

**Diocese of Northwestern Pennsylvania
Policy for the Protection of Children and Youth from Abuse**

Table of Contents	1
Introduction	2
Policy for the Protection of Children and Youth from Abuse from Abuse	3
General Definitions	4
A. Church Personnel	4
B. Children and youth	4
C. Regularly or Occasionally Work With or Around Children or Youth	4
D. Types of abuse	5
Safeguards for Children and Youth	7
A. Screening and Selection	7
B. Education and Training Requirements	8
C. Monitoring and Supervision of Programs	8
D. General Conduct for the Protection of Children and Youth	10
Responding to Problems	11
A. Reporting Inappropriate Behaviors or Policy Violations with Children or Youth	11
B. Reporting Suspected Abuse of Children or Youth	12
Appendices	
A. Guidelines for Appropriate Affection	13
B. Confidential Notice of Concern	15
C1. Sample Volunteer Application Form, with Acknowledgment, Release and Signature	16
C2. Sample Employment Application Form, with Acknowledgment, Release and Signature	20
D. PA State Child Abuse Reporting Statute Website	27
E. PA State Criminal Records and Sex Offenders Registry Information	27
F. House of Bishops Pastoral Letter on Child Sexual Abuse 2003	28
G. Resolution B008, Protection of Children and Youth from Abuse, 74th General Convention 2003	31

Introduction

In 2009, the Diocese of Northwestern Pennsylvania adopted the following mission statement: One Church of miraculous expectation under the Lordship of Jesus Christ equipping transformational leaders for transformational ministry through our missionary outposts—our congregations. A key component of transformational leadership is the attention to and defense of freedom from violence in our congregations and in our guidance. In the gospels, Jesus invokes, "Peace be with you!" (Lk.24:36; John 20:19). Jesus also calls for our embrace of children and young people in Mark's gospel:

Let the little children come to me; do not stop them; for it is to such as these that the kingdom of God belongs. Truly I tell you, whoever does not receive the kingdom of God as a little child will never enter it. (Mark 10:14b-16)

If we are to follow Christ's teachings of non-violence, then we have to be diligent in our prevention of violence in our midst, especially in regards to children and young people in the church. We must create environments which are safe and secure where our faithful and visitors of all ages can gather in peace and comfort, free from any fear of being threatened or abused. Harassment in any form is violence, and sexual harassment in particular has the potential to drastically impede our work in ministry and permanently damage the faith of those who have been entrusted to our care. Abuse of children and youth can be particularly harmful, creating obstacles to faith and right relationship between young people and God which may never be overcome.

Policy for Protection of Children and Youth

Relationships among people are at the foundation of Christian ministry and as such are central to the life of the church. Defining healthy and safe relationships through policies and codes of conduct is not meant, in any way, to undermine the strength and importance of personal interaction in our ministries. Rather, it is to assist in more clearly defining behaviors and practices that allow the church to more fully demonstrate its love and compassion for children and youth in sincere and genuine relationships.

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

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

General Definitions

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

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

B. CHILDREN AND YOUTH A child is defined as anyone under the age of 12 years. A youth is defined as anyone who is at least 12 years old, but not yet 18 years old. A youth may also be an individual who is 18 years old or older, but still in high school.

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

1. All clergy whether stipendiary, non-stipendiary, or otherwise who are engaged in ministry or service to the church.
2. All paid or volunteer Church Personnel whose work regularly takes them throughout the facility or grounds or who has keys giving them access to the buildings on the grounds.
3. All persons who supervise or assist with supervising children or youth, other than church school teachers, in ministries, programs or activities more often than occasionally.
4. All persons who provide transportation to children or youth without other adults in the vehicle more often than occasionally.
5. Any paid personnel whose living quarters are on the grounds of the church, school or other related agency.
6. All vestry members or other members of similar decision-making groups who have the authority to approve the creation of ministries, programs or activities for children or youth.

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

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

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

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

D. TYPES OF ABUSE

1. Physical abuse is non-accidental injury, which is intentionally inflicted upon a child or youth.
2. Sexual abuse perpetrated by an adult is any contact or activity of a sexual nature that occurs between a child or youth and an adult. This includes any activity, which is meant to arouse or gratify the sexual desires of the adult, child or youth.
3. Sexual abuse perpetrated by another child or youth is any contact or activity of a sexual nature that occurs between a child or youth and another child or youth when there is no consent, when consent is not possible, or when one child or youth has power over the other child or youth. This includes any activity which is meant to arouse or gratify the sexual desires of any of the children or youth.
4. Emotional abuse is mental or emotional injury to a child or youth that results in an observable and material impairment in the child or youth's growth, development or psychological functioning.

5. Neglect is the failure to provide for a child or youth's basic needs or the failure to protect a child or youth from harm.

6. Economic exploitation is the deliberate misplacement, exploitation, or wrongful temporary or permanent use of a child or youth's belongings or money.

Safeguards for Children and Youth

A. SCREENING AND SELECTION

1. Any and all Church Personnel who REGULARLY WORK WITH OR AROUND CHILDREN OR YOUTH shall be screened and selected utilizing at least the following:
 - a. An appropriate STANDARD APPLICATION completed by applicants that includes an authorization for the release of information to conduct background checks and the POLICY (Appendices C1 & C2).
 - 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. FBI FINGERPRINT CHECK for all employees and for all volunteers who have not lived in Pennsylvania for 10 or more years. For those volunteers living in Pennsylvania for 10 or more years, a form as supplied by the diocese is to be retained.
 - e. INDIVIDUAL INTERVIEW with the applicant.
 - f. REFERENCE CHECKS of persons outside the congregation who know the applicant, preferably who know how the applicant works with children.
 - g. DRIVING OR MOTOR VEHICLE RECORDS CHECK if the person may be transporting children or youth.
2. Any and all Church Personnel who OCCASIONALLY WORK WITH OR AROUND CHILDREN OR YOUTH shall be screened and selected utilizing at least the following:
 - a. An appropriate STANDARD APPLICATION completed by the applicant that includes an acknowledgment for the release of information to conduct background checks and the POLICY (Appendices C1 & C2).
 - b. INDIVIDUAL INTERVIEW with the applicant.
 - c. AT LEAST ONE REFERENCE CHECK of a person or persons outside the congregation who know the applicant, preferably who know how the applicant interacts with children.
 - d. DRIVING OR MOTOR VEHICLE RECORDS CHECK if the person will be transporting children or youth.
3. All information gathered about an applicant will be carefully reviewed and evaluated to make a determination, in consultation with others as necessary, of whether or not the person is appropriate to work with children or youth.

4. Church Personnel who work with or around children or youth must have a personnel file that is kept where other church records are kept.
5. Criminal records checks and sexual offender registry checks will be conducted every three (3) years for Church Personnel who Regularly Work With or Around Children or Youth.
6. To the extent possible, no person will be permitted to supervise an immediate family member when working with or around children or youth. For the purpose of this policy, immediate family member is defined as spouse, partner, child, parent, sister, brother, similar in-law relationship, stepchild, stepparent, stepsibling, grandparent, or co-habitant.
7. Church Personnel who transfer within the Diocese of Northwestern Pennsylvania and apply for or are asked to or who do undertake a position working with or around children or youth are required to undergo the same screening and selection process in Section A above. This requirement may be met through a transfer of a copy of their personnel file to the new congregation, school, agency, or program together with completion of a new application, individual interview and reference checks with the congregations, schools, agencies or other programs for which the applicant has worked with or around children or youth since the screening was last done as shown in the applicant's personnel file.

B. EDUCATION AND TRAINING REQUIREMENTS

1. All CHURCH PERSONNEL WHO REGULARLY OR OCCASIONALLY WORK WITH OR AROUND CHILDREN OR YOUTH and Church Personnel who are responsible for screening, selection, and supervision of others in programs for children and youth must complete Safeguarding God's Children and Safeguarding God's People trainings through a diocesan approved online course or with a diocesan certified trainer. The trainings must be completed within three months of starting.
2. Diocesan approved refresher courses must be taken every three years by CHURCH PERSONNEL WHO REGULARLY OR OCCASIONALLY WORK WITH OR AROUND CHILDREN OR YOUTH and Church Personnel who are responsible for screening, selection, and supervision of others in programs for children and youth.

C. MONITORING AND SUPERVISION OF PROGRAMS

The monitoring and supervision of programs and activities involving children or youth is important for safeguarding children and youth and involves several aspects. One aspect involves having structural guidelines or standards for the programs and activities for children and youth. These include such things as who approves new programs, how many adults need to be present and the like. In addition to setting structural guidelines and standards, church leaders must make sure the structural safeguards are followed. Programs and activities have to be monitored and supervised to do that.

Another aspect of monitoring and supervision is that supervisory personnel and others monitor and supervise the behavior of adults, youth and other children with children and youth so that inappropriate behaviors and interactions can be detected and stopped. Some behaviors and interactions are potentially harmful to children or youth in and of themselves. Examples include providing alcohol or drugs to children or youth or actually having sexual contact with a child or youth. Other behaviors and

Policy for the Protection of Children and Youth from Abuse

interactions are not necessarily harmful in and of themselves but are the same behaviors and interactions known to be used by those who abuse children or youth to "groom" them or their parents for eventual abuse or which provide the privacy child molesters need in order to abuse children or youth. Examples of those behaviors and interactions include holding children over the age of three on the lap, transporting a child or youth alone, and the like.

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

1. Every program for children and youth must meet the established ratios for adults and children. Compliance with the established ratio is required at all times, including activities that occur off church premises. These ratios are:
 - Infants (ages 0-1): 1 adult to 3 infants
 - Toddlers (ages 1-2): 1 adult to 6 toddlers
 - Age 2-8th grade: 1 adult to 8 children
 - 9th-12th grade: 1 adult to 12 youth
2. Church Personnel are prohibited from being alone with a child or youth or multiple children or youth where other adults cannot easily observe them.
3. Church Personnel over the age of 21 must directly supervise Church Personnel under the age of 18 and be physically present during all activities.
4. An up to date list of approved congregation-sponsored programs for children and youth will be maintained in the church office or other place where church records are kept.
5. Church Personnel are not permitted to develop new activities for children and youth without approval from the rector or canonical equivalent. Requests to develop new activities should be submitted in writing to the rector. The rector will consider whether the plan for a new activity includes adequate adult supervision.
6. Each program will develop age-appropriate procedures to ensure the safety of children and youth using restrooms and showers or baths.
7. When supervising or assisting private activities such as dressing, showering or diapering infants or children, Church Personnel will remain in an area observable by other adults or work in pairs.
8. At least two unrelated Church Personnel must supervise activities. When both boys and girls are participating, male and female adults must be present.

D. GENERAL CONDUCT FOR THE PROTECTION OF CHILDREN AND YOUTH

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

1. All Church Personnel who work with children or youth must agree to comply with the Diocese of Northwestern Pennsylvania's Guidelines for Appropriate Affection (Appendix A).
2. No person will be allowed to volunteer to REGULARLY WORK WITH CHILDREN OR YOUTH until the person has been known to the clergy and congregation for at least six months.
3. Programs for infants and children under six (6) years old will have procedures to ensure that children are released only to their parents or legal guardians or those designated by them.
4. Church Personnel are prohibited from the use, possession, distribution, or being under the influence of alcohol, illegal drugs, or the misuse of legal drugs while participating in or assisting with programs or activities specifically for children or youth.
5. Parents or guardians must complete written permission forms before Church Personnel transport children and youth for a church sponsored activity or for any purpose on more than an occasional basis.
6. Church Personnel will respond to children and youth with respect, consideration and equal treatment, regardless of sex, race, religion, sexual orientation, culture or socio-economic status. Church Personnel will portray a positive role model for children and youth by maintaining an attitude of respect, patience, and maturity. They will avoid even the appearance of favoritism.
7. One-to-one counseling with children or youth will be done in an open or public or other place where private conversations are possible but occur in full view of others.
8. Church Personnel are prohibited from dating or becoming romantically involved with a child or youth.
9. Church Personnel are prohibited from having sexual contact with a child or youth.
10. Church Personnel are prohibited from possessing any sexually oriented materials (magazines, cards, videos, films, clothing etc.) on church property or in the presence of children or youth except as expressly permitted as part of a pre-authorized educational program.

11. Church Personnel are prohibited from using the Internet to view or download any sexually oriented materials on church property or in the presence of children or youth.
12. Church Personnel are prohibited from discussing their own sexual activities, including dreams and fantasies, or discussing their use of sexually oriented or explicit materials such as pornography, videos or materials on or from the Internet, with children or youth.
13. Church Personnel are prohibited from sleeping in the same beds, sleeping bags, tents, hotel rooms or other rooms with children or youth unless the adult is an immediate family member of all children or youth in the bed, sleeping bag, tent, hotel room or other room. It is acceptable to have multiple adults sleep with all the children or youth participating in one open space such as a church basement or camp lodge.
14. Church Personnel are prohibited from dressing, undressing, bathing, or showering in the presence of children or youth.
15. Church Personnel are prohibited from using physical punishment in any way for behavior management of children and youth. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force. Physical force may only be used to stop a behavior that may cause immediate harm to the individual or to a child, youth or others.
16. Church Personnel are prohibited from using harsh language, degrading punishment, or mechanical restraint such as rope or tape for behavior management.
17. Church Personnel are prohibited from participating in or allowing others to conduct any hazing activities relating to children's or youth ministry or camp activities.

Responding to Problems

A. REPORTING INAPPROPRIATE BEHAVIORS OR POLICY VIOLATIONS WITH CHILDREN OR YOUTH

1. When Church Personnel observe any inappropriate behaviors, behaviors that are inconsistent with the GUIDELINES FOR APPROPRIATE AFFECTION, or which may violate any provision of these Policies for Protection of Children and Youth from Abuse, they must immediately report their observations. Examples of inappropriate behaviors or policy violations would be seeking private time with children or youth, taking children or youth on over-night trips without other adults, swearing or making suggestive comments to children or youth, or selecting or using staff or volunteers without the required screening.
2. Such inappropriate behaviors or possible policy violations that relate to interactions with children or youth should be reported in one of the following ways:
 - a. A telephone call or meeting with the immediate supervisor of the person,
 - b. A telephone call or meeting with the rector, if the person is not the rector;
 - c. A telephone call or meeting with a church warden if the person is the rector;
 - d. A telephone call, meeting or fax to the bishop;
 - e. Submit a NOTICE OF CONCERN (Appendix B), signed or unsigned, to the bishop.

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

B. REPORTING SUSPECTED ABUSE OF CHILDREN OR YOUTH

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

2. Failure to report suspected abuse of children or youth may be a crime. Reports may be made confidentially or anonymously. Every state provides immunity from civil liability for persons required to report suspected abuse in good faith and without malice. Simply stated, "in good faith" means that the person submitting the report believes what he or she is reporting to be true.

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

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

- a. A telephone call, meeting or fax to the bishop;
- b. A telephone call or meeting with the rector, if the rector is not the person being complained about.
- c. Submit a NOTICE OF CONCERN (Appendix B), signed or unsigned, to the bishop.

5. The Diocese of Northwestern Pennsylvania and the congregations therein will cooperate with any investigation by state authorities to the fullest extent appropriate and inform authorities that a concurrent internal investigation will be directed by the Diocese of Northwestern Pennsylvania.

Appendices

Appendix A: GUIDELINES FOR APPROPRIATE AFFECTION

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

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

Some POSITIVE and APPROPRIATE forms of affection are listed below:

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

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

- Inappropriate or lengthy embraces.
- Kisses on the mouth.
- Holding children over three years old on the lap.
- Touching bottoms, chests or genital areas other than for appropriate diapering or toileting of infants and toddlers.
- Showing affection in isolated areas such as bedrooms, closets, staff only areas or other private rooms.
- Occupying a bed with a child or youth
- Touching knees or legs of children or youth.
- Wrestling with children or youth.
- Tickling children or youth.

Policy for the Protection of Children and Youth from Abuse

- 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.

Appendix B: Confidential Notice of Concern

Individual(s) of Concern:

Date of occurrence:

Time of occurrence:

Type of Concern:

- Inappropriate behavior with a child or youth
- Policy violation with a child or youth
- Possible risk of abuse
- Other concern:

Describe the situation: What happened, where it happened, when it happened, who was involved, who was present, who was notified? If reported to the State, what was their recommendation about investigating? If it has not been reported to the State, why is that? Attach additional sheets if needed.

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

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

What is the follow-up plan? Does anyone else need to be notified? Will the situation need monitoring? Would you like someone to call you to discuss this situation? Attach additional sheets if needed.

Submitted by (Please print):

Telephone number:

Location and address:

Signature:

Once completed, please fax to the confidential fax line 814.456.8703

Date:

Reviewed by:

Appendix C1: Sample Application Form for Volunteers, with Acknowledgment, Release and Signature

INSTRUCTIONS

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

Today's date:

PERSONAL DATA

Name:

Street address:

City:

State:

Zip:

How long at current address:

Home phone:

Work phone:

Best time to contact you:

Email address:

Driver license number:

State:

Are you currently a resident in Pennsylvania?

Have you been a resident of Pennsylvania for the past ten years?

_____ Please submit completed Act 34 and Act 151 forms with this application.

_____ If you have not been a resident of PA for the past 10 years, or you are not currently a resident of PA, please submit an FBI fingerprint clearance in addition to completed Act 34 and Act 151 forms.

For what position(s) are you volunteering?

VOLUNTEER EXPERIENCE

Include all experience working with children or youth

ORGANIZATION:

Contact:

Phone:

Duties:

Dates:

ORGANIZATION:

Contact:

Phone:

Duties:

Dates:

ORGANIZATION:

Contact:

Phone:

Duties:

Dates:

ORGANIZATION:

Contact:

Phone:

Duties:

Dates:

PERSONAL OR PROFESSIONAL REFERENCE

NAME:

Address:

City:

State:

Zip:

Daytime phone:

How long have you known this person?

Relationship to you:

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

Yes No

If yes, please explain.

POLICY FOR THE PROTECTION OF CHILDREN AND YOUTH

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

_____ I agree to do my best to prevent abuse and neglect among children and youth involved in church activities and services.

_____ I agree not to physically, sexually or emotionally abuse or neglect a child or youth.

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

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

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

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

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

ACKNOWLEDGMENT, RELEASE AND SIGNATURE

To the best of my knowledge, the information contained in this application is complete and accurate. I understand that providing false information is grounds for not choosing me for a volunteer position or for my discharge if I have already been chosen. I authorize any person or organization, whether or not identified in this application, to provide any information concerning my previous employment, driving record, criminal conviction record, sexual offender registry or other qualifications for my volunteering. I also authorize _____ [Congregation] to request and receive such information.

If hired or chosen, I agree to be bound by _____ [Congregation's] policies and procedures, including but not limited to its POLICY FOR THE PROTECTION OF CHILDREN AND YOUTH FROM ABUSE and POLICY FOR THE PROTECTION OF CHILDREN AND YOUTH and its POLICIES FOR THE PREVENTION OF SEXUAL EXPLOITATION OF ADULTS and CODE OF CONDUCT FOR PERSONS HAVING PASTORAL RELATIONSHIPS. I understand that these may be changed, withdrawn, added to or interpreted at any time at the _____ [Congregation's] sole discretion and without prior notice to me. I also understand that my volunteering may be terminated, or any offer or acceptance of volunteering withdrawn, at any time, with or without cause, and with or without prior notice at the option of _____ [Congregation] or myself.

Nothing contained in this application or in any prevolunteering communication is intended to or creates a contract between myself and _____ [Congregation] for either volunteering or the providing of any benefit.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS.

Signature

Date

Appendix C2: Sample Employment Application Form, with Acknowledgment, Release and Signature

INSTRUCTIONS

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

Today's date:

PERSONAL DATA

Name:

Street address:

City:

State:

Zip:

How long at current address:

Home phone:

Work phone:

Best time to contact you:

Email address:

Driver license number:

State:

Social Security number:

Are you legally eligible to work in this country? Yes No

Note: If you are chosen for a paid position, you will be required to show documents verifying your employment eligibility and identity to complete the INS Form I-9 as required by the Immigration Reform and Control Act.

Are you currently a resident in Pennsylvania?

Have you been a resident of Pennsylvania for the past ten years?

_____ Please submit completed Act 34 and Act 151 forms with this application.

_____ If you have not been a resident of PA for the past 10 years, or you are not currently a resident of PA, please submit an FBI fingerprint clearance in addition to completed Act 34 and Act 151 forms.

Please list your addresses in the past five years:

For what position are you applying?

What interests you about the position for which you are currently applying?

What has prepared you for the position for which you are currently applying?

EMPLOYMENT HISTORY

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

CURRENT EMPLOYER

Company name:

Address:

City: State: Zip:

Immediate supervisor name:

Immediate supervisor phone number:

Position held:

Dates of employment:

Reason for leaving position:

PREVIOUS EMPLOYER

Company name:

Address:

City: State: Zip:

Immediate supervisor name:

Immediate supervisor phone number:

Position held:

Dates of employment:

Reason for leaving position:

PREVIOUS EMPLOYER

Company name:

Address:

City:

State:

Zip:

Immediate supervisor name:

Immediate supervisor phone number:

Position held:

Dates of employment:

Reason for leaving position:

PREVIOUS EMPLOYER

Company name:

Address:

City:

State:

Zip:

Immediate supervisor name:

Immediate supervisor phone number:

Position held:

Dates of employment:

Reason for leaving position:

VOLUNTEER EXPERIENCE

Include all experience working with children or youth

ORGANIZATION:

Contact:

Phone:

Duties:

Dates:

ORGANIZATION:

Contact:

Phone:

Duties:

Dates:

ORGANIZATION:

Contact:

Phone:

Duties:

Dates:

ORGANIZATION:

Contact:

Phone:

Duties:

Dates:

EDUCATIONAL HISTORY

NAME OF SCHOOL:

Address:

City:

State:

Zip:

Type of school:

Name of program or degree:

Program completed?

NAME OF SCHOOL:

Address:

Diocese of Northwestern Pennsylvania

Policy for the Protection of Children and Youth from Abuse

City: State: Zip:

Type of school:

Name of program or degree:

Program completed?

NAME OF SCHOOL:

Address:

City: State: Zip:

Type of school:

Name of program or degree:

Program completed?

PROFESSIONAL/CIVIC REFERENCES

NAME:

Address:

City: State: Zip:

Daytime phone:

How long have you known this person?

Relationship to you:

NAME:

Address:

City: State: Zip:

Daytime phone:

How long have you known this person?

Relationship to you:

PERSONAL REFERENCES

NAME:

Address:

City: State: Zip:

Daytime phone: Evening:

How long have you known this person?

Relationship to you:

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

Yes No

If yes, please explain.

POLICY FOR THE PROTECTION OF CHILDREN AND YOUTH

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

_____ I agree to do my best to prevent abuse and neglect among children and youth involved in church activities and services.

_____ I agree not to physically, sexually or emotionally abuse or neglect a child or youth.

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

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

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

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

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

ACKNOWLEDGMENT, RELEASE AND SIGNATURE

To the best of my knowledge, the information contained in this application is complete and accurate. I understand that providing false information is grounds for not hiring me or for my discharge if I have already been hired. 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. I also authorize _____ [Congregation] to request and receive such information.

If hired, I agree to be bound by _____ [Congregation's] policies and procedures, including but not limited to its POLICY FOR THE PROTECTION OF CHILDREN AND YOUTH FROM ABUSE and POLICY FOR THE PROTECTION OF CHILDREN AND YOUTH and its POLICIES FOR THE PREVENTION OF SEXUAL EXPLOITATION OF ADULTS and CODE OF CONDUCT FOR PERSONS HAVING PASTORAL RELATIONSHIPS. I understand that these may be changed, withdrawn, added to or interpreted at any time at the _____ [Congregation's] sole discretion and without prior notice to me. I also understand that my employment may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause, and with or without prior notice at the option of _____ [Congregation] or myself.

Nothing contained in this application or in any pre-employment communication is intended to or creates a contract between myself and _____ [Congregation] for either employment or the providing of any benefit.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS.

Signature

Date

Appendix D: PA State Child Abuse Reporting Statute Website

www.dpw.state.pa.us/ocyf/dpwocyf.asp

Appendix E: PA State Criminal Records and Sex Offenders Registry Information

AGENCY

Pennsylvania State Police
Records and Identification Division
1800 Elmerton Avenue
Harrisburg, PA 17110
(717) 783-5492
WEBSITE www.state.pa.us

CRIMINAL BACKGROUND CHECK

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

SEX OFFENDER REGISTRY

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

Appendix F: Resolution X031 House of Bishops Letter on Child Sexual Abuse 2003

TOPIC/TITLE: PROCEDURAL: PASTORAL

LETTER PROPOSER: KEN PRICE

A PASTORAL LETTER FROM THE BISHOPS OF THE EPISCOPAL CHURCH To be read or cause to be distributed in every parish, mission, preaching station, and church-related institution which works with children and youth.

Dear Brothers and Sisters in Christ,

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

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

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

Because of these mandates of love, respect, service, and justice, we have acknowledged our obligation to articulate clear standards about sexual harassment and misconduct, and to ensure that all our work and ministry is guided by them. We have been committed to sexual conduct training and abuse prevention for all our clergy and lay leaders. We have been clear that exploitation and abusiveness are always unacceptable in our common life. We have made efforts to become aware of the spiritual and emotional damage that is done by sexual misconduct, and to do our best to guarantee that none who come to us will suffer such harm. In spite of our best efforts, it is sad when we discover that we have not done enough.

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

Policy for the Protection of Children and Youth from Abuse

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

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

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

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

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

1. Thorough SCREENING and SELECTION of clergy, lay employees and volunteers who work with children and youth;
2. Articulation of clear behavioral standards for interactions between clergy, lay employees, volunteers and children and youth
3. Careful, CONTINUOUS MONITORING OF ALL PROGRAMS AND INTERACTIONS involving children and youth;
4. Provision for EDUCATION AND TRAINING OF CLERGY, LAY EMPLOYEES AND VOLUNTEERS for work with children and youth; and
5. Guidelines for responding to concerns about behavior or allegations of abuse.

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

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

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

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

Some helpful materials will be available through your diocesan office by the first of November. We ask that as you make use of them you will remember the challenge our Lord provided to his followers, "unless you become as children you cannot enter the kingdom of God." We renew our commitment to ensure that our church is a community of love and care for every person. We ask that you join us in doing all in our power to see that all our members find among us a safe place where they can be open and trusting and able to know the reconciling love of God in Christ that makes all things new.

A COLLECT FOR THE CARE OF CHILDREN

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

Bishops of the Episcopal Church
Gathered at General Convention, Minneapolis, MN
August 6, 2003, The Feast of the Transfiguration

Appendix G: Resolution B008, Protection of Children and Youth from Abuse, 74th General Convention 2003

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

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

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

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

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

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

1. A screening and selection process for all clergy, lay employees and volunteers who regularly work with children or youth. Dioceses are encouraged to consider:
 - a. A written application
 - b. A public records check
 - c. An interview
 - d. Reference checks
 - e. A general provision that volunteers not work with children or youth until they have been known to the clergy or congregation for at least six months

2. The articulation of behavioral standards for clergy, lay employees, and volunteers working with children or youth. Dioceses are encouraged to consider:
 - a. Respect for the privacy and dignity of children and youth by not putting them in inappropriate unmonitored one-to-one situations
 - b. Age-appropriate arrangements for sleeping, bathing, dressing, or showering
 - c. The prohibition of dating, romantic involvements, or sexual contact with a child or youth
 - d. The prohibition of any sexually oriented materials (magazines, cards, videos, films, clothing, etc.) in the presence of children and youth except as expressly permitted as part of a pre-authorized educational program

 - e. Guidelines for physical contact and expressions of affection that define appropriate and inappropriate behaviors

f. The prohibition of discussing their own sexual activities and fantasies with children or youth

g. The prohibition of the non-sacramental use, possession, distribution or being under the influence of alcohol, illegal drugs, or the misuse of legal drugs

3. The monitoring of programs and interaction with children and youth. Dioceses are encouraged to consider:

a. The prohibition of the development or initiation of new activities for children or youth without prior approval from the appropriate decision-maker(s)

b. The recognition that the ordinary standard is the presence of two unrelated adults for any activities involving children or youth

4. Education and training. Dioceses are encouraged to consider:

a. Child abuse prevention for clergy, lay employees and volunteers who regularly work with children or youth

b. Specialized training for those who recruit, screen or select persons to work with children or youth

5. Guidelines for responding to concerns. Dioceses are encouraged to consider:

a. Inappropriate behavior with children or youth

b. Violation of policies for the protection of children or youth

c. Suspected abuse of children or youth; and be it further

RESOLVED, That each diocese shall report to the House of Bishops Committee on Pastoral Development prior to the Spring 2006 meeting of the House of Bishops with a copy of its adopted and implemented policy and an evaluation of the history of its use. A summary report shall be made to the House of Bishops Spring 2006 meeting and a full report made to the 75th General Convention.