street, 1st Floor,
Harrisburg, PA 17110
Daytime: (717) 782-6800 or (877) 543-5018 (Toll-free)
www.crc-cac.org

YWCA Violence Intervention Prevention Program 1101 Market Street
Harrisburg, PA 17103
Business: (717) 234-7931
24-Hour Hotline: (717) 238-7273 or (800) 654-1211 (Toll-free)

Franklin

Franklin County Children and Youth Services
Franklin County Human Services Building
425 Franklin Farm Lane
Chambersburg, PA 17202
(717) 263-1900

WIN Victim Services
P.O. Box 25
Chambersburg, PA 17201
Business: (717) 264-3056
Hotline: (717) 264-4444 or (800) 621-6660 (Toll-free)

Huntingdon

Huntingdon County Children and Youth Services
Court House Annex II,
430 Penn Street Huntingdon, PA 16652
(814) 643-3270

Huntingdon House
401 7th Street
Huntingdon, PA 16652
Business: (814) 643-2801
Hotline: (814) 643-1190

Lancaster

Lancaster County Children and Youth Services
900 East King Street
Lancaster, PA 17602
(717) 299-7925

Sexual Assault Prevention and Counseling Center
110 N. Lime Street
Lancaster, PA 17602
Business: (717) 393-1735
Hotline: (717) 392-7273

Lycoming

Lycoming County Children and Youth Services
Sharwell Building,
200 East Street
Williamsport, PA 17701-6613
(570) 326-7895 or (800) 525-7938

YWCA Wise Options
815 W. 4th Street
Williamsport, PA 17701
Business: (570) 322-4637
Hotline: (570) 323-8167 (for crisis calls only)
<http://www.ywcawilliamsport.org/wise.htm>

Mifflin

Mifflin County Children and Youth Social Services
Court House,
144 E. Market Street
Lewistown, PA 17044
(717) 248-3994

The Abuse Network, Inc.
P.O. Box 268
Lewistown, PA 17044
Business: (717) 242-0715
Hotline: (717) 242-2444

Montour

Montour County Children and Youth Services
114 Woodbine Lane, Suite 201
Danville, PA 17821
(570) 271-3050

The Women's Center of Columbia/Montour
111 N. Market Street
Bloomsburg, PA 17815
Business: (570) 784-6632
Hotline: (570) 784-6631

Northumberland

Northumberland County Children and Youth Services
4 Market Street
Sunbury, PA 17801
(570) 988-4237

Susquehanna Valley Women in Transition
P.O. Box 170
Lewisburg, PA 17837
Business: (570) 644-4488
Hotline: (570) 523-6482
or (800) 850-7948 (Tollfree)

<http://www.svwit.org/>

Perry

Perry County Children and Youth Services
Court House
P.O. Box 123
New Bloomfield, PA 17068
(717) 582-2131 ext. 212

YWCA Violence Intervention Program

1101 Market Street
Harrisburg, PA 17103
Business: (717) 238-7273
Hotline: (800) 654-1211

Potter

Potter County Human Services
62 North Street, P.O. Box 241
Roulette, PA 16746-0241
(814) 544-7315

A Way Out

P.O. Box 447
Coudersport, PA 16915
Hotline: (814) 274-0240
or (877) 334-3136 (Tollfree)

Snyder

Snyder County Children and Youth Services
Suite 15, 713 Bridge Street
Selinsgrove, PA 17870
(570) 374-4351

Susquehanna Valley Women in Transition

P.O. Box 170
Lewisburg, PA 17837
Hotline: (570) 523-6482 (see Northumberland)

Sullivan

Sullivan County Children and Youth Services
9219 Rout 487, Suite D
Dushore, PA 18614
(570) 928-9197

Victims Services
Box 272
Laporte, PA 18626
Business: (570) 946-4063
Hotline: (570) 946-4215

Tioga

Tioga County Human Services Agency
1873 Shumway Hill Road
Wellsboro, PA 16901
(570) 724-5766

Haven of Tioga County
6 Old Tioga St.
Wellsboro, PA 16901
Business: (570) 724-3549
Hotline: (570) 724-3554
or (800) 550-0447 (Tollfree)

Union

Union County Children and Youth Services
1610 Industrial Boulevard, Suite 200
Lewisburg, PA 17837
(570) 522-1330

Susquehanna Valley Women in Transition
P.O. Box 170
Lewisburg, PA 17837
Business: (570) 644-4488
Hotline: (570) 523-6482
or (800) 850-7948 (Tollfree)

York

York County Children and Youth Services

100 West Market Street, Suite 402

York, PA 17401

(717) 846-8496

Or (800) 729-9227

Victim Assistance Center

320 E. Market Street

York, PA 17403

Business: (717) 848-3535

Hotline: (717) 854-3131

or (800) 422-3204 (Tollfree)

The Episcopal Church
Diocese of Central Pennsylvania
PO Box 11937
Harrisburg, PA 17108-1937
(717) 236-5959
<http://www.diocesepa.org>

For: Clergy
Postulants
Diocesan employees
Diocesan program staff
Standing Committee
Council of Trustees
Officers of the Diocese

Acknowledgement of Receipt of "Prevention and Response Policy Regarding Child Sexual Abuse, Adult Sexual Misconduct and other Boundary Violations."

I have received and understand that I personally am held accountable to the above named document, and all of the contents contained within, dated October 2012.

Printed name

Signature

Date

This acknowledgement must be signed and returned by: 1) all clergy canonically resident, licensed or serving in the diocese, 2) all Postulants and Candidates for Holy Orders, 3) employees of the diocese or diocesan institutions, 4) all persons who work with children and/or youth in diocesan programs, 5) members of the Standing Committee, Council of Trustees and Officers of the Diocese.

Please return to the Diocesan Center:
The Diocese of Central Pennsylvania
P.O. Box 11937
Harrisburg, PA 17108-1937

DO NOT WRITE IN THIS SECTION - CHILDLINE USE ONLY

SECTION II		RESULTS OF HISTORY CHECK	
<input type="checkbox"/> APPLICANT IS NOT LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE.		<input type="checkbox"/> APPLICANT IS LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE (SEE BELOW).	
STATUS OF REPORT	DATE OF INCIDENT	STATUS OF REPORT	DATE OF INCIDENT
1.	-	3.	-
2.	-	4.	-
_____ <small>VERIFIER</small>		_____ <small>DATE</small>	
_____ <small>VERIFIER'S SUPERVISOR</small>		_____ <small>DATE</small>	

SECTION III		VOLUNTARY CERTIFICATION FOR CHILD CARE SERVICES	
<p>_____ has requested a certification which includes a clearance of his/her name against the child abuse, school employee, and criminal history reports.</p> <p>The results of the child abuse and school employee report clearances are listed in Section II on the reverse side. The results of the criminal history reports are listed below. Out-of-state residents must have criminal history clearance from both the Pennsylvania State Police and the FBI. The voluntary certification may be obtained every two years.</p> <p>It is the responsibility of parents and guardians to review this information to determine the suitability of the applicant as a substitute caregiver.</p>			
PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE			
<input type="checkbox"/> Applicant is named as the perpetrator of a founded child abuse or school employee report which occurred in the last five years. <input type="checkbox"/> Applicant is named as the perpetrator of a founded child abuse or school employee report which occurred over five years ago. <input type="checkbox"/> Applicant is named as the perpetrator of an indicated child abuse or school employee report. <input type="checkbox"/> Applicant is not named as the perpetrator of any child abuse or school employee report contained in the Statewide Central Register.			
PENNSYLVANIA STATE POLICE CLEARANCE			
<input type="checkbox"/> Record exists and contains convictions which prohibit hire in a child care position. Report attached. <input type="checkbox"/> Record exists, but convictions do not prohibit hire in a child care position. Report attached. <input type="checkbox"/> Record exists, but no convictions are shown. This does not prohibit hire in a child care position. Report attached. <input type="checkbox"/> No record exists. Report attached.			
FBI CLEARANCE			
<input type="checkbox"/> Record exists and contains convictions which prohibit hire in a child care position. Report attached. <input type="checkbox"/> Record exists, but convictions do not prohibit hire in a child care position. Report attached. <input type="checkbox"/> Record exists, but no convictions are shown. This may not prohibit hire in a child care position. Report attached. <input type="checkbox"/> No record exists. Report attached. <input type="checkbox"/> No FBI clearance required.			
_____ <small>VERIFIER</small>		_____ <small>DATE</small>	
_____ <small>VERIFIER'S SUPERVISOR</small>		_____ <small>DATE</small>	



*The Episcopal Diocese of Central Pennsylvania
Standards of Behavior: Diocesan Children and Youth
Events*

Our Call is at every event, every time we gather as community and in our daily life to live out our Baptismal Covenant, to respect the dignity of every human being. To do that we agree to the following:

1. Illegal use of drugs, tobacco products and alcohol is strictly prohibited during the event.
2. To abide by the set curfew at the events. As Participants we agree that we are expected to abide by curfew times and rules as defined at the event. Everyone will be expected to attend the entire event and participate in all scheduled activities.
3. We agree that no extra visitors are allowed during youth events. An extra visitor is defined as a person, who is unexpected, not registered, and/or does not contribute to the conference.
4. No one leaves the site of the event without the permission of the adult in charge of the event.
5. Youth may not drive participants (other youth) during youth events. All drivers during youth events must be on the program team and must be 25 years of age or older.
6. The diocese does not provide transportation to and from youth events unless otherwise stated for a specific event. All transportation arrangements are to be made with parental permission. Youth planning to travel away from an event with a youth driver, other than who they arrived with, need to have written permission from their parent(s).
7. Visiting in defined sleeping areas by members of the opposite sex is prohibited. All meetings of friends of the opposite sex will occur in designated community areas.
8. Public displays of affection, that are a distraction from participation in the event, will not be allowed.
9. Offensive language and offensive conversation is prohibited.

Expectations: Participants will seek and serve God in all things, loving thy neighbor as thyself; we will accept responsibility for our own behavior and property; will respect the feelings, beliefs and property of others; and we will participate actively in all activities, while listening to and respecting the staff and adult chaperones and obey all rules.

A warning will be given for breaking the rules about:

*CURFEW, PUBLIC DISPLAYS OF AFFECTION, PARTICIPATION IN THE EVENT,
LANGUAGE*

A youth will be sent home immediately for breaking the rules below:

*ILLEGAL USE OF DRUGS, ALCOHOL OR TOBACCO PRODUCTS, LEAVING THE
CONFERENCE SITE, BEING IN THE SAME BEDROOM OR SLEEPING AREA OF A
MEMBER OF THE OPPOSITE SEX, LEAVING THE SITE OF THE EVENT WITHOUT
PERMISSION*

The adult in charge of the event will make all decisions concerning sending anyone home. If a youth is to be sent home, it will be the responsibility of his/her parents or an adult designated by a parent to pick up the child as soon as possible. If a youth is asked to leave, he/she may not attend Diocesan events for a period of one year.

I hereby agree to abide by all rules of this event. I fully understand the consequences if a rule is broken.

SIGNATURE OF YOUTH PARTICIPANT:

PARISH:

SIGNATURE OF PARENT/GUARDIAN: _____

DATE: _____

I hereby agree to abide by all rules of this event. I fully understand the consequences if a rule is broken.

SIGNATURE OF ADULT PARTICIPANT:

DATE: _____

DIocese of Central Pennsylvania Release Agreement

Dear Parents and Guardians,

We want to inform you of our safety precautions at our diocesan youth events. Your youth will be required by our staff to wear safety equipment for activities requiring such protective gear. Even with safety equipment and our competent staff present, we want you to realize that any recreational activity has inherent dangers that no amount of care, caution, instruction, or expertise can totally eliminate.

**IT IS IMPORTANT THAT THIS FORM IS FILLED OUT, SIGNED AND
DATED BY THE PARENT OR GUARDIAN OF THE YOUTH. YOUR YOUTH
WILL NOT BE PERMITTED TO ATTEND THE EVENT UNLESS WE HAVE
RECEIVED ALL FORMS.**

In signing this document, I hereby certify that I give permission to my son or daughter to participate in the Diocesan youth events.

I understand that pictures and videos are taken at these events. Unless otherwise indicated, I hereby give permission for the use of such pictures and videos of my youth for the promotion of diocesan youth events. Pictures may be posted on Diocesan website.

Initial here _____if permission is not granted.

• In addition, I give permission for my son or daughter to be transported in approved vehicles for event activities, as well as transportation to and from medical facilities if necessary.

• I hereby agree by execution of this document to release the Diocese of Central Pennsylvania, the staff, and all others acting for or on behalf of the Diocese Of Central Pennsylvania from all liability whatsoever, for personal injury, or damages to property, real or personal, caused by, or arising out of attending the events and other activities sponsored by the Diocese of Central Pennsylvania.

Event_____

**Youth
Name**_____

**Parent/Guardian Name
(print):**_____ **Date**_____

**Parent/Guardian Name
(signature)**_____ **Date**_____