Introduction

In 1991, General Convention passed Resolution B052, in which it declared that sexual abuse, exploitation, coercion, and harassment of adults and minors by clergy and church employees are abuses of trust, a violation of the Baptismal Covenant, contrary to Christian Character, and are therefore wrong.

In 1999, the Committee on Sexual Exploitation (COSE), also created by General Convention in 1991, conducted a survey of 100% of the domestic dioceses on how dioceses were dealing with issues of sexual misconduct. COSE gathered and reviewed sexual misconduct policies from 70 dioceses with the intention of circulating as model polices those that incorporated and reflected current best practices based on the Church’s experience in the area of sexual misconduct during the 1990’s. COSE concluded that none of the policies gathered were truly state-of-the-art policies that could serve as a model for dioceses who wanted to update their current policies. In response to this need, the Church Pension Group, in partnership with The Nathan Network, introduced Model Policies for the Protection of Children and Youth from Abuse in 2004.

The 2006 General Convention, in response to proposals from its Task Force on Institutional Wellness and the Prevention of Sexual Misconduct (the successor to COSE), adopted Resolution A156 requiring every diocese to adopt policies to protect church workers, both paid and volunteer, from sexual harassment and adults from sexual exploitation. The Resolution also requires dioceses to assist congregations in developing such policies. The Church Pension Group and The Nathan Network developed Model Policies for that purpose.

Important Information About the Legal Difference Between “Employees” and “Volunteer” Church Workers Under This Policy

Laws protecting workers from sexual harassment or other harassment in the workplace only apply to “employees” and not to “volunteers.” Federal, state, and local laws, where applicable, provide various legal rights to employees who have been subjected to illegal sexual harassment. Some of those rights may include: the right to file a complaint with a government regulatory body; the right to have a government regulatory body investigate the complaint and negotiate a remedy with the employer; the right to have the government sue the employer on the employee’s behalf; and the right for the employee to sue the employer for such damages as back pay, reinstatement, lost future wages, and attorneys’ fees. The rights available to employees may vary under applicable federal, state, and local laws.

Volunteer church workers are not protected by sexual harassment laws. However, General Convention Resolution A156 (2006) specifically states that all church workers, both paid and volunteer, must be protected by diocesan and congregational policies.

What this means is that both paid and volunteer workers will have the same rights to an environment free from sexual harassment under the organization’s policies BUT volunteer workers do not have the same legal rights given to paid employees under federal, state and local sexual harassment laws. A church employer must work to prevent the sexual harassment of volunteer workers, stop any harassment that is occurring and protect the volunteer worker from retaliation but the volunteer worker will not have a legal right to back pay, reinstatement, lost future wages, attorney’s fees or any other remedy provided by law. Similarly, a volunteer
church worker does not have the legal right to file a complaint with a government regulatory body; or to have a government regulatory body investigate the complaint and negotiate a remedy with the Church; or to have the government sue the Church on the volunteer's behalf; or have the right to sue the Church for damages under the sexual harassment laws.

Sexual Harassment Laws

- Employees covered: Maybe
- Volunteers (clergy and lay) covered: No

Church Policy

- Employees covered: Yes
- Volunteers (clergy and lay) covered: Yes

**Sexual Harassment Policy**

The Episcopal Diocese of Kentucky (the “Church”) prohibits sexual harassment of Church Personnel by anyone, including supervisors or decision-makers, co-workers, consultants, vendors and other non-employees. Such sexual harassment is prohibited. The behavior of individuals engaging in such conduct, or supervisors or decision-makers who knowingly allow such behavior to continue, will not be tolerated.

All church personnel, whether supervisory of non-supervisory, and whether paid or volunteer, are prohibited from engaging in the conduct prohibited by this policy.

The definitions of terms used in this Policy are set forth in Section C of this Policy.

**A. Prohibited Behavior**

As noted above, the Church prohibits all forms of sexual harassment in the Church. Specific definitions and examples of sexual harassment are set forth below.

1. **Sexual Harassment**

   Sexual harassment is prohibited by this Policy. Sexual harassment includes unwelcome sexual advances and requests for sexual favors. Other unwelcome conduct which may constitute sexual harassment includes, but is not limited to, the following:

   Verbal:

   - repeated sexual innuendos, sexual epithets, derogatory slurs, off-color jokes (for example, jokes that include sexual language, innuendo, references, scenarios, etc.);
   - propositions, threats, or suggestive or insulting sounds (for example, comments about body, sexuality, etc., including insults and innuendo) even if the comment is about someone else;
   - inappropriate e-mail (for example, e-mail that includes sexual jokes or other references of a sexual nature about any person, gossip or speculation about a person's sexuality, sexual practices, sexual health, pregnancy, virility, etc.). This includes e-mail that was sent accidentally, for example by hitting the “forward” button instead of “reply,” or forgetting that a particular individual or worker is on one of your group lists.

   Visual/Non-Verbal:
• derogatory posters, cartoons or drawings (for example, cartoons and calendars that include nudity, sex acts, provocative poses, innuendo, sexual language, etc.);
• suggestive objects or pictures (for example, photographs that include nudity, sex acts, provocative poses; wallpaper, Screensavers, or other electronic displays of a sexual nature);
• graphic commentaries; leering; or obscene gestures (for example, vulgar gestures, gestures simulating sexual acts, “shooting the finger,” kissing the air toward someone or licking the lips in a sexually suggestive or provocative manner).

Physical:

• Unwanted physical contacts (including touching, interference with an individual’s normal work movement, unwelcome displays of romantic or sexual affection, aggressive physical contact or assault); and

Other:

• Making or threatening reprisals to an individual who opposes, objects to or complains about sexual harassment; possession of inappropriate material of a sexual nature in the Church or its display, duplication, or transmission.

Such verbal and physical conduct may constitute harassment when:

• Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or other Church work;
• Submission to or rejection of such conduct by an individual is used as a basis for employment or other Church work decisions affecting such individual;
• Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

2. Retaliation

The Church will not take any action in retaliation against any Church Personnel who, in good faith and with a genuine belief that he/she has been sexually harassed, brings or voices a complaint pursuant to this Policy or otherwise opposes sexual harassment. In addition, the Church will not tolerate any retaliatory acts by other individuals.

Retaliation is a serious violation of Church policy and applicable law. If you believe you have been subjected to retaliation in violation of this Policy, you should report your complaint immediately in the manner specified in Section B below. Individuals will be subject to discipline, up to and including termination if they are found to have retaliated against an individual because such individual (1) in good faith and with a genuine belief that he/she has been subjected to sexual harassment, made an honest complaint about such conduct, (2) participated honestly and in good faith in any investigation into a sexual harassment complaint, and/or (3) in good faith opposed acts of sexual harassment.

B. Procedure for Reporting Suspected Sexual Harassment and/or Retaliation

OPTION 1: USE IF EMPLOYER IS COVERED BY TITLE VII (I.E., HAS 15 OR MORE EMPLOYEES)

1. General Procedures Applicable to All Church Personnel

If you believe that the actions or words of a supervisor/manager, co-worker, customer, vendor, volunteer, or other individual in the Church constitutes illegal or prohibited sexual harassment, you have a responsibility to
promptly report that behavior to the Church’s management. Prompt reporting enables the Church to stop the sexual harassment, before it becomes severe or pervasive.

If you believe you have been the victim of any form of sexual harassment or retaliation, you must promptly give notice of your complaint to one or more of the following:

1. Your supervisor;
2. Anyone in your supervisory chain;
3. The Rector or clergy person in charge of the congregation;
4. A warden of the congregation;
5. The Bishop; and/or
6. Canon to the Ordinary; and/or Safe Church Coordinator

You are not required to complain to your supervisor or within your chain of command. In addition, to reporting the offending behavior to one of the people listed above, you are encouraged to speak directly to the individual whose conduct you find objectionable. You are not required to do this and it is suggested for you to consider doing only if you are comfortable doing so. If you decide to speak directly to the person involved, you may find that clear communication can sometimes resolve an issue immediately, as well as build greater understanding between individuals in the Church.

You may formally or informally complain to any of the above personnel via any of the following:

1. Telephone call
2. Letter
3. E-mail
4. Fax
5. In-person meeting
6. Filing a “Notice of Concern” and/or
7. Online (for example, Church or Diocesan Website)

All supervisors and decision-makers are required to report all formal and informal complaints, as well as any suspected or known policy violations, immediately to the rector or clergy person in charge of the congregation (for parishes) or Canon to the Canon to the Ordinary, Safe Church Coordinator, or Bishop (for dioceses), even if you ask the supervisor or decision-maker to keep the complaint confidential, or indicate that you do not wish to file a formal complaint. Church Personnel are required to report immediately any suspected or known policy violations to the rector or clergy person in charge of the congregation.

All supervisors and decision-makers are expected to act promptly and appropriately to prevent (1) sexual harassment in the Church, and (2) retaliation against those who make a good faith complaint of sexual harassment, or those who participate honestly and in good faith in either an investigation of a complaint or oppose illegal or prohibited sexual harassment in the Church.

All complaints of sexual harassment will be reviewed and investigated promptly and impartially by the Church’s management and/or its designee. Complaints may be made verbally or in writing. Once Church management receives notice of any complaint of sexual harassment it will swiftly determine whether or not a fact-finding investigation is necessary.

If it is determined that a fact-finding investigation is necessary, it will be launched promptly. If necessary, intermediate measures may be taken before completing the investigation to ensure that further sexual harassment does not occur.

Moreover, the Church will protect the confidentiality of the allegations to the extent possible; however, no individual can be promised or guaranteed strict or absolute confidentiality. For example, information may have to be disclosed to those officials and/or Church Personnel with a need to know in order to carry out the purpose and intent of this Policy.
Corrective or disciplinary action will be taken against any Church Personnel found to have engaged in sexual harassment. Such action may include counseling and/or appropriate disciplinary measures, up to and including termination.

As the complaining party, you will be given notice, in a timely fashion, of the outcome of the investigation of any formal or informal complaint.

2. Additional Options for Church Employees, Not Volunteers

This section provides additional options for Church employees, not volunteers, who believe they have been the victim of any form of sexual harassment, as prohibited by federal, state or local law.

If you are a Church employee, not a volunteer, as defined under this Policy and you believe you have been the victim of any form of illegal sexual harassment, in addition to the procedure set forth above, you also have the option of consulting with an attorney and/or filing a complaint with the Kentucky State Commission on Human Rights and/or the Equal Employment Opportunity Commission (EEOC), as well as pursuing any other remedies permitted by law.

As a general matter, the time frame for filing a complaint with the Kentucky State Commission on Human Rights is 180 days from the date of the most recent alleged act of unlawful sexual harassment.

In Kentucky, a complaint with the EEOC must be filed within 180 days from the date of the unlawful sexual harassment.

The Church employee, not volunteer, must note that these time limits typically do not run from the date that the complaint made to the Church is resolved but from the date the act of sexual harassment, is alleged to have occurred. Please note that this is not legal advice. Individual employees are responsible for confirming the time frames for filing a complaint with these administrative agencies by contacting the agencies themselves and/or counsel.

Nothing in this posting or in the Church’s sexual harassment policy creates any legal rights that did not otherwise exist nor does the Church admit that it is covered by or subject to any federal, state, or local laws.

C. General Definitions

1. Church Personnel

For purposes of this Policy, the term “Church Personnel” shall mean:

a. All clergy whether stipendiary, non-stipendiary, or otherwise who are engaged in ministry or service to the Church;

b. All paid personnel (including Church employees) whether employed in areas of ministry or other kinds of services by the diocese, its congregations, schools or other agencies. For example, office staff, maintenance of cleaning staff, camp staff, cooks or kitchen employees;

c. Those who contract their services to the diocese, its congregations, schools, or other agencies;

d. 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, boards of directors, church school teachers or assistants, worship team volunteers, and advisory boards.

e. All interns, persons in the ordination process, persons serving in discernment or field education assignments.

2. Church Employees
For purposes of this Policy, the term “Church employees” shall mean all individuals hired by the Church who are employees of the Church for purposes of federal, state and/or local discrimination and harassment laws.

3. Supervisors and Decision-Makers

For purposes of this Policy, the term “supervisors and decision-makers” shall mean:

a. All persons who have the express authority to hire, select, supervise, discipline, promote, demote, terminate, set compensation or other terms and conditions of employment;

b. All persons who have the express authority to recruit, duly appoint, select, license, discipline, supervise, terminate, or set terms and conditions of volunteer service;

c. All members of decision-making bodies who have the authority to approve the creation of ministries, programs, Church activities, or personnel policies;

d. Standing Committees, Diocesan Councils/Executive Boards, Vestries, and Bishop’s Committees who appoint or approve Persons Who Have Pastoral Relationships as defined in this Policy including all Standing Committees, Commissions on Ministry, Vestries, Boards of Directors for Schools, Bishops Committees and the like.

D. Education and Training Requirements

1. Church Personnel

Church Personnel are required to take training on sexual harassment and the organization’s sexual harassment policy. Existing Church Personnel must be trained within three (3) months of the effective date of this Policy. New Church Personnel must be trained before they start work in their Church position. If that is not possible, the Policy must be reviewed and discussed with them before they start work and the training must be completed within three (3) months of starting.

2. Supervisors and Decision-Makers

Supervisors and decision-makers must complete training on sexual harassment, including preventing and responding to sexual harassment, within three (3) months of the effective date of this Policy, or of becoming a supervisor or decision-maker.

OPTION 2: USE IF EMPLOYER HAS LESS THAN 15 EMPLOYEES BUT IS COVERED BY STATE OR LOCAL ANTI-DISCRIMINATION/ANTI-HARASSMENT LAWS

1. General Procedures Applicable to All Church Personnel

If you believe that the actions or words of a supervisor/manager, co-worker, customer, vendor, volunteer, or other individual in the Church constitutes illegal or prohibited sexual harassment, you have a responsibility to promptly report that behavior to the Church’s management. Prompt reporting enables the Church to stop the sexual harassment, before it becomes severe or pervasive.

If you believe you have been the victim of any form of sexual harassment or retaliation, you must promptly give notice of your complaint to one or more of the following:

1. Your supervisor;
2. Anyone in your supervisory chain;
3. The rector or clergy person in charge of the congregation;
4. A warden of the congregation;
5. The Bishop; and/or
6. Canon to the Ordinary, or Safe Church Coordinator.
You are not required to complain to your supervisor or within your chain of command. In addition, to reporting the offending behavior to one of the people listed above, you are encouraged to speak directly to the individual whose conduct you find objectionable. You are not required to do this and it is suggested for you to consider doing only if you are comfortable doing so. If you decide to speak directly to the person involved, you may find that clear communication can sometimes resolve an issue immediately, as well as build greater understanding between individuals in the Church.

You may formally or informally complain to any of the above personnel via any of the following:

1. Telephone call
2. Letter
3. E-mail
4. Fax
5. In-person meeting
6. Filing a “Notice of Concern” and/or
7. Online (for example, Church or Diocesan Website)

All supervisors and decision-makers are required to report all formal and informal complaints, as well as any suspected or known policy violations, immediately to the Rector or clergy person in charge of the congregation (for parishes) or Canon to the Canon to the Ordinary, Safe Church Coordinator, or Bishop (for dioceses), even if you ask the supervisor or decision-maker to keep the complaint confidential, or indicate that you do not wish to file a formal complaint. Church Personnel are required to report immediately any suspected or known policy violations to the Rector or clergy person in charge of the congregation.

All supervisors and decision-makers are expected to act promptly and appropriately to prevent (1) sexual harassment in the Church, and (2) retaliation against those who make a good faith complaint of sexual harassment, or those who participate honestly and in good faith in either an investigation of a complaint or oppose illegal or prohibited sexual harassment in the Church.

All complaints of sexual harassment will be reviewed and investigated promptly and impartially by the Church’s management and/or its designee. Complaints may be made orally or in writing. Once Church management receives notice of any complaint of sexual harassment it will swiftly determine whether or not a fact-finding investigation is necessary. If it is determined that a fact-finding investigation is necessary, it will be launched promptly. If necessary, intermediate measures may be taken before completing the investigation to ensure that further sexual harassment does not occur.

Moreover, the Church will protect the confidentiality of the allegations to the extent possible; however, no individual can be promised or guaranteed strict or absolute confidentiality. For example, information may have to be disclosed to those officials and/or Church Personnel with a need to know in order to carry out the purpose and intent of this Policy.

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option of consulting with an attorney and/or filing a complaint with the Kentucky Commission on Human Rights, as well as pursuing any other remedies permitted by law.

As a general matter, the time frame for filing a complaint with the Kentucky Commission on Human Rights is 180 days from the date of the most recent alleged act of unlawful sexual harassment.

The Church employee must note that these time limits typically do not run from the date that the complaint made to the Church is resolved but from the date the act of sexual harassment is alleged to have occurred. Please note that this is not legal advice. Individual employees are responsible for confirming the time frames for filing a complaint with these administrative agencies by contacting the agencies themselves and/or counsel.

Nothing in this posting or in the Church’s sexual harassment policy creates any legal rights that did not otherwise exist nor does the Church admit that it is covered by or subject to any federal, state, or local laws.

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b. All paid personnel (including Church employees) whether employed in areas of ministry or other kinds of services by the diocese, its congregations, schools or other agencies. For example, office staff, cleaning or maintenance personnel, camp staff, or kitchen personnel;
c. Those who contract their services to the diocese, its congregations, schools, or other agencies;
d. 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, boards of directors and advisory boards.
e. All interns, persons in the ordination process, persons serving in discernment or field education assignments.

2. Church Employees

For purposes of this Policy, the term “Church employees” shall mean all individuals hired by the Church who are employees of the Church for purposes of federal, state and/or local discrimination and harassment laws

3. Supervisors and Decision-Makers

For purposes of this Policy, the term “supervisors and decision-makers” shall mean:

a. All persons who have the express authority to hire, select, supervise, discipline, promote, demote, terminate, set compensation or other terms and conditions of employment;
b. All persons who have the express authority to recruit, duly appoint, select, license, discipline, supervise, terminate, or set terms and conditions of volunteer service;
c. All members of decision-making bodies who have the authority to approve the creation of ministries, programs, Church activities, or personnel policies;
d. Standing Committees, Trustees and Council, Vestries, and Bishop’s Committees who appoint or approve Persons Who Have Pastoral Relationships as defined in this Policy including all Standing Committees, Commissions on Ministry, Vestries, Boards of Directors for Schools, Bishop's Committees and the like.

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Supervisors and decision-makers must complete training on sexual harassment, including preventing and responding to sexual harassment, within three (3) months of the effective date of this Policy, or of becoming a supervisor or decision-maker.

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If you believe you have been the victim of any form of sexual harassment or retaliation, you must promptly give notice of your complaint to one or more of the following:

1. Your supervisor;
2. Anyone in your supervisory chain;
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4. A warden of the congregation;
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6. Filing a “Notice of Concern” and/or
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All supervisors and decision-makers are expected to act promptly and appropriately to prevent (1) sexual harassment in the Church, and (2) retaliation against those who make a good faith complaint of sexual harassment, or those who participate honestly and in good faith in either an investigation of a complaint or oppose illegal or prohibited sexual harassment in the Church.

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   a. All clergy whether stipendiary, non-stipendiary, or otherwise who are engaged in ministry or service to the Church;
   b. 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];
   c. Those who contract their services to the diocese, its congregations, schools, or other agencies;
   d. 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, boards of directors and advisory boards. For example, [fill in examples];
   e. All interns, persons in the ordination process, persons serving in discernment or field education assignments.

2. Supervisors and Decision-Makers

For purposes of this Policy, the term “supervisors and decision-makers" shall mean:

   a. All persons who have the express authority to hire, select, supervise, discipline, promote, demote, terminate, set compensation or other terms and conditions of employment;
   b. All persons who have the express authority to recruit, duly appoint, select, license, discipline, supervise, terminate, or set terms and conditions of volunteer service;
   c. All members of decision-making bodies who have the authority to approve the creation of ministries, programs, Church activities, or personnel policies;
   d. Standing Committees, Trustees and Council, Vestries, and Bishop’s Committees who appoint or approve Persons Who Have Pastoral Relationships as defined in this Policy including all Standing
Committees, Commissions on Ministry, Vestries, Boards of Directors for Schools, Bishop’s Committees and the like.

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2. Supervisors and Decision-Makers

Supervisors and decision-makers must complete training on sexual harassment, including preventing and responding to sexual harassment, within three (3) months of the effective date of this Policy, or of becoming a supervisor or decision-maker.

Appendix

A. Resolution Number: 1991-B052

Title: Establish a Committee on Sexual Exploitation
Legislative Action Taken: Concurred As Amended

Final Text: Resolved, the House of Deputies concurring, That the 70th General Convention of the Episcopal Church declares that sexual abuse, exploitation, coercion, and harassment of adults and minors by clergy and church employees are abuses of trust, a violation of the Baptismal Covenant, contrary to Christian Character, and are therefore wrong; and be it further

Resolved, That the 70th General Convention of the Episcopal Church establish a Committee on Sexual Exploitation to be appointed by the Presiding Bishop and the President of the House of Deputies to work with the Office of Pastoral Development. It shall be the duty of the Committee on Sexual Exploitation to study, educate, develop curriculum, and propose policy and standards of conduct on sexual abuse, exploitation, coercion, and harassment, and to advise the Office of Pastoral Development as resource persons. The membership of the committee is to be representative as to sex, race and ethnic diversity. The Committee will report to the 71st General Convention.

Citation: General Convention, Journal of the General Convention of...The Episcopal Church, Phoenix, 1991 (New York: General Convention, 1992), p. 783.

B. General Convention Resolution A156 (2006)

Final Version – Concurred
Resolution A156
Title: Sexual Exploitation
Topic: Sexual Misconduct
Committee: Social and Urban Affairs
House of Initial Action: Bishops
Proposer: Institutional Wellness and Prevention of Sexual Misconduct Sub Committee
Resolved, That the 75th General Convention of The Episcopal Church affirm the work already occurring in many dioceses and at the same time recommit itself to the positions taken by previous General Conventions that sexual misconduct (encompassing both sexual harassment and sexual exploitation) of adults by clergy, church employees, and volunteer workers has been and continues to be of deep concern to this Church, is an abuse of trust, a violation of the Baptismal Covenant, contrary to Christian character and is, therefore, wrong; and be it further

Resolved, That each diocese adopt policies for the protection from sexual misconduct of those served by diocesan programs, those who volunteer in the work of the diocese or are employed by the diocese, and that dioceses assist congregations in the development of such procedures and policies, including using the many resources that already exist, that address the following:

1. the articulation of behavioral standards for all clergy, lay employees and volunteers who work with adults or who provide pastoral counseling, pastoral care, spiritual direction, or the sacraments;
2. a screening process for all clergy, lay employees and volunteers who provide pastoral counseling and care, spiritual direction or the sacraments and who supervise clergy or lay volunteers;
3. education and training for all clergy, lay employees, and volunteers as listed above, with particular attention paid to what legally constitutes sexual harassment and to appropriate behavior and inappropriate sexual or sexualized behaviors towards adults, and with periodic refresher training encouraged;
4. guidelines for responding to concerns of sexual misconduct; and be it further

Resolved, That each diocese shall report to the House of Bishops Committee on Pastoral Development prior to the Spring 2009 House of Bishops meeting 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 2009 meeting and a full report made to the 76th General Convention.

C. Equal Employment Opportunity Commission (EEOC)

D. Human Rights Issues in Private Employment

The directory information contained herein was current at the time it was compiled in July 2008. Agencies may change their name and/or contact information from time to time, and therefore the information contained herein may no longer be current.

Kentucky

Kentucky Commission on Human Rights
332 W. Broadway, 7th Floor
Louisville, KY 40202
Toll-Free: (800) 292-5566
Tel: (502) 595-4024
Fax: (502) 595-4801
TDD: (502) 595-4084
http://kchr.ky.gov/
Once completed, this form should be filed with the affected parish and a copy filed with the Bishop’s Office.

Information Regarding the Person Suspected of Committing Misconduct:

Name of person suspected of committing misconduct: ________________________________
Address:
__________________________________________________________________________
__________________________________________________________________________
Telephone (home and work): _________________________________________________
Title/relationship to the church: _______________________________________________

Information Regarding Suspected Victim(s)

Name of suspected victim: _____________________________________________________
Age: ______ Gender: ______
Address:
__________________________________________________________________________
__________________________________________________________________________
Telephone: __________________________________________________________________
Relationship to the church:
__________________________________________________________________________

Name of other suspected victim: _______________________________________________
Age: ______ Gender: ______
Address:
__________________________________________________________________________
__________________________________________________________________________
Telephone: __________________________________________________________________
Relationship to the church:
__________________________________________________________________________
Confidential: Keep in a locked file

Information Regarding Incident(s) of Suspected Abuse:

How did you become suspicious of possible abuse or misconduct?

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Describe any physical evidence of the suspected abuse of misconduct:

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Describe each incidence of suspected abuse or misconduct as fully as possible, including dates, times and locations of incidents:

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Information Regarding Witnesses to Suspected Abuse or Misconduct:

Name of witness: _________________________________
Age of witness: _______
Address: _________________________________________
________________________________________________________________________
Telephone (home and work): ________________________
Title/relationship to the church: ______________________
________________________________________________________________________
Name of (any) additional witness(es): ________________
Age of witness: _______
Address: _________________________________________
________________________________________________________________________
Telephone (home and work): ________________________
Title/relationship to the church: ______________________
________________________________________________________________________

Information Regarding Person(s) to Whom Suspected Abuse or Misconduct Was Reported:

Name and title of parish official to whom the abuse or misconduct was initially reported (e.g., Sunday School teacher, rector, etc.)
________________________________________________________________________
Address: _________________________________________
________________________________________________________________________
Telephone (home and work): ________________________
Date that initial report was made: ______________________
Name and title of the person making the initial report to the parish official:
________________________________________________________________________
Address: _________________________________________
________________________________________________________________________
Telephone (home and work): ________________________
Date that initial report was made: ______________________
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If the victim was a minor, was the suspected abuse or misconduct reported to Child Protective Services (CPS)? ______
If yes, state the date report was made to CPS: ________________________________________________
Name and title of person reporting to CPS: ________________________________________________
Address: ____________________________________________________________________________
____________________________________________________________________________________
Telephone (home and work): ____________________________________________________________
Name of CPS worker contacted: __________________________________________________________
CPS contact’s telephone: __________________________________________________________________
Was the Suspected Abuse or Misconduct Reported to the Police? ______
If yes, the date report was made to police: ________________________________________________
Name and title of person reporting to police: _______________________________________________
Address: ____________________________________________________________________________
____________________________________________________________________________________
Telephone (home and work): ____________________________________________________________
Police department and contact person: _____________________________________________________
Police contact’s telephone: __________________________________________________________________
Was the suspected abuse or misconduct reported to the Diocese via telephone? ______
If yes, the date report was made to the Diocese: _____________________________________________
Name and title of person reporting to the Diocese: __________________________________________
To whom report was made: __________________________________________________________________
Address: ____________________________________________________________________________
____________________________________________________________________________________
Information Regarding Person Completing this Form:

Name and title of person completing this form: _____________________________________________
Address: ____________________________________________________________________________
____________________________________________________________________________________
Telephone (home and work): ____________________________________________________________

Signature: ____________________________________________________________________________
Date: _______________________________________________________________________________