



*Episcopal*  
DIOCESE OF MICHIGAN

**Safe Church:  
Creating a Healthy Environment for  
Children, Youth, and Vulnerable Adults**

Sept 20, 2018

**Edited 1/11/2023**

# Safe Church: Creating a Healthy Environment for Children, Youth and Vulnerable Adults

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## **Safe Church: Creating a Healthy Environment for Children, Youth, and Vulnerable Adults**

*“Have always therefore printed in your remembrance, how great a treasure is committed to your charge. For they are the sheep of Christ, which he bought with his death, and for whom he shed his blood. The Church and Congregation, whom you serve, in his Spouse, and his Body. And if it shall happen the same Church, or any Member thereof, to take any hurt or hindrance by reason of your negligence, ye know the greatness of the fault.”*

*The 1549 Book of Common Prayer*

### **The Policy**

Known as “Safe Church: Creating a Healthy Environment for Children, Youth, and Vulnerable Adults”, the intent of this policy is to demonstrate the commitment of the Episcopal Diocese of Michigan to safeguard ALL of God’s children, with an emphasis on children, youth, and vulnerable adults with whom it interacts, from sexual, physical and/or personal abuse or exploitation.

It establishes the importance of providing training programs (supported by standards, guidelines, procedures and protocols) to create a safe environment for those to whom we minister, and for our own personal protection. The Diocese of Michigan acknowledges its responsibilities in providing these essential pro-active tools, and its duty to appropriately and lawfully comply with the investigation and reporting of any allegations, reports, or suspicions of any abuse by any representative of the Church, or by any other person with whom the representative(s) may interact in their ministry with the Church.

This policy enables the Episcopal Diocese of Michigan to:

- Promote best practices and pro-actively work in a way that can prevent harm, abuse, coercion to or exploitation of any vulnerable person
- Ensure that any allegations of abuse or suspicion are dealt with appropriately and in compliance with the Canons of the Diocese of Michigan and the laws of the State of Michigan
- Take appropriate measures to prevent or stop an abuse from occurring, including the requirement to attend training sessions, make application for various positions, and undergo various personal and background checks.

This policy relates to the safeguarding of vulnerable persons from nursery age, through the elder years, and includes persons aged 18 years or older, who are receiving or may need community care services because of learning, physical or mental disability, age, or illness, or any who may be unable to care for, or protect themselves, from significant harm or exploitation.

Living into our Baptismal Covenant, the Episcopal Diocese of Michigan, and its affiliated congregations, and other entities, strive for justice and peace among all people and to respect the dignity of every human being. This policy further insures that no one is to be deprived of the basic needs of food, drinking water, shelter, sleep, access to restrooms, safety, and clothing at any event. Further, no one shall be denied rights, status, or access to an equal place in the life, worship, and governance of any program or activity because of race, color, ethnic origin, national origin, marital status, sex, sexual orientation, gender identity and expression, differing abilities, or socio-economic class.

## The Scope

For the purposes of this policy, the following persons and/or groups, agencies, or organizations are bound and defined as “Church Personnel”:

- All clergy (bishops, priests and deacons), whether salaried, stipendiary, non-stipendiary, or are otherwise engaged in ministry or service to the church
- All paid personnel, employed in areas of ministry or in other kinds of services by the diocese; its congregations; schools; or other agencies. Examples include: Church Administrators; Sextons; musicians and directors of adult, children and youth choirs; Parochial School teachers; Day Care providers; Camp or Retreat staff; or those who have living quarters on the grounds of the church, school, or another related agency.
- Those who contract to service the diocese, its congregations, schools, or other agencies, who may find themselves engaging in pastoral relationships
- Volunteers, which include any person(s) who enters into or offers him or herself, for a church-related service, or who actually assists with or performs a service not limited to worship services (regardless of whether they have been selected or assigned to do so). Examples of volunteers include members of: decision-making groups who have authority to approve the creation of ministries, programs, or other activities for children, youth or vulnerable adults. Examples include: diocesan committee members, advisory boards, vestry or Bishop’s Committee, board of trustees, Stephen’s Ministers, Eucharistic Ministers or Visitors, lay or volunteer youth directors and ministers, other members of pastoral care teams including Sunday school or vacation Bible school teachers/leaders, nursery care givers, supervisors and assistants, and drivers and program chaperones, including volunteer camp staff and other adults who participate in overnight activities.

The abuse of children, youth, and vulnerable adults in congregations, institutions, agencies, or programs of the diocese is wrong and will not be tolerated. For this reason, the safeguarding of vulnerable persons from nursery age through the elder years, is defined as follows:

- a child is anyone under the age of 12 years;
- a youth is anyone at least 12 but not yet 18 years old, or an individual older than 18 who is still in school;
- a vulnerable adult is anyone over the age of 18, who is receiving or may need community care services because of learning, physical or intellectual limitations, age, or illness, precluding their ability to care for, or protect themselves against significant harm or exploitation.

This policy sets forth the expectations of the Diocese of Michigan for its leaders in its relationships with vulnerable people, and to foster the highest standards of behavior in various ministry settings, including:

- Application, screening and training protocols, including those which are appropriate, specialized, or tailored to ministry role and function
- Behavioral standards designed to ensure all persons engaged in ministry are treated with dignity and respect in all settings
- Recommended practices and guidelines for social media and electronic communication interaction with children, youth and vulnerable adults

## **Expectations, Implementation and Compliance**

This policy sets forth statements of general expectations and provides guidelines, procedures, protocols, and standards for ordained and lay persons in the church when engaged in ministry with children, youth and vulnerable adults, in the Diocese of Michigan. Compliance with its provision is required for all activities sponsored by the Diocese, and every congregation, institution, organization, school, and/or agency of the Diocese of Michigan. The purpose of this policy is to utilize best practices to create a safe and welcoming environment for all of God's children, free of any physical or mental abuse, neglect, or exploitation.

It is an expectation of the Diocese of Michigan, that the governing bodies and leadership of each individual congregation, institution, organization, school, and/or agency of the diocese, will thoroughly understand this policy and develop a site-specific policy, implementing appropriate judgments regarding local circumstances. No provisions may be omitted from a local policy, however not all provisions may be applicable.

It is anticipated that not all provisions may be applicable in all dioceses and congregations or other, and there may be situations which have not been addressed. No policy can foresee every possible circumstance to which it may be applied. Whenever applicable, questions of civil, criminal, and/or ecclesiastical authority of discipline or employment must be addressed with the relevant authorities. It is an expectation of this policy that the Office of the Bishop will be contacted immediately for consultation and resources, should assistance be needed.

With regard to congregations and church agencies, the governing body of each shall adopt this policy by formal resolution on or before January 1, 2019, and must inform the Bishop's Office in writing of its adoption, and any additional addenda they have added for their own particular situation.

On or before March 1<sup>st</sup> of each year, all congregations and church agencies must:

- Review its own Safe Church policy, and evaluate its implementation within the congregation, recording in its permanent records, a summary of the evaluation.
- Provide all Church Personnel with a copy of the adopted policy, and have each sign the Diocese of Michigan form acknowledging it as having been received, read and understood.
- Each congregation or church agency must retain its resolution adopting this revised policy and the signed forms from covered individuals among its permanent records. All policies must be periodically updated to reflect local or canonical changes.

## Theological and Ethical Foundations

*“Have always therefore printed in your remembrance, how great a treasure is committed to your charge. For they are the sheep of Christ, which he bought with his death, and for whom he shed his blood. The Church and Congregation, whom you serve, in his Spouse, and his Body. And if it shall happen the same Church, or any Member thereof, to take any hurt or hindrance by reason of your negligence, ye know the greatness of the fault.”* - The 1549 Book of Common Prayer

*“For I tell you, unless your righteousness exceeds that of the scribes and Pharisees, you will never enter the kingdom of heaven.”* - Matthew 5:20 (NRSV)

*“And the Word became flesh and dwelt among us, full of grace and truth; we have beheld the Word’s glory, glory as of the only Child from God.”* - John 1:14 (An Inclusive Language Lectionary)

God expressed the fullness of humanity in Jesus of Nazareth, who we worship as the Word made flesh. To be human is to live with God and the whole of creation in the fullness of freedom and the challenge of responsibility. The pattern of Jesus’ life, death, and resurrection resonates unreservedly with God’s call to perfect freedom and responsibility.

In baptism, God speaking through the Church, claims us in Christ. We become in Christ the community of God’s final purpose: justice and peace, love, and plenty for the whole creation. This new community lives in Eucharistic fellowship with God and Creation as a sign and instrument of God’s reconciling purpose in the world.

The Church is called to embody and advance God’s mission. Ministry is the vocation of the whole community: lay persons, deacons, priests, and bishops who together represent Christ and the Church in the world.

The obligation to seek and serve Christ in all persons and to respect the dignity of every human being is binding for all the baptized. The authority with which leaders -- ordained persons and adults who minister with children, youth, and vulnerable adults -- are entrusted, creates an inherent power imbalance in the pastoral relationship. This power imbalance derives from the leadership role and, in the case of clergy, the symbolic authority of an ordained person. Christian leadership is intended to provide occasions for guidance and grace, and its abuse is always and unequivocally wrong.

Ministry involves a necessary tension between a Gospel-based integrity and a Gospel-based intimacy as modeled by the life of Christ. A rigid adherence to a system of rules leads to an unproductive legalism. Yet, without the framework of the law, the intimate relationships into which Christ calls us are at risk of distortion and harm. All the people of God are called to minister authentically within this tension.

# **Policy Adoption, Implementation, and Audit**

## **Diocesan Adoption, Implementation, and Audit**

The Diocesan Council, as the governing body of the Diocese of Michigan, may adopt variations of the model policies, describing in detail and circumstance, the variations and rationale for such. The Diocesan Council will oversee the development, approval, and adoption of the diocesan policy.

The bishop or ecclesiastical authority for the Diocese of Michigan will inform congregations and other Organizations within the diocese of the contents of the diocesan policy, and the requirement that each congregation or Organization adopt a site-specific policy in accordance with the diocesan policy, and the provision for Public Records background checks.

The diocese, and each individual congregation, institution, organization, school, and/or agency of the diocese is required to conduct a “Safe Church Self-Audit” every year to confirm compliance with diocesan Safe Church policy.

Procedures to confirm compliance by audit will include, but are not limited to, the following:

- Existence of policy that is consistent with and/or exceeds the requirements of the model policies.
- Provision of accessible and appropriate training for all those who work with children, youth, and vulnerable adults, in accordance the “Screening and Training Protocols” standard. Such training will include, at a minimum, the topics identified in the model policies.
- Verification that each congregation and/or Organization within the Diocese of Michigan has adopted a policy that is consistent with and/or exceeds the diocesan policy.
- Verification that each congregation and/or Organization has a process to ensure members access training and is conducting public record background checks.

## **Congregation and Organization Adoption, Implementation, and Audit**

Congregations and Organizations of the diocese must adopt a *Policy for the Protection of Children, Youth, and Vulnerable Adults* that is consistent with, and/or exceeds, the requirements set forth by the diocesan policies.

Where permitted by their governing body, congregations and Organizations may adopt site-specific variations from the diocesan policies, describing in detail and circumstance, the variations and rationale for such. Approval of the site-specific policy will be recorded in the minutes of the vestry or governing body.

The Policy for the Protection of Children, Youth, and Vulnerable Adults will be posted in an area where activities take place, and will be given to all adults, guardians, and all paid and unpaid persons who minister to children, youth, or vulnerable adults. Provisions in the site-specific policies will be made to include the names and phone numbers of the clergy-in-charge, the senior warden, and a contact person in the bishop’s office.

Each congregation and Organization is required to conduct a Safe Church Self-Audit annually to confirm compliance with safe church policy, and report the results of the audit to the bishop’s office by March 1 of each year.

Procedures to be confirmed by audit, will include, but are not limited to:

- Public records checks, application forms, and records of screening and reference verification of paid and unpaid persons.
- Records of compliance with “Screening and Training Protocols” standard.
- Procedures for responding to concerns and incidents
- Evidence of compliance with “Safe Space” requirements.

## **Code of Conduct General Standard**

All Church Personnel in the Diocese of Michigan are expected to govern their behavior in accordance with the following principles:

### **Church Personnel are accountable to the Church for their behavior.**

- All Church Personnel will have received a copy of and will be expected to be aware of the “Safe Church: Creating a Healthy Environment for Children, Youth, and Vulnerable Adults” policy, which has been adopted by the Diocese or by that institution.
- All Church Personnel (clergy and others) who provide counseling or spiritual direction are required to have ongoing professional supervision or to refer each individual to professional counseling after six sessions have been held. Those engaged in spiritual direction are expected to submit that ministry to regular review by a spiritual advisor approved by the Bishop.
- The behavior of Church Personnel is expected to conform at all times to the principles and standards described in this policy. Any ordained person who believes that this should not apply to his or her pastoral situation will work with the Bishop to define precisely what modification in the stated policy may be made in his/her case. Any Church Personnel (employee or volunteer) who believes that this policy should not apply to his or her situation will seek and follow the guidance of the Bishop.
- These expectations apply to all clergy (retired or active, canonically resident or licensed, paid or non-stipendiary), as well as to all postulants and candidates for Holy Orders and Church Personnel in pastoral or supervisory relationships.

### **Pastoral Conduct MUST be governed by fiduciary responsibility.**

Within the community which is the church, human beings (lay and clergy alike) support and depend upon one another. A pastoral role, however, carries with it a responsibility to be attentive to the pains and needs of others without any expectation that that attentiveness will be reciprocated. A fiduciary relationship is a responsibility built on trust, in which one must put the interests of the other person above his or her own interests. It is not appropriate for the deeper emotional and relationship needs of clergy, or others engaged in pastoral care, to be directed toward those among whom they minister. No one can be both pastor/supervisor and lover. Where dual relationships are attempted, one relationship or the other is inevitably sacrificed. Therefore, once a pastoral relationship has been initiated, it is only with great care and under particular conditions that it will be permissible to redefine that relationship as a personal one.



Dating between an ordained person and a member of the congregation in which he or she ministers *may* be permissible when the ordained person:

- Reports the fact of a social-dating relationship with a parishioner both to the Bishop or the Bishop's designee and to either the rector or other priest-in-charge (if the ordained person is not the rector or priest-in-charge), or at least to one Warden of the congregation, and
- Makes alternate provision for the pastoral care of the member of the congregation.

In this Diocese, dating between a bishop, priest or deacon, and a member of the community in which he or she ministers, is *discouraged* with:

- Any person to whom the ordained person has given or is giving counseling, spiritual direction or guidance.
- Any employee of the community in which he or she ministers.
- Any person from whom the ordained person has received confession or confidential information.
- Any patient, resident, or student in an institution at which the ordained person currently serves as a teacher, counselor, administrator, or chaplain.

*In all cases, clergy are bound to protect the pastoral relationship regardless of their own personal needs.*

#### **Pastoral and supervisory relationships may not be sexualized.**

- A sexual relationship between a person empowered with a supervisory and/or pastoral role and a member of the group within which that person ministers or supervises is not permissible. Suggestive behavior, behavior that presumes an intimacy which cannot be part of a pastoral relationship, is also prohibited. Whether or not the other person indicates that an advance will be welcome, the supervisory/pastoral leader may not engage in verbal or physical conduct of a sexual nature, such as: significant glances, standing too close for another's comfort, intimate voice tone, lingering hugs or handshakes, sexual allusions, "teasing" or "joking" which is an expression of sexual energy.
- It is always the supervisory/pastoral leader's responsibility to see that supervisory and/or pastoral relationships are not sexualized and to maintain appropriate boundaries, even when others express eagerness to cross them. In addition, leaders must understand that conduct which is not intended to be of a sexual nature may nonetheless be interpreted in that way. Accordingly, those subject to this policy must take great care to avoid any conduct which can be misunderstood as sexual.
- In the church, as in any workplace, a positive work environment is one in which the dignity of each person is respected. Sexual harassment is therefore *not* permissible.

**All Church Personnel are expected to agree with the provisions of the Code of Conduct, including the following:**

- Church Personnel agree to do their best to prevent abuse and neglect among children, youth, and vulnerable adults, involved in church activities and services.
- Church Personnel agree to not physically, sexually, or emotionally abuse or neglect a child, youth, or vulnerable adult.
- Church Personnel agree to comply with the Guidelines for Appropriate Affection with children, youth, and vulnerable adults.
- In the event that Church Personnel observe any inappropriate behaviors, or possible policy violations with children, youth, or vulnerable adults, church personnel agree to immediately report their observations.

All Church Personnel acknowledge their obligation and responsibility to protect children, youth, and vulnerable adults, and agree to report known or suspected abuse of children, youth, or vulnerable adults to appropriate church leaders and state authorities, in accordance with the provisions of this policy and supporting documents.

Church Personnel understand that the church will not tolerate abuse of children, youth, or vulnerable adults (or any person), and agree to comply in spirit and in action with this position.

## Definitions of Words Encountered in this Document

**Abuse:** Harm or threatened harm to a person's health or welfare caused by another person, including, but not limited to, non-accidental physical or mental injury, sexual abuse, or maltreatment.

**Adult:** Anyone who is 18 years or older, and not in high school.

**Adult Protective Services:** A social services program provided by state and local governments serving vulnerable adults and their families who are in need of assistance. Adult Protective Services receive and investigate reports, suspected abuse, neglect and exploitation.

**Bullying:** Behavior that intimidates, humiliates, offends, degrades, or harms another person, whether verbal, psychological, social, physical, or otherwise.

**Child:** Anyone under the age of 12 years. Age established in accordance with generally accepted definitions in the United States.

**Child Protective Services:** A social services program provided by state and local governments serving children and their families who are in need of assistance. Child Protective Services receive and investigate reports of suspected abuse, neglect, and exploitation.

**Church Personnel:** All clergy (bishops, priests and deacons), whether salaried, stipendiary, non-stipendiary, or are otherwise engaged in ministry or service to the church.

All paid personnel, employed in areas of ministry or in other kinds of services by the diocese; its congregations; schools; or other agencies. Examples include: Church Administrators; Sextons; musicians and directors of adult, children and youth choirs; Parochial School teachers; Day Care providers; Camp or Retreat staff; or those who have living quarters on the grounds of the church, school, or another related agency.

Those who contract to service the diocese, its congregations, schools, or other agencies, who may find themselves engaging in pastoral relationships.

Volunteers, which include any person(s) who enters into or offers him or herself, for a church-related service, or who actually assists with or performs a service not limited to worship services (regardless of whether they have been selected or assigned to do so). Examples of volunteers include members of: decision-making groups who have authority to approve the creation of ministries, programs, or other activities for children, youth or vulnerable adults, which may include: diocesan committee members, advisory boards, vestry or Bishop's Committee, board of trustees, Stephen's Ministers, Eucharistic Ministers or Visitors, lay or volunteer youth directors and ministers, other members of pastoral care teams including Sunday school or vacation Bible school teachers/leaders, nursery care givers, supervisors and assistants, and drivers and program chaperones, including volunteer camp staff and other adults who participate in overnight activities.

**Cisgender:** An adjective describing a person whose sense of personal identity and gender corresponds with their gender or sex assigned at birth. This is an evolving term, as our understanding and language around gender identity and sexuality expands and matures

**Exploitation:** The misuse of a person's funds, property or personal dignity by another person.

**Gender Non-binary:** An umbrella term for people who identify as neither male nor female. These people might identify as both ("bigender"), neither ("agender"), a mix between the two ("genderfluid"), or unsure of their gender ("genderqueer"). This is an evolving term, as our understanding and language around gender identity and sexuality expands and matures.

**Guideline:** Recommended practice that allows for some discretion or leeway in its interpretation, implementation, or use.

**Intake Officer:** The person(s) designated by each diocese to receive information regarding an offense for which a member of the clergy may be held accountable under *Title IV of the Constitution and Canons of The Episcopal Church*, which sets out the disciplinary process for clergy. Anyone may contact an Intake Officer to report concerns.

**Leader:** A person who, for the benefit of another, engages in ministry without responsibility for oversight of other adults engaged in that same ministry. Examples include: Eucharistic Visitors and members of pastoral care teams.

**Mandated Reporter:** A person who is required by state law to report reasonable suspicions of abuse, neglect and/or exploitation of vulnerable populations to the appropriate state agency. Michigan state law mandates that either all adults in certain professions report suspected abuse of children, youth, elders, vulnerable and/or dependent adults. A list of Mandated Reporters for suspected abuse of children and youth may be found at: [http://bit.ly/Mandated\\_Child](http://bit.ly/Mandated_Child). A list of Mandated Reporters for suspected abuse of adults may be found at: [http://bit.ly/Mandated\\_Adult](http://bit.ly/Mandated_Adult).

**Neglect:** Harm to a person's health or welfare caused by the inability or failure of the adult, or an individual responsible for a significant aspect of the adult's health or welfare. Neglect includes the failure to provide adequate food, shelter, clothing, medical care.

**Off-site:** Any location other than the sponsoring Episcopal church, institutional facility, or campus.

**Organizations:** All institutions for which the Diocese or congregations have legal or fiduciary responsibility (examples include: diocesan departments, commissions, conference and retreat centers, adult day care centers, retirement communities, religious orders, congregations, schools, etc.)

**Overnight:** Any event that starts on one calendar day and ends on a different calendar day.

**Pastoral Relationship:** Any relationship a) between a Member of the Clergy and any person to whom the Member of the Clergy provides or has provided counseling, pastoral care, spiritual direction, or spiritual guidance, or any person from whom said Member of the Clergy has received information with the Rite of Reconciliation of a Penitent, or b) between a lay minister and any person to whom the lay minister is offering prayer or ministry, or any person from whom the lay minister has received sensitive, personal, or confidential information in the course of offering ministry

**Procedure:** A fixed, step-by-step, sequence of activities or course of action (with definite start and end points) that MUST be followed in the same order to correctly perform a task. Repetitive procedures are called routines.

**Programs:** Official activities and Programs sponsored by the Episcopal Church and its provinces, dioceses and congregations.

**Protocol:** General, unwritten rules or guidelines that are peculiar to every culture or organization, and are supposed to be observed by all parties in the conduct of business.

**Public Record Check:** A search of documents and data available to the public including criminal and civil court records, credit reports, and driving records from the department of motor vehicles. Typically, such searches are conducted by a third party with expertise in this area.

**Residential Facility:** Any institution or group home setting where a vulnerable adult resides on a permanent or temporary basis, such as a nursing home, rehabilitation center, assisted living facility, treatment center, or memory care facility.

**Responsible Person:** The person designated as being accountable for compliance with this policy for an event or program.

**Sacramental Use:** Consecrated or unconsecrated wine used in the setting of Eucharist.

**Sexual Misconduct:** A broad term encompassing any behavior of a sexual nature that is committed without consent or capacity for consent, or by force, intimidation, coercion, or manipulation. Sexual misconduct can be committed by a person of any gender, and it can occur between people of the same or different gender.

- **Sexual Abuse or Molestation:** A form of misconduct with any person, including but not limited to, any sexual involvement or sexual contact with a person who is a minor or who is legally incompetent. Sexual abuse is a criminal offense and must be reported to law enforcement officials.
- **Sexual Harassment:** In a situation where there is an employment, mentor, or colleague relationship between the persons involved, including but not limited to sexually-oriented humor or language; questions or comments:
  - Sexual behavior or orientation, unrelated to employment qualifications; or
  - Physical contact; inappropriate comments about clothing or physical appearance; or repeated requests for social engagements.
- **Sexual Exploitation:** Includes, but is not limited to, the development of or the attempt to develop a sexual relationship between clergy, employee or volunteer, and a person with whom he/she has a pastoral relationship, regardless of whether or not there is apparent consent from the individual.

**Standard:** Universally or widely accepted, agreed upon, or established means of determining what something should be. A written definition, limit, or rule, approved and monitored for compliance by an authoritative agency (or professional, or recognized body) as a minimum acceptable benchmark.

**Supervisor:** A person who has oversight responsibilities for a ministry program, and/or leaders in a ministry program.

**Title IV:** A section of the Constitution and Canons of The Episcopal Church pertaining to clergy professional standards, accountability and ecclesiastical discipline.

**Transgender:** An adjective describing a person whose sense of personal identity and gender does not correspond with the gender or sex assigned to them at birth. This is an evolving term, as our understanding and language around gender identity and sexuality expands and matures.

**Training:** Organized activity designed to provide information and/or instructions to strengthen and enhance the recipient's understanding, capacity, and exercise of ministry.

- **Universal Training:** A standard of training that will foster a culture of safety and inclusion for all people that includes a broad overview of issues of vulnerability, power, and healthy boundaries. This training is designed to equip all people to live out their Baptismal Covenant.
- **Specialized Training:** A standard of additional training that equips people who participate in or have oversight responsibility for ministries. In addition to Universal Training, a person will have access to training that is specialized and tailored to their role and ministry function.

**Vulnerable Adult:** In Michigan, an individual aged 18 or over who, because of age, developmental disability, mental illness, or physical disability requires supervision, or personal care, or lacks the personal and social skills required to live independently, is unable to protect himself or herself from abuse, neglect, or exploitation.

- Any adult who is ministered to in their home (by Eucharistic Visitors, Pastoral Care Visitors, Stephen Ministers, or others).
- Any adult who is wholly or partially dependent upon one or more other persons for emotional, psychological, or physical care or support; such dependency may be temporary, as in the case of an accident, illness, or birth of a child.
- Any adult who, by virtue of a crisis, experiences vulnerability leading to dependency on another or lacks agency in a pastoral relationship, as in the wake of a death of a family member or job loss.

**Youth:** Anyone who is at least 12 years old, but not yet 18 years. A youth may also be an individual who is 18 years or older, and still in high school. Ages established in accordance with generally accepted definitions in the United States.

## **Screening before Employment, Appointment, or Volunteer Service General Standard**

A thorough background check, within the bounds of permissible law, is required for all clergy and lay employees, as well as for all volunteers who have supervisory responsibility. The background check will be conducted prior to ordination, employment or acceptance into the Diocese of Michigan (either by initial licensing or by letters dimissory) or, in the case of volunteers working with children, youth or vulnerable adults, prior to assignment to such duties. Background checks will include: inquiries of all bishops having past or present authority over the individual, a criminal records check, reference checks, sexual offender registry checks, all schools attended during the past ten years, and of the two most recent employers.

### **Public Records Check**

For some positions, screening consists only of a Public Records Check, while for other positions, additional screening requirements, including a written application, an interview, and reference verification are required. Public records checks must be updated at least every five (5) years.

- Congregations and other Organizations must use a provider approved by the Diocese of Michigan to conduct public records checks. Background Check Forms will be provided through the Diocese. Such checks must be completed before the employee or volunteer begins interacting with children, youth or vulnerable adults.
- Criminal public records checks must include all available criminal records and sex offender registries.
- A Department of Motor Vehicles (DMV) records check must be included if transporting children, youth or vulnerable adults is performed as part of, or as an extension of the ministry of the church, or for a church-sponsored event.
- Credit checks are required for check-signing authority.

In those instances where written application, interview (one or more), and reference verification is required before serving in certain roles and ministries, the following components are generally conducted in the following order:

1. A standard application for a specified role, with a clearly defined written job description, is submitted, with authorization for the release of information to conduct background checks. The application must include verifiable personal information and references.
2. A person with authority for the position will conduct an interview with applicant.
3. The references listed on the application (people who know the applicant, but are not related, and are persons from outside the congregation) will be contacted to verify the applicant's personal, moral, and ethical character.
4. Diocese, congregations, and other Organizations must keep and maintain all applications and documents related to the screening records in a secured and confidential onsite location, such as an office of the Diocese, congregation, or other organization.

Persons making application for a role of Leader or Supervisor must be known and active in the congregation for at least six (6) months, before engaging in ministry with children, youth, or vulnerable adults, unless they have passed the public records checks and reference checks, pursuant to the "Screening and Training Protocols", which follows.

Table 1: *Screening and Training Protocols* provides guidance for the Diocese, congregations, and other organizations to utilize in the application, screening, and training process, by ministry function, for the various categories of Church Personnel, as listed on page 10 of this policy.

	Clergy	Ordination Process	Children and/or Youth leaders, volunteer	Vestry/Bishop's Committee	Paid Church Staff (formation directors, music ministry, administrative, & anyone with supervisory responsibilities)	Pastoral Ministries (Eucharistic Visitors, Stephen's Ministry, etc.)	Volunteers with Supervisory Roles (altar guild, building hosts, worship leaders, & Eucharistic Ministers)
<b>Safe Church, Safe Communities: Universal</b>							
Introduction & Theological Background	required	required	required	required	required	required	required
Healthy Boundaries	required	required	required	required	required	required	required
Inclusion	required	required	required	required	required	required	required
Organizational Rules & Policies	required	required	required	required	required	required	required
<b>Safe Church, Safe Communities: Speciality</b>							
Power & Relationships	required	required	required	required	required	required	required
Abuse & Neglect	required	required	required	required	required	required	required
Pastoral Relationships	required	required	suggested	required	required	required	required
Bullying	required	required	required	required	required	required	required
*Anti-Harassment (not yet posted)	required	required	required	required	required	required	required
*Reporting (not yet posted)	required	required	required	required	required	required	required
<b>Safe Church, Safe Communities: Model Policies</b>							
Model Policy: Vulnerable Adults	required	required	required	required	required	required	required
Model Policy: Children & Youth	required	required	required	required	required	required	required

## Education and Training of Church Personnel

It is the responsibility of the Diocese of Michigan, its congregations, and Organizations, to ensure that all people who minister to children, youth, and vulnerable adults, and/or have a pastoral relationship with others, receive training with regard to the scope, accountability, and responsibility of the of the ministry, as it relates to the Safe Church policy.

To assist in understanding the breadth and intent of the Safe Church policy, attendance at *safe church training* sessions, as established by the Diocese of Michigan, is required of Church Personnel, appropriate to each person's function, in accordance with *Table 1 - Screening and Training Protocols*, found on page 15 of this policy, within 6 months of acceptance of position.

All Church Personnel shall have Universal Training that fosters a culture of safety and inclusion of all people, and covers a broad overview of issues regarding vulnerability, power, and healthy boundaries. Universal Training is designed to equip all people to live out their Baptismal Covenant. All members of the Episcopal Church shall have access to this training through diocesan resources.

Persons with Supervisory responsibilities, and those with oversight responsibilities for ministry programs and/or other adults who engage in ministry with children, youth, and vulnerable adults shall have specialized training that is tailored to their role and ministry function.

Depending on role and responsibility, specialized training should include:

- The prevention, identification, and response to all forms of abuse and neglect.
- Vulnerability within the pastoral relationship.
- An introduction to gender non-binary
- The needs of all LGBTQ+ individuals, including children and youth, and those of aging adults who often struggle to find care or residential facilities adequately equipped to meet their needs
- The ways children and youth, and vulnerable adults can engage in self-advocacy
- The needs of differently abled children, youth, and vulnerable adults



Certification of training shall be renewed every three (3) years.

The Diocese of Michigan, its congregations, and its other Organizations with responsibility for programs with, services for, or ministries to, children, youth, and vulnerable adults, shall keep records sufficient to demonstrate sufficient evidence of compliance with this policy and supporting documents.

# Use of Social Media and Electronic Communications

## Recommended Practices and Guidelines

This Social Media Policy applies to all online and mobile platforms for sharing content and information, whether controlled by The Episcopal Diocese of Michigan or hosted by others, on which members of The Episcopal Diocese of Michigan community engage in discussions or activities relating to the Diocese. The term “social media” refers to social networking services, blogs, short-message services, message boards, wikis, podcasts, image- and video-sharing sites, and other methods for real-time information sharing among users. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.

Social media shapes the lives of all persons including children, youth and vulnerable adults, and has the potential to empower ministry. Behavior in the digital sphere is never private. Posted content may be used out of context and out of the control of the individuals and organizations, putting them at risk. In addition, these powerfully connective tools are subject to the same dynamic of unequal power and potential for abuse that present a risk in all ministry relationships. Churches face the challenge of identifying and proactively addressing areas of potential risk in social media use in the midst of rapidly evolving technology, and is therefore addressed in this Safe Church: Creating a Healthy Environment for Children, Youth and Vulnerable Adults policy.

### General Information about Digital Communications

- All communications sent digitally (email, social networking sites or platforms, notes, texts or posts, etc.) are NOT CONFIDENTIAL and can be shared or reposted to others.
- Email should be used for informational purposes and not for “discussions”.
- Interactions in the virtual world need to be transparent. That is, occurring in such a way that it is easy for others to see what actions are performed.
- In the virtual world, healthy boundaries and Safe Church practices must be adhered to as they are in the physical world.
- In the virtual world, “friend” can mean anyone with whom you are willing to communicate through that medium. In the physical world, friend can mean much more in terms of intimacy, self-disclosure, mutuality, and expectations for relationship.

Laws regarding mandated reporting of suspected abuse, neglect, or exploitation of children or youth apply in the virtual world as they do in the physical world.

1. **Core values.** In areas where this policy does not provide a direct answer for how members of our community should answer social-media questions, members should use their best judgment and take the most thoughtful and prudent action possible, bearing in mind the Episcopal Diocese of Michigan’s need to preserve accountability for the use of its name in all social media and the core values of this policy:
  - **Be selective** – there are a variety of digital platforms available. Use the right medium for your message – a blog or social network might not be the right place for messages intended only for a small group, and email or other more targeted media might be best.
  - **Be responsible** – social media are individual interactions, not official Diocesan communications. Members of the Episcopal Diocese of Michigan community are personally responsible for the content they publish. Official statements of Diocesan policy may only be made by the Bishop or their designee.
  - **Be smart** – a blog or community post is often visible to the entire world, and can be shared by others in ways that you cannot control. Remember that what you write is public, and will remain public for a very long time (perhaps permanently). Be respectful to everyone.
  - **Be identified** – authenticity and transparency are driving forces behind social media. Use real identities to the greatest extent possible rather than anonymous posts and comments.

- ***Respect the privacy of others*** – do not publish the personal information of others in the community without their permission or, in the case of children under 13, written permission of their parents.
  - ***Be respectful*** – The Episcopal Diocese of Michigan is a thoughtful and prayerful community that encourages free expression and values civil debate. If you disagree with others, do so with civility. Respect your audience, express your views with appropriate language, and be respectful of the Church and its teachings.
  - ***Be trustworthy*** – respect the confidentiality of matters that are shared with you in confidence, or that are meant to be kept confidential by the nature of your work, ministry or volunteer mission.
2. **Use of Official Name and Logo.** Any use of the Episcopal Diocese of Michigan name or logo for branding or titling pages, blogs, or other similar elements of social media must be approved in writing prior to use. Requests for prior consent to use such names or logos should be made to the Director of Communications. Permission to use the name or logo of the Diocese may be revoked at any time in the sole discretion of The Episcopal Diocese of Michigan. This policy, however, should fully preserve free expression. It should not, for example, be interpreted to limit the ability of members of the Episcopal Diocese of Michigan community from using the name of The Episcopal Diocese of Michigan to identify themselves in profiles, discuss matters relating to the Episcopal Diocese of Michigan, or other similar uses.
  3. **Duties of Owners and Moderators.** Moderators of official Episcopal Diocese of Michigan social media are responsible for ensuring compliance with this policy. All comment and response areas should be moderated, if possible, and consistent with the goal of the forum. Leaders responsible for such areas should review and approve comments prior to posting and should not post any comments that do not meet our standards for civility, misrepresent the position of the Diocese or the Church, or that include profanity, defamatory language or speech that is otherwise inappropriate or off-topic. In an unmoderated forum, leaders should delete any comments or content that does not meet the standards of this policy as expeditiously as possible. Anonymous comments should be avoided except in circumstances where anonymous or pseudonymous speech is essential to the protection of the identities of the vulnerable. All moderation functions should reserve the right to ban repeat offenders. Moderators who permit users to post materials such as documents or photographs should make clear to users that the site will not archive those materials or be responsible for preserving them. The Episcopal Diocese of Michigan, and its agents, do not have a responsibility to review or monitor the Social Media pages or groups that are not sponsored/owned by the Episcopal Diocese of Michigan.
  4. **Individual Judgment.** Even when engaging in social media for personal use, the comments of a member of the Episcopal Diocese of Michigan community may be viewed as a reflection on The Episcopal Diocese of Michigan. Users should use their best judgment when engaging in social media activities and should be on guard against actions and discussions that could harm the interests of our community.
  5. **Transparency.** Users' social media communications are made in their personal capacity and not on behalf of The Episcopal Diocese of Michigan. Statements made by members of the Episcopal Diocese of Michigan community should not be taken as expressing the formal position of The Episcopal Diocese of Michigan unless the speaker is specifically authorized to do so by the Bishop or the Bishop's designee.
  6. **Copyright Laws.** Users must comply fully with copyright law when posting and uploading materials. Any posting of materials to official Episcopal Diocese of Michigan social media must be limited to materials in which the copyright is owned by the party seeking to post the information, or in which the owner has consented to the sharing of the materials. Images and other materials

from the Episcopal Diocese of Michigan websites shall not be copied and uploaded to other forums without the prior written consent of the Director of Communications. This policy should not be construed to limit discussion of matters using the Episcopal Diocese of Michigan name, and it should not be interpreted to limit users' ability to link to The Episcopal Diocese of Michigan sites.

7. **Privacy.** Users of social media must comply with the Episcopal Diocese of Michigan Privacy Policy. All users of social media within the Episcopal Diocese of Michigan community should take care to safeguard the privacy interests of other community members. In particular, personal information (that is, information that can reasonably identify a particular person, including name, phone number, address or email address) should not be disclosed without the prior written consent of the person identified. In cases where a user has consented to the publication of such information, appropriate privacy settings and levels should be utilized.
8. **Children/Youth.** Any site operated by The Episcopal Diocese of Michigan that is directed toward children and/or youth under the age of 18 shall have the following guidelines:
  - Prudent judgement should be used in the time of day a child or youth is contacted through social media. Refrain from contact or exchanging texts, chats, or emails before 8:00 am or after 10:00 pm, unless it's an emergency.
  - Privacy settings and personal boundaries should be implemented.
    - Do not submit connection requests (such as friend requests on Facebook or "Add Me" on Snapchat) to children or youth for personal interactions. Youth may not be able to decline such requests due to the disparity of power between youth and adults. Youth may ask to be "friends," and adults should discern the nature of contact appropriate for healthy ministry.
    - Apply privacy settings that are consistent with all children and youth across all social networking sites and platforms. Avoid playing favorites or the appearance of playing favorites.
    - Establish a regular ongoing and consistent system of review that focuses on settings, accessible content, photos, and videos to ensure compliance with professional and institutional standards.
    - Inform parents of children and youth of social networking sites and platforms used within the ministry.
    - When possible, send communication to entire groups, on an individual's "page," or in public areas, rather than in private messages. This includes photos, images, and videos.
    - When sending emails to a child or youth that contain personal or private information regarding that child or youth, a copy should be sent to the parents or guardians as well. Examples of these types of emails include payment-due information, specific medical requests or questions, etc. Mass emails sent to an entire group are not required to be copied to parents or guardians.
    - Disclose ongoing digital pastoral communications (ie: emails, Facebook messages, texting, etc.) with children and youth to a parent and/or a supervisor to determine when a referral to a professional provider or resource is needed.
  - A covenant to govern digital groups, which include the following:
    - Appropriate and inappropriate behavior of members (bullying, pictures that depict abuse, violence, illegal activities, sexual acts, etc.) and the consequence for inappropriate behavior.
    - Who may join and/or view group activity, when participants should leave the group and when/if the group will be disbanded.
    - Description of content that can be posted or published on the site or page.
    - A prohibition of "tagging" photos and videos of children and youth. However, the captioning of photos and videos is permissible with written permission from a parent or guardian.
    - Notification that mandatory reporting laws will be followed.
    - Consequences for breaking the covenant.

- Comply with the following best practices regarding “groups” on Social Networking sites:
    - Have at least two unrelated adult administrators as well as at least two youth administrators for groups.
    - Use closed groups, but not “hidden” or “secret” groups.
    - Youth-aged group administrators should be the ones to invite other youth to join the online group.
    - Remove any content that shows or describes inappropriate behavior outside the bounds of the established behavioral covenant.
    - Allow access to social networking groups for parents/guardians of current members.
    - Remove from social networking groups adult leaders of youth groups and youth who are no longer members due to departure, removal from position, or ineligibility because they “aged out” of a program.
  - Users of such a site may not post images of children under 18 without the prior consent of a parent or legal guardian of any minor depicted.
- 9. If you see it, Say it.** Any use of social media that does not comply with this policy should be brought to the attention of the Director of Communications immediately at [aschroen@edomi.org](mailto:aschroen@edomi.org).

## Monitoring and Supervision of Programs

All people who minister to children, youth, and vulnerable adults, and/or have a pastoral relationship with others, must have ongoing supervision. Ongoing supervision should consist of regular check-ins by the Supervisor who may be parish clergy, or a team leader. Such supervision shall review the scope, accountability, and responsibility of the ministry with the person engaged in the ministry. The Diocese of Michigan, its congregations, or its Organizations will maintain an up-to-date list of persons approved to minister to children, youth, and vulnerable adults. This list shall include contact information for the individuals listed, and be kept in the organization’s office, or other place where records are kept.

A Responsible Person shall monitor and supervise the behavior of adults, children and youth to ensure appropriate behavior and healthy boundaries.

It is in the best interest for those ministering to vulnerable adults to document their visits, including time, place, and any observations or concerns, or absence of concerns. The Supervisor must review the visit documentation, in a timely manner. Documentation promotes continuity of care and transparency in ministry. Confidentiality among clergy and lay ministers is required, with all documentation to be kept confidential.

<b>Table 2 - Monitoring and Supervision Standards</b>		
	<b>Children and Youth</b>	<b>Vulnerable Adults</b>
<b>Presence of Unrelated Adults</b>	<p>There shall be a minimum of two unrelated adults (at least two years older than the eldest participant) present at ministry settings and events.</p> <p>If an unanticipated circumstance results in an adult being alone with children or youth, that adult must report the circumstance to the Supervisor, clergy-in-charge, senior warden, or Responsible Person, as quickly as possible.</p> <p>One adult may be sufficient in well-monitored, visually accessible program space, provided another adult can maintain visual contact with the adult program leader; or designate an individual to conduct frequent, random checks of classrooms and unlocked spaces throughout building.</p> <p>Exceptional circumstances must be specifically described in a written document approved by the governing body.</p>	<p>While not required, it is in the best interest of those engaged in such ministry, to minister in pairs.</p> <p>If circumstances result in a someone being alone with a vulnerable adult, it must be reported to the Supervisor, the clergy, senior warden, or Responsible Person, as quickly as possible.</p>

**Table 2 - Monitoring and Supervision Standards (continued from previous page)**

	<b>Children and Youth</b>	<b>Vulnerable Adults</b>
<b>Creating Safe Space</b>	<p>It is necessary to anticipate and avoid circumstances that could result in exposure to inappropriate consumables, materials, unmonitored adult contact, or unsupervised peer contact.</p> <ul style="list-style-type: none"> <li>• Alcoholic Beverages - Alcohol (sacramental or otherwise) must not be stored in publicly accessible areas of church buildings.</li> <li>• Computers/Electronic Devices - Such devices must have adequate supervision when using devices belonging to the Diocese of Michigan, congregations, and other organizations, and devices must have adequate password protection. Each user must have their own account and password.</li> </ul>	<p>It is necessary to anticipate and avoid circumstances that could result in exposure to undue influence or exploitation. To accomplish this, ministry settings should meet in places where casual monitoring by others is convenient, and convey safety and comfort.</p>
<b>Inclusiveness</b>	<p>No one will be denied rights, status, or access to an equal place in the life, worship, and governance of any program or activity because of race, color, ethnic origin, national origin, marital status, sex, sexual orientation, gender identity and expression, differing abilities, socio-economic class, or age.</p> <p>Transgender, genderqueer, or gender non-binary youth who express the need or desire for increased privacy should be provided with reasonable alternate arrangements, such as:</p> <ul style="list-style-type: none"> <li>• Private areas</li> <li>• Separate changing schedules</li> <li>• Use of a single stall restroom</li> </ul> <p>Alternative arrangements should provide for the ability to keep one's transgender status confidential.</p>	<p>No one will be denied rights, status, or access to an equal place in the life, worship, and governance of any program or activity because of race, color, ethnic origin, national origin, marital status, sex, sexual orientation, gender identity and expression, differing abilities, socio-economic class, or age.</p> <p>Transgender, genderqueer, or gender non-binary adults who express the need or desire for increased privacy should be provided with reasonable alternate arrangements, such as:</p> <ul style="list-style-type: none"> <li>• Private areas</li> <li>• Separate changing schedules</li> <li>• Use of a single stall restroom</li> </ul> <p>Alternative arrangements should provide for the ability to keep one's transgender status confidential.</p>

**Table 2 - Monitoring and Supervision Standards (continued from previous page)**

	<b>Children and Youth</b>	<b>Vulnerable Adults</b>
<b>Violence and Weapons</b>	<p>No one is to strike, hit, or physically threaten or harm another.</p> <p>Control by bullying, intimidation, or threats are prohibited.</p> <p>Weapon of any kind, at any event are prohibited. Exceptions may be made for camp or other program with prior approval.</p> <p>Suspected violations must be immediately reported.</p>	<p>No one is to strike, hit, or physically threaten or harm another.</p> <p>Control by bullying, intimidation, or threats are prohibited.</p> <p>Suspected violations must be immediately reported.</p>
<b>Basic Behavior Standards</b>	<p>All persons are expected to model patterns of healthy relationships, in all settings.</p> <ul style="list-style-type: none"> <li>Private relationships with any unrelated individual, away from sanctioned church activities should be discouraged.</li> </ul> <p>Adults are encouraged to:</p> <ul style="list-style-type: none"> <li>Have ongoing spiritual practices, i.e., daily prayer, regular participation in corporate worship, and Bible study</li> <li>Listen and advocate for the ministry of children and youth within the Body of Christ.</li> <li>Offer appropriate physical expression of affection, if welcomed, i.e., high fives; fist bumps; hand holding while walking with small children or in prayer; “laying on of hands” under appropriate pastoral supervision; brief hugs and arms around shoulders, and model appropriate affection with other adults, being accountable to the community for behavior.</li> <li>Maintain healthy boundaries when sharing personal information.</li> </ul>	<p>All persons are expected to model the patterns of healthy relationships:</p> <ul style="list-style-type: none"> <li>Do not unduly influence those to whom they minister</li> <li>Accept only token gifts. Report in writing, any gifts received, to a Supervisor, clergy, Senior Warden, or Responsible Person.</li> <li>Decline acceptance of loans of any kind from those they minister.</li> <li>Decline to be named as a beneficiary, or to act as an administrator or executor of a will of those they minister</li> <li>Inform the Supervisor, clergy, Senior Warden, or Responsible Person of anything that causes concern for the safety or wellbeing of those to whom they minister.</li> </ul> <p>Adults are encouraged to:</p> <ul style="list-style-type: none"> <li>Have ongoing spiritual practices, i.e., daily prayer, regular participation in corporate worship, and Bible study</li> <li>Listen and advocate for the ministry of vulnerable adults within the Body of Christ.</li> </ul>



**Table 2 - Monitoring and Supervision Standards (continued from previous page)**

	<b>Children and Youth</b>	<b>Vulnerable Adults</b>
<b>Basic Behavior Standards cont.</b>	<p>Under <b>no</b> circumstances shall adults:</p> <ul style="list-style-type: none"> <li>• Provide non-sacramental alcohol, marijuana, illegal drugs, cigarettes, e-cigarettes, vapes, or pornography.</li> <li>• Arrive under the influence of alcohol, illegal drugs, or misuse illegal drugs, at any event, when responsible.</li> <li>• Consume non-sacramental alcohol or illegal drugs, or misuse legal drugs at any event when responsible.</li> <li>• Engage in illegal behavior, or permit others to engage in illegal behavior.</li> <li>• Engage in any sexual, romantic, illicit, or secretive relationship or conduct with any child or youth.</li> <li>• Apart from planned, pre-approved educational programs, discuss their own sexual activities, fantasies, or own use, or abuse of drugs or alcohol with children or youth.</li> <li>• Offer inappropriate physical contact, i.e. lengthy embraces, kisses on the mouth, holding children over 3 years old on lap, touching bottoms, chests or genital areas other than for appropriate diapering or toileting of infants or children, occupy a bed with a child/youth, touching knees/legs of a child/youth, wrestling, tickling, piggyback rides, any type of massage, snapping of bras or giving of “wedgies” or similar touch of underwear whether or not it is covered by other clothing.</li> </ul>	<ul style="list-style-type: none"> <li>• Offer appropriate physical expression of affection, if welcomed by those they minister, i.e., brief hugs, pats on shoulder or back; kisses on cheek; handshakes; holding hands during prayer.</li> <li>• Maintain healthy boundaries when sharing personal information.</li> </ul> <p>Under <b>no</b> circumstances should leaders:</p> <ul style="list-style-type: none"> <li>• Provide non-sacramental alcohol, marijuana, illegal drugs, cigarettes, e-cigarettes, vapes, or pornography.</li> </ul> <p>Arrive under the influence of alcohol, illegal drugs, or misuse legal drugs when ministering.</p>

<b>Table 2 - Monitoring and Supervision Standards (continued from previous page)</b>		
	<b>Children and Youth</b>	<b>Vulnerable Adults</b>
<b>Visits to Private Residences</b>	<p>The safety of all persons and healthy boundaries are essential when visiting in a private home.</p> <p>Avoid situations that might compromised privacy, i.e.:</p> <ul style="list-style-type: none"> <li>• Visiting behind closed bedroom doors.</li> <li>• Sitting on the bed of the person being visited.</li> <li>• Visiting a person while they are not fully clothed.</li> </ul>	<p>The safety of all persons and healthy boundaries are essential when visiting in a private home.</p> <p>Avoid situations that might compromised privacy, i.e.:</p> <ul style="list-style-type: none"> <li>• Visiting behind closed bedroom doors.</li> <li>• Sitting on the bed of the person being visited.</li> <li>• Visiting a person while they are not fully clothed.</li> </ul>
<b>Visits to Residential Facilities</b>		<p>The safety of all persons and healthy boundaries are essential when visiting in a Residential Facility.</p> <p>Best practices include:</p> <ul style="list-style-type: none"> <li>• Facility staff should be informed of the visitor's presence.</li> <li>• Should a visit take place out of sight of staff, they should be notified in advance and informed when the visit is concluded.</li> <li>• The door to a resident's private room must remain open during the visit.</li> <li>• Visitors should be mindful that LGBTQ+ residents may not be safe to express their sexual identity or orientation.</li> <li>• In the event of uncertainty about application of this policy, the visitor is encouraged to contact their Supervisor, with questions.</li> </ul>

## Responding to Concerns

### Suspected Abuse, Neglect, or Exploitation

Anyone who has reason to suspect that abuse, neglect, or exploitation of children, youth, or vulnerable adults has taken place is strongly encouraged (and all mandated reporters are required) to contact the State of Michigan’s Department of Health and Human Services Child or Adult Protective Services. Anyone who has reason to suspect that abuse, neglect, or exploitation of children, youth, or vulnerable adult has taken place within a facility or program of the Diocese of Michigan, congregation, or other Organization, should immediately inform one or more of the following:

Table 3 - Diocesan Resources for Responding to Concerns		
	Name	Contact Information
Responsible Person(s) for programs and ministries with children, youth	<ul style="list-style-type: none"> <li>• Carmen Piggins, Missioner for Ministry with Young People</li> <li>• Bishop – see below</li> </ul>	(313)833-4437
Responsible Person(s) for programs and ministries with vulnerable adults	<ul style="list-style-type: none"> <li>• Diocesan Program Leader – see website</li> <li>• Intake Officer - see below</li> <li>• Bishop - see below</li> </ul>	
Clergy-in-Charge	<i>(Congregational Level - Fill in)</i>	
Wardens	<i>(Congregational Level - Fill in)</i>	
Bishop of Michigan	The Right Rev. Dr. Bonnie A. Perry	(313) 832-4400
Diocesan Intake Officer	Canon Jo Ann Hardy  The Rev. Maryjane Peck	313 833 4422 or <a href="mailto:jhardy@edomi.org">jhardy@edomi.org</a> 248 417 8249 or <a href="mailto:mjpeck@gmail.com">mjpeck@gmail.com</a>
Office of Pastoral Development (to report concerns regarding a Bishop)	The Right Reverend Todd Ousley	tousley@episcopalchurch.org
Child and Adult Protective Services	Michigan Department of Health and Human Services	(855) 444-3911

### Suspected Violations of this Policy

Anyone who suspects a violation of this policy must immediately report the violation to the Responsible Person, member of the clergy-in-charge, and senior warden. See sample form on page 39.

Clergy-in-charge receiving reports of violations of this policy will be responsible for providing appropriate pastoral care to all those affected and appropriate remedial and/or disciplinary action, up to and including termination of employment or unpaid ministry with the Church. If the Responsible Person is a lay person, they are responsible to ensure that appropriate pastoral care is provided for all.

Anyone who knows of a violation of this policy by a member of the clergy will immediately report the violation to the bishop’s office, and/or the Intake Officer. Anyone can make a report to an Intake Officer.

Anyone who knows of a violation of this policy by a bishop will immediately report the violation to the Office of Pastoral Development.

The bishop, upon hearing reports of violations by clergy, or by laity at diocesan events, shall be responsible for providing appropriate pastoral care to all those affected and appropriate remedial and/or disciplinary action, up to and including canonical disciplinary action, as provided by Title IV of the

Constitution and Canons, and/or termination of employment or unpaid ministry with the Diocese of Michigan.

## Off-site Programming, Trips and Events

Off-site programming, trips and events are a welcome and often necessary means for spiritual, social, and emotional development or well-being of children, youth, and vulnerable adults. They also present additional challenges for maintain best practices for safe and healthy ministry. The expectations for safe space, as described previously, should also be observed off-site. Because of the unique risks that cannot always be anticipated, it is important to obtain permissions and manage documentation, as described below.

<b>Table 4 - Monitoring and Supervision Standards of Off-site Programs</b>		
	<b>Children and Youth</b>	<b>Vulnerable Adults</b>
<b>Prior Approvals</b>	<p>Diocesan-sponsored off-site programs, trips, and events must receive prior approval by the Diocese of Michigan.</p> <p>Congregational-sponsored off-site programs, trips, and events must receive governing body and clergy-in-charge approval prior to the event, and must be reflected in the minutes.</p> <p>Written parental approval is required prior to viewing any movie, whether off-site or on-site, rated “PG-13” or above, or for any conversation or program containing sexually explicit or violent content.</p> <p>The same prior approvals are required when the site is a private residence, hosting such events as: cookouts, pool parties, progressive dinners, etc.</p>	<p>Diocesan-sponsored off-site programs, trips, and events must receive prior approval by the Diocese of Michigan.</p> <p>Congregational-sponsored off-site programs, trips, and events must receive governing body and clergy-in-charge approval prior to the event, and must be reflected in the minutes.</p>
<b>Registration, Waivers, Release forms</b>	<p>Registration forms with appropriate waivers and releases signed by a parent/guardian must be submitted for all participants.</p> <p>Permission slips, signed by parent/guardian must be provided.</p> <p>Signed permission for a minor to be photographed or recorded on film, videotape, audiotape, or other electronic media, must be provided by parent/guardian prior to the event.</p>	<p>Permission slips, signed by participant must be provided.</p> <p>If unable to consent due to impairment or lack of agency, then the signature of that person’s guardian, spouse, or other trusted family member is required.</p> <p>Permission to photograph or record an individual is required.</p> <p>Confidentiality, respecting medical and other sensitive information must be maintained.</p>

**Table 4 - Monitoring and Supervision Standards of Off-site Programs** (continued from previous page)

	<b>Children and Youth</b>	<b>Vulnerable Adults</b>
<b>Registration, Waivers, Release forms cont.</b>	<p>Confidentiality, respecting medical and other sensitive information must be maintained.</p> <p>All forms must be saved in a secured on-site location; waivers may encompass a program year.</p>	<p>All forms must be saved in a secured on-site location; waivers may encompass a program year.</p>
<b>First-Aid and Medications</b>	<p>Current certification in First Aid, CPR, and Automated External Defibrillator (AED) is strongly encouraged.</p> <p>A first aid kit appropriately stocked for the event and participants must be available in an easily accessible location.</p> <p>A record must be kept for all medications or first aid given to a participant. The record must include the participant's name, the date and time of service, the name of the person administering medication or treatment, and a description of the medication, dosage, and/or treatment given.</p> <p>All medications (prescription and over the counter) belonging to the participant requiring assistance will be given to the Responsible Person, unless otherwise agreed upon. Only the Responsible Person, or their adult designee will administer medications.</p>	<p>Current certification in First Aid, CPR, and Automated External Defibrillator (AED) is strongly encouraged.</p> <p>A first aid kit appropriately stocked for the event and participants must be available in an easily accessible location.</p> <p>If an adult requires assistance with medications of any type, a record must be kept for all medication or first aid provided. The record must include the person participant's name, the date and time of service, the name of the administering medication or treatment, and a description of the medication, dosage, and/or treatment given.</p> <p>All medications (prescription and over the counter) belonging to the participant requiring assistance will be given to the Responsible Person, unless otherwise agreed upon. Only the Responsible Person, or their adult designee will administer medications.</p>

<b>Supervision</b>	<p>At any gathering of children or youth, there will be at least two unrelated adults with one being age 25 or older, preferably reflecting the sex and gender identity of the participants.</p> <p>The minimum ratios of adult to child/youth will be in accordance American Camp Association (ACA) guidelines, as follows:</p> <ul style="list-style-type: none"> <li>• 5 years and younger: 1 staff for each 5 overnight participants, and 1 staff for each six (6) day participants.</li> <li>• 6-8 years: 1:6 for overnight, and 1:8 for day.</li> </ul>	
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**Table 4 - Monitoring and Supervision Standards of Off-site Programs** (continued from previous page)

	<b>Children and Youth</b>	<b>Vulnerable Adults</b>
<b>Supervision cont.</b>	<ul style="list-style-type: none"> <li>• 9-14 years: 1:8 for overnight, and 1:10 for day.</li> <li>• 15-18 years: 1:10 for overnight, and 1:12 for day.</li> </ul> <p>Additional adults can provide skills, mentorship, support, encouragement, spiritual guidance, and joy.</p>	
<b>Transportation</b>	<p>For health and safety of all participants, the following practices will be followed:</p> <ul style="list-style-type: none"> <li>• For events that originate and/or terminate at the Diocese of Michigan, congregation, or Organization facility, all drivers must be at least 21 years of age; provide proof of insurance; a current driver’s license; a completed volunteer driver information form, and have a satisfactory DMV record check.</li> <li>• All drivers and riders must comply with State of Michigan laws regarding seat belt and cell phone usage.</li> <li>• Parents/guardians are responsible for the transportation and safety of their children and/or youth to and from the event. This responsibility includes the transportation of any other passengers in their vehicle.</li> </ul>	<p>For health and safety of all participants, the following practices will be followed:</p> <ul style="list-style-type: none"> <li>• For events that originate and/or terminate at the Diocese of Michigan, congregation, or Organization facility, all drivers must be at least 21 years of age; provide proof of insurance; a current driver’s license; a completed volunteer driver information form, and have a satisfactory DMV record check.</li> <li>• A list of those persons approved to provide transportation to vulnerable adults shall be maintained in the office of the congregation.</li> <li>• Anyone being transported must consent to such transportation beforehand. If a person is unable to consent due to impairment or lack of agency, then prior approval by that person’s guardian, spouse, or other trusted</li> </ul>

		<p>family member is required.</p> <ul style="list-style-type: none"> <li>• All drivers and riders must comply with State of Michigan laws regarding seat belt and cell phone usage.</li> </ul>
<b>Insurance</b>	All trips to off-site destinations must have adequate insurance in case of emergency. For more information, contact your insurance broker.	All trips to off-site destinations must have adequate insurance in case of emergency. For more information, contact your insurance broker.

## Overnight Programs, Camps and Retreat Centers

All camps, camping programs, conference, and retreat centers of the Diocese of Michigan will follow the guidelines for off-site Programming, as established by this policy and its supporting documents, and outlined above. Additionally, camps should aim to follow the standards of the American Camp Association, to the best of the camp's ability.

Long distance travel with children, youth and adults, presents amazing opportunities for participants to experience the church and the world on a larger scale, with vastly different perspectives of faith communities and their contexts. It also presents challenges to normal safety protocols and opportunities for creativity, if managed well. The following protocols will help groups prepare for a variety of potential scenarios, as well as for domestic and international travel.

<b>Table 5 - Travel Guidelines</b>		
	<b>Children and Youth</b>	<b>All Adults</b>
<b>Adult Leaders and Chaperones</b>	<p>Minimum ratios of adult to youth need to be greater due to the possibility of leaving an adult behind with a participant in the event of a medical emergency.</p> <ul style="list-style-type: none"> <li>• 9-14 years: 1:5</li> <li>• 15-18 years: 1:7</li> </ul> <p>Regardless of group size, no group should travel with fewer than three (3) adult chaperones.</p>	
<b>Travel Administrator</b>	<p>One adult of a minimum age of 25 should serve as travel administrator, who is responsible for all aspects of the trip, including carrying all necessary documentation, contact lists, and forms, including:</p> <ul style="list-style-type: none"> <li>• Medical release</li> <li>• Media releases</li> <li>• Community covenant</li> <li>• Emergency contacts</li> <li>• Itineraries</li> <li>• Cash and/or credit cards in a capacity to address emergencies.</li> </ul>	<p>One adult of a minimum age of 25 should serve as travel administrator, who is responsible for all aspects of the trip, including carrying all necessary documentation, contact lists, and forms, including:</p> <ul style="list-style-type: none"> <li>• Medical release</li> <li>• Media releases</li> <li>• Community covenant</li> <li>• Emergency contacts</li> <li>• Itineraries</li> <li>• Cash and/or credit cards in a capacity to address emergencies.</li> </ul>



**Table 5 - Travel Guidelines (continued from previous page)**

	<b>Children and Youth</b>	<b>All Adults</b>
<b>Certified Medical Practitioner</b>	<p>It is best practice that one adult of a minimum age of 25 should hold a current medical certification to manage administration of necessary and permissible medications, administer immediate and necessary first aid, and judge medical situations to determine if care of an individual needs to be taken to a higher level of care.</p> <p>Acceptable medical certifications include:</p> <ul style="list-style-type: none"> <li>• Wilderness Medical Response</li> <li>• Outdoor Emergency Care</li> <li>• Emergency Medical Technician/Paramedic</li> <li>• Nurse: RN, LPN, Nurse Practitioner</li> <li>• Physician’s Assistant</li> <li>• Licensed Physician</li> </ul> <p>When it is not possible to have a certified medical practitioner, one (1) person should be designated to supervise the administration of medications.</p> <p>A clinic near the destination should be identified beforehand, in order to be able to respond to health emergencies, as rapidly as possible.</p> <p>Best practice is to designate an adult to serve as back-up to the travel administrator and as back-up for simple first aid and administration of prescriptions. These could be the same person.</p> <p>A copy of all documents should be left with an accountable person at the Diocese, congregation, or Organization office. The accountable person should also serve as the local contact person for communication between the traveling group and families at home.</p>	<p>It is best practice that one adult of a minimum age of 25 should hold a current medical certification to manage administration of necessary and permissible medications, administer immediate and necessary first aid, and judge medical situations to determine if care of an individual needs to be taken to a higher level of care.</p> <p>Acceptable medical certifications include:</p> <ul style="list-style-type: none"> <li>• Wilderness Medical Response</li> <li>• Outdoor Emergency Care</li> <li>• Emergency Medical Technician/Paramedic</li> <li>• Nurse: RN, LPN, Nurse Practitioner</li> <li>• Physician’s Assistant</li> <li>• Licensed Physician</li> </ul> <p>When it is not possible to have a certified medical practitioner, one (1) person should be designated to supervise the administration of medications.</p> <p>A clinic near the destination should be identified beforehand, in order to be able to respond to health emergencies, as rapidly as possible.</p> <p>Best practice is to designate an adult to serve as back-up to the travel administrator and as back-up for simple first aid and administration of prescriptions. These could be the same person.</p> <p>A copy of all documents should be left with an accountable person at the Diocese, congregation, or Organization office. The accountable person should also serve as the local contact person for communication between the traveling group and families at home.</p>

<b>Table 5 - Travel Guidelines (continued from previous page)</b>		
	<b>Children and Youth</b>	<b>All Adults</b>
<b>Insurance for Travel</b>	<p>Short-term trip or supplemental insurance, available through most church and Organization policies, as an added rider, must be secured at least one month prior to travel.</p> <p>It is recommended that all travelers carry evidence of personal health insurance by virtue of a copy of the actual card provided to the insured person.</p> <p>Because not all individuals have access to affordable and adequate health insurance, it is recommended that health insurance be added to trip insurance.</p>	<p>Short-term trip or supplemental insurance, available through most church and Organization policies, as an added rider, must be secured at least one month prior to travel.</p> <p>It is recommended that all travelers carry evidence of personal health insurance by virtue of a copy of the actual card provided to the insured person.</p> <p>Because not all individuals have access to affordable and adequate health insurance, it is recommended that health insurance be added to trip insurance.</p>

## **International Travel Considerations**

<b>Table 6 - International Travel Considerations</b>		
	<b>Children and Youth</b>	<b>All Adults</b>
<b>International Considerations</b>	<p>Check with the U.S. Department of State on travel requirements, including passports and visas.</p> <p>Make certain that every traveler's passport is valid for at least six (6) months beyond your return date.</p> <p>Before you even head out on your trip, you should make multiple copies of your passport: Copy the page that has your photo and full name on it, and keep these copies in separate places—at the bottom of your bag in different pieces of luggage, or even with different people who may be traveling with you. Leave one copy of your passport at home, and leave one with an emergency contact.</p> <p>Determine whether or not vaccinations are required, and/or recommended for entry into specific countries.</p>	<p>Check with the U.S. Department of State on travel requirements, including passports and visas.</p> <p>Make certain that every traveler's passport is valid for at least six (6) months beyond your return date.</p> <p>Before you even head out on your trip, you should make multiple copies of your passport: Copy the page that has your photo and full name on it, and keep these copies in separate places—at the bottom of your bag in different pieces of luggage, or even with different people who may be traveling with you. Leave one copy of your passport at home, and leave one with an emergency contact.</p> <p>Determine whether or not vaccinations are required, and/or recommended for entry into specific countries.</p>

<b>Table 6 - International Travel Considerations (continued from previous page)</b>		
	<b>Children and Youth</b>	<b>All Adults</b>
<b>International Considerations cont.</b>	<p>Arrange to have at least 2 cell phones with the group that will have coverage in your destination(s).</p> <p>Make a back-up plan for communication with your responsible person at home.</p>	<p>Arrange to have at least 2 cell phones with the group that will have coverage in your destination(s).</p> <p>Make a back-up plan for communication with your responsible person at home.</p>

References used for this document:

*Creating a Healthy Environment: Sexual Conduct Policy - April 2006.* EDOMI.

[https://www.edomi.org/wp-content/uploads/2013/11/edomi\\_sexual\\_conduct\\_policy.pdf](https://www.edomi.org/wp-content/uploads/2013/11/edomi_sexual_conduct_policy.pdf)

*Model Policy for the Protection of Children and Youth.* The Episcopal Church,

<https://extranet.generalconvention.org/staff/files/download/21313>

*Model Policy for the Protection of Vulnerable Adults.* The Episcopal Church,

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*Guidance for Writing Safeguarding Adults Policy and Procedures - Newcastle Template*

<https://www.newcastle.gov.uk/wwwfileroot/legacy/socialservices/adults/SAPolicyandProcedurestemplate.doc>

*MDHHS Adult & Children's Services Abuse & Neglect,* Michigan Department of Health, Human Services,

[www.michigan.gov/mdhhs/0,5885,7-339-73971\\_7119-15663--,00.html](http://www.michigan.gov/mdhhs/0,5885,7-339-73971_7119-15663--,00.html)

*MDHHS: Mandated Reporter - Adult,* Michigan Department of Health, Human Services, July 1, 2016.

<https://dhhs.michigan.gov/OLMWEB/EX/AP/Public/APRndated>

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Health, Human Services, [https://www.michigan.gov/documents/dhs/Pub-112\\_179456\\_7.pdf](https://www.michigan.gov/documents/dhs/Pub-112_179456_7.pdf).

“Online Business Dictionary.” *BusinessDictionary.com*, WebFinance Inc., [www.businessdictionary.com/](http://www.businessdictionary.com/)

*CDC - Getting Health Care Abroad,* Center for Disease Control and Prevention

<https://wwwnc.cdc.gov/travel/page/getting-health-care-abroad>

*CDC - Insurance,* Center for Disease Control and Preventions

<https://wwwnc.cdc.gov/travel/page/insurance>

*CDC - Vaccines, Medicines, Advice,* Center for Disease Control and Prevention

<https://wwwnc.cdc.gov/travel>

Sample: Traveling with Youth, Safe Sanctuaries: United Methodist Church

[https://gbod-assets.s3.amazonaws.com/legacy/kintera-files/safe-sanctuaries/SafeSanctuaries\\_SAMPLE\\_TravelingWithYouth\\_0217.pdf](https://gbod-assets.s3.amazonaws.com/legacy/kintera-files/safe-sanctuaries/SafeSanctuaries_SAMPLE_TravelingWithYouth_0217.pdf)

*Travel,* U.S. Department of State, [www.state.gov/travel/](http://www.state.gov/travel/)

## **Forms**

On the pages which follow, are Episcopal Diocese of Michigan forms, which may be used as templates at the congregational or Organizational levels.



Safe Church: Creating a Healthy Environment for Children, Youth and Vulnerable Adults Policy and Code of Conduct Acknowledgment

I acknowledge that I have received, read and understand the contents of the Safe Church: Creating a Healthy Environment for Children, Youth and Vulnerable Adults Policy of The Episcopal Diocese of Michigan, including the Code of Conduct for the Protection of Children, Youth and Vulnerable Adults shown below. I understand that sexual, physical and/or personal abuse or exploitation is grounds for disciplinary action, including termination of employment or suspension from service. I understand that I am expected to attend the training required by this policy, and that submission to the procedures outlined, including the duty to report suspected sexual, physical and/or personal abuse or exploitation, is a condition of my service in The Episcopal Diocese of Michigan. I understand that this policy may be updated from time to time and that I will be responsible for reading and acknowledging the updates.

Code of Conduct for the Protection of Children, Youth and Vulnerable Adults

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

I agree to do my best to prevent abuse, neglect and exploitation among children, youth or vulnerable adults involved in church activities and services.

I agree not to physically, sexually or emotionally abuse, neglect or exploit children, youth or vulnerable adults.

I agree to comply with the policies for General Conduct defined in the Safe Church: Creating a Healthy Environment for Children, Youth and Vulnerable Adults Policy.

I agree to comply with the Guidelines for Appropriate Affection with children, youth and vulnerable adults.

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

I acknowledge my obligation and responsibility to protect children, youth and vulnerable adults and agree to report known or suspected abuse of children, youth or vulnerable adults to appropriate church leaders and state authorities in accordance with the Safe Church: Creating a Healthy Environment for Children, Youth and Vulnerable Adults Policy.

I understand that the church will not tolerate sexual, physical and/or personal abuse or exploitation of children, youth and vulnerable adults, and I agree to comply in spirit and in action with this position.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Congregation or Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Please indicate the date that the governing body (vestry or board) adopted the Safe Church: Creating a Healthy Environment Policy, and a copy of the minutes of the meeting at which it was adopted. \_\_\_\_\_ Date of Adoption

NOTE: All clergy acknowledgement forms and forms for Diocese of Michigan ministries will be kept on file in the Diocesan Office. Acknowledgement forms for local lay employees and volunteers will be kept on file by the entity engaging their services. These files are considered: Permanent. All Clergy MUST file this form with the Office of the Bishop as well.

1 copy for Permanent File 1 copy for Church Personnel



**Safe Church: Creating a Healthy Environment for  
Children, Youth and Vulnerable Adults  
Leadership Application**

**PERSONAL CONTACT INFORMATION**

First Name		Last Name	
Email Address		Gender	
Street Address		City/State/Zip	
Home Phone		Cell Phone	

**PERSONAL INFORMATION**

Date of Birth		Employer	
Occupation		Work Status	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Retired <input type="checkbox"/> N/A
Marital Status	<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/> Widowed	If married, how long?	
Do you have children?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please list their names and ages.	1 <sup>st</sup> Child: 2 <sup>nd</sup> Child:
3 <sup>rd</sup> Child:		4 <sup>th</sup> Child:	
5 <sup>th</sup> Child:		6 <sup>th</sup> Child:	
7 <sup>th</sup> Child:		8 <sup>th</sup> Child:	

How long have you been attending [Church Name]?

Are you currently a member of [Church Name]?  Yes  No – If no, please explain:

Please list the churches you have previously been affiliated with (if any), denomination, dates attended and reason for leaving:


In past 5 years, have you held positions of leadership either inside or outside of the church? If yes, please specify by naming position, church...

Yes  No


Are you currently serving in any other ministries at [Church Name]?  Yes  No - If yes, what are they?


**LEADERSHIP INFORMATION**

Have you previously led or participated in a small group?  Yes  No - If yes, was your experience in that group positive or negative? (Explain)


I want to serve in:  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

I want to serve as a:  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

What interests and excites you the most about serving in this capacity?


## VOLUNTEER EXPERIENCE

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

## PERSONAL REFERENCES

Name		Home Phone	
Address		Cell Phone	
City, State ZIP Code		E-mail	
Name		Home Phone	
Address		Cell Phone	
City, State ZIP Code		E-mail	
Name		Home Phone	
Address		Cell Phone	
City, State ZIP Code		E-mail	

## CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN, YOUTH, AND VULNERABLE ADULTS

**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, youth, and vulnerable adults involved in church activities and services.
	I agree not to physically, sexually or emotionally abuse or neglect a child, youth, or a vulnerable adult.
	I agree to comply with the policies for the <b>Code of Conduct</b> defined in <i>Safe Church: Creating a Healthy Environment for Children, Youth and Vulnerable Adults</i> .
	I agree to comply with the Guidelines for the <b>Monitoring and Supervision of Programs</b> defined in <i>Safe Church: Creating a Healthy Environment for Children, Youth and Vulnerable Adults</i> .
	In the event that I observe any inappropriate behaviors or possible policy violations with children, youth, or vulnerable adults, I agree to immediately report my observations.
	I acknowledge my obligations and responsibility to protect children, youth, and vulnerable adults and agree to report known or suspected abuse of children, youth or vulnerable adult to appropriate church leaders and state authorities in accordance with <i>Safe Church: Creating a Healthy Environment for Children, Youth and Vulnerable Adults</i> .
	I understand that the church will not tolerate abuse of children, youth, or vulnerable adults and I agree to comply in spirit and in action with this position

## ACKNOWLEDGMENT AND RELEASE

To the best of my knowledge, the information contained in the application is complete and accurate. I understand that providing false information is grounds for not hiring me or choosing me for a volunteer position or for my discharge if I have already been hired or chosen.

I authorize any person or organization, whether or not identified in this application to provide any information concerning my previous employment, education, credit history, driving record, criminal conviction record, sexual offender registry or other qualification for my employment or volunteering, including the personal references that I have supplied. I also authorize the Episcopal Diocese of Michigan to request and receive such information.

If hired or chosen, I agree to be bound by the Episcopal Diocese of Michigan's policies and procedures, including but not limited to *Safe Church: Creating a Healthy Environment for Children, Youth and Vulnerable Adults*. I understand that these may be changed, withdrawn, added to or interpreted at any time and the Episcopal Diocese of Michigan's sole discretion and without prior notice to me.

I also understand that my employment or volunteering may be terminated, or any offer or acceptance of employment or volunteering withdrawn, at any time, with or without cause, and with or without prior notice at the option of the Episcopal Diocese of Michigan or myself.

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

## SIGNATURE

Signature:

Date:





**Safe Church: Creating a Healthy Environment for  
Children, Youth and Vulnerable Adults  
Confidential Notice of Concern**

Date of occurrence: \_\_\_\_\_

Time of occurrence: \_\_\_\_\_

Type of Concern: \_\_\_\_\_

- Inappropriate behavior with a child/youth
- Policy violation with a child/youth
- Inappropriate behavior with a vulnerable adult
- Policy violation with a vulnerable adult
- Possible risk of abuse
- Other Concern: \_\_\_\_\_

Section 1: Describe the situation: What happened, where it happened, when it happened, who was involved, who was present, who was notified?

Section 2: If reported to the State, what was their recommendation about investigating? Attach additional sheets if needed.

Section 3: Has the situation ever occurred previously? Attach additional sheets if needed.

Section 4: What action was taken? How was the situation handled, who was involved, who was questioned, were police called? Attach additional sheets if needed.

Section 5: 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 type or print) \_\_\_\_\_

Telephone number: \_\_\_\_\_

Location and address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Safe Church: Creating a Healthy Environment for  
Children, Youth and Vulnerable Adults  
**Accident/Incident Report**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Date and Time of Accident/Incident: \_\_\_\_\_

Place of Accident/Incident: \_\_\_\_\_

Describe Accident/Incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe nature of injury: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness(es) to accident/incident: \_\_\_\_\_  
\_\_\_\_\_

What action was taken? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was Parent/Guardian Contacted?  YES  NO Time: \_\_\_\_\_ How? \_\_\_\_\_

Describe medical treatment/first aid: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of church official who has been notified of incident:

- \_\_\_\_\_ Date/Time notified: \_\_\_\_\_
- \_\_\_\_\_ Date/Time notified: \_\_\_\_\_
- \_\_\_\_\_ Date/Time notified: \_\_\_\_\_

\_\_\_\_\_  
Signature of Reporter Date/Time

\_\_\_\_\_  
Printed Name of Reporter

\_\_\_\_\_  
Signature of Parent/Guardian Date/Time

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Signature of Person in Charge Date/Time

\_\_\_\_\_  
Printed Name of Person in Charge

\_\_\_\_\_  
Signature of Church Official Date/Time

\_\_\_\_\_  
Printed Name of Church Official



Safe Church: Creating a Healthy Environment for Children, Youth and Vulnerable Adults
Annual Safe Church Self-Audit
Congregations and Organizations

Audit Year: \_\_\_\_\_

Name of Congregation/Organization: \_\_\_\_\_

Address of Congregation/Organization: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Policy confirmation

- We have a Safe Church: Creating a Healthy Environment for Children and Youth policy that is consistent with the Diocese of Michigan, which meets or exceeds that of the 2018 Model Policy, and is appropriate for our congregation or Organization.

Date Adopted: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

- We have a Safe Church: Creating a Healthy Environment for Vulnerable Adults policy that is consistent with the Diocese of Michigan, which meets or exceeds that of the 2018 Model Policy, and is appropriate for our congregation or Organization.

Date Adopted: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

Screening of Ministry Leaders

- There is a well-understood process, in accordance with the above Screening and Training Protocols, which includes:
• A written application;
• A personal interview;
• Verification of personal references; and
• Public records check, updated every 5 years.

Individual records of these procedures are located \_\_\_\_\_ and \_\_\_\_\_ has access to them.

NOTES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Training of Ministry Leaders

- All leaders, paid or volunteer, have completed the appropriate Safe Church training, according to the above Screening and Training Protocols; and
□ Certification of training is renewed every 3 years.

Records of completion of this training are located: \_\_\_\_\_

**NOTES:**

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**Safe Program Space**

- There are always two or more unrelated adults present in ministry setting and events designed for children and youth.
- All program space whose primary use is for children and youth is visually accessible.
- Alcoholic beverages are not stored in publicly accessible areas of the church buildings.
- Publicly accessible computers with internet access are password protected and children and youth use church computers only with supervision.
- Keys to church spaces are limited to people who have met all requirements for screening and training.
- No one is denied the right, status, or access to an equal place in the life, worship, and governance of any program or activity because of race, color, ethnic origin, national origin, marital status, sex, sexual orientation, gender identity and expression, differing abilities, or socio-economic class.
- To the furthest extent possible, all spaces and settings for programs, activities, and ministry are accessible.

**NOTES:**

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**Responding to concerns and incidents**

- There is a well-understood procedure for responding to concerns and/or incidents of the suspected abuse, neglect, or exploitation of children and youth, which includes:
  - Contact information for the local Child Protective Service;
  - Contact information for the appropriate person to report to in the Diocese, Congregation and/or Organization;
  - Steps to take when you have concerns; and
  - Who to contact.

Copies of these procedures are located: \_\_\_\_\_

**NOTES:**

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**Program Documentation**

- There is documented approval from the governing body, and individual parental approval, for:
  - All programs for children and youth that are hosted off-site;
  - Sexually explicit conversation or program content; and
  - Screening of media rated PG-13 or above.
- The following documents are on file for all programs involving children and youth:
  - Registration forms;
  - Medical release and waiver forms;
  - Media and image release forms; and
  - Field trip and transportation permission forms for off-site programming

Records of these procedures are located: \_\_\_\_\_

**NOTES:**

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**Posting of Policy**

- A copy of the Policy for the Protection of Children and Youth is posted in open area of the facilities.
- A copy of the Policy for the Protection of Vulnerable Adults is posted in open area of the facilities.

Location where the Policies are posted: \_\_\_\_\_

**NOTES:**

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Name of the person filling out this form: \_\_\_\_\_

Date of Completion: \_\_\_\_\_

**This form must be submitted to the Episcopal Diocese of Michigan by  
March 1<sup>st</sup> of each year.**



## Episcopal Diocese of Michigan YAYA Event Permission & Health Form



Event Name: \_\_\_\_\_ Event Dates: \_\_\_\_\_

Participant Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Preferred name, if different \_\_\_\_\_ Current Grade \_\_\_\_\_ Gender \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Telephone number(s) (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Home YOUTH /Adult participant cell phone (not parent)

E-mail \_\_\_\_\_

Congregation Name & City \_\_\_\_\_

### Community Expectations & Covenant

The mission of the Episcopal Diocese of Michigan Youth & Young Adult Program is to provide opportunities for youth and young adults to experience and share the love of God through fellowship, formation, worship, and service. In order to live out our mission statement, all participants agree to actively participate in all parts of the event and to abide by the standards of the community:

1. I will seek to build up myself, others, and our community in my actions and words, doing my best to 'love my neighbor as myself.' (Matthew 22:39)
2. I will respect the person, property, feelings and beliefs of each member of our community.
3. I will respect the property of the host church with the understanding that it is God's House.
4. When conflicts happen, I will work to resolve them directly with the people involved, as described in Matthew 18:15-17 "If a fellow believer hurts you, go and tell him - work it out between the two of you. If he listens, you've made a friend. If he won't listen, take one or two others along so that the presence of witnesses will keep things honest, and try again. If he still won't listen, tell the church. If he won't listen to the church, you'll have to start over from scratch, confront him with the need for repentance, and offer again God's forgiving love." (The Message)
5. I will hand in all medication to the event nurse.
6. I will not enter the sleeping areas or restrooms of the opposite sex.
7. I will wear appropriate clothing that allows me to fully participate. I agree to abide by additional dress-code requirements for special activities.
8. I will follow the event guidelines for cell phone use if I bring one to the event.
9. I will not drive my car during the event, and I will not get into any vehicle without permission from an adult staff member.
10. I will not engage in sexual activity.
11. I will not bring or use alcohol, tobacco, illegal drugs, fireworks, firearms or any kind of weapon.
12. I will do my best to have fun!

Adults attending the event also agree to abide by these standards and assist with supervision of youth, remembering 2 Timothy 2:24-25, "And the Lord's servant must not be quarrelsome but kindly to everyone, an apt teacher, patient, correcting opponents with gentleness."

I understand, should I not abide by the Community Expectations & Covenant, that my participation in this event may be cut short, my parent/guardians contacted, and I may be sent home at the expense of my parent/guardians.

Participant Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parent/Guardian Authorization & Signatures**

**PARENT/GUARDIAN CONSENT:**

I give full permission for my child to attend and participate in this event, a youth activity participated in by the Episcopal Diocese of Michigan.

**DURABLE POWER OF ATTORNEY FOR EMERGENCY MEDICAL/SURGICAL CARE:**

I represent and warrant that to the best of my knowledge my child has no illness, congenital defect, or other health condition that makes my child's participation in this event unsafe for my child or other participants even with reasonable accommodation of any disability.

I appoint the Episcopal Diocese of Michigan (4800 Woodward Avenue., Detroit, MI 48201) as my agent pursuant to MCLA 700.5103 for the limited purpose of consenting to any emergency medical or surgical care for my child that may be recommended by a physician regarding any injury or illness that may arise while my child is participating in this event. The Episcopal Diocese of Michigan shall use its best efforts to contact me in advance of exercising this delegated power so that I may direct my child's care. If I am unavailable after reasonable attempts to contact me, or if my child's condition makes any delay medically inadvisable, then the Episcopal Diocese of Michigan may exercise the delegated power without communicating with me first.

This durable power is not affected by the incapacity or disability of the principal and shall continue in full force and effect during such disability or incapacity.

I agree to pay all health care providers for any services rendered to my child pursuant to this delegated power, whether through health insurance or private payment.

**TRANSPORTATION RELEASE:**

I give full permission for my child/children to be transported to activities in conjunction with this event, including being able to attend and participate in activities off site of the main program campus, as well as travel before and after the event for the purposes of attending and getting home.

**WAIVER OF LIABILITY:**

I release the Episcopal Diocese of Michigan, its agents, employees, officers, directors and volunteers, from any liability of any kind or nature that may arise in any way from my child's participation in this event.

**MEDIA RELEASE:**

I give permission for photographs or video of my child or myself to be taken during my child's or my participation in this event, to be used by the Episcopal Diocese of Michigan for promotional purposes.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness: \_\_\_\_\_ Date \_\_\_\_\_





# CAMPER HEALTH HISTORY FORM 1

Developed and revised by American Camp Association, American Academy of Pediatrics, and American Red Cross, American Camp Association

Camper Name: \_\_\_\_\_  
 First Middle Last  
 Birth Date: \_\_\_\_\_  
 Birth Sex: \_\_\_\_\_

**Immunization History:** Provide the month and year for each immunization. States (\*) immunizations must be current. Copies of immunization forms from health-care providers or state or local government are acceptable; please attach to this form.

Immunization	Dose 1 Month/Year	Dose 2 Month/Year	Dose 3 Month/Year	Dose 4 Month/Year	Dose 5 Month/Year	Most Recent Dose Month/Year
Diphtheria, tetanus, pertussis* (DTaP) or (Tdap) Tetanus booster* (dT) or (TdPa)						
Mumps, measles, rubella* (MMR)						
Polio* (IPV)						
Haemophilus influenzae type B (HIB)						
Pneumococcal (PCV)						
Hepatitis B						
Hepatitis A						
Varicella <input type="checkbox"/> Had chicken pox (chicken pox) Date: _____						
Meningococcal meningitis (MCV4)						

Tuberculosis (TB) test: \_\_\_\_\_ Date: \_\_\_\_\_  Negative  Positive

*If your camper has not been fully immunized, please sign the following statement: I understand and accept the risks to my child from not being fully immunized.*

Signature of Custodial Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_ Relationship to Camper: \_\_\_\_\_

**Medication:**  This camper will not take any daily medications while attending camp.  
 This camper will take the following daily medication(s) while at camp:

"Medication" is any substance a person takes to maintain and/or improve their health. This includes vitamins & natural remedies. Please review camp instructions about required packaging/containers. Many states require original pharmacy containers with labels which show the camper's name and how the medication should be given. Provide enough of each medication to last the entire time the camper will be at camp.

Name of medication	Date started	Reason for taking it	When it is given	Amount or dose given	How it is given
			<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Bedtime <input type="checkbox"/> Other time _____		
			<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Bedtime <input type="checkbox"/> Other time _____ <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Bedtime <input type="checkbox"/> Other time _____		

The following non-prescription medications may be stocked in the camp Health Center and are used on an as-needed basis to manage illness and injury. Cross out those the camper should not be given.

- |   |   |
|---|---|
| Acetaminophen (Tylenol)                                   | Ibuprofen (Advil, Motrin)                                     |
| Phenylephrine decongestant (Sudafed PE)                   | Pseudoephedrine decongestant (Sudafed)                        |
| Antihistamine/allergy medicine                            | Guafenesin cough syrup (Robitussin)                           |
| Diphenhydramine antihistamine/allergy medicine (Benadryl) | Dexamethasone cough syrup (Robitussin DM)                     |
| Sore throat spray   | Generic cough drops   |
| Loose stool or cream (Nix or Elmite)                      | Antibiotic cream  |
| Calamine lotion   | Aid   |
| Laxatives for constipation (Ex-Lax)                       | Bismuth subsalicylate for diarrhea (Kaopectate, Pepto-Bismol) |



# Medication Log

Name: \_\_\_\_\_

Event: \_\_\_\_\_

Medication Name	When to take it	Date and initial each time medication is taken					

Name of person who dispensed the medication: \_\_\_\_\_

Note: \_\_\_\_\_

\_\_\_\_\_



# Authorization to Conduct Background Check

(PLEASE READ CAREFULLY BEFORE COMPLETING AND SIGNING)

Position for Which this Person is Applying: \_\_\_\_\_ Paid: \_\_\_\_\_ or Voluntary: \_\_\_\_\_

Congregation or Institution Served: \_\_\_\_\_ City \_\_\_\_\_

The items of personal information requested below are needed to process your background investigation. This information is intended solely for that purpose and will not be used in a discriminatory manner by the parties noted below in the making of appropriate business decisions.

Printed Full Name of Applicant:

\_\_\_\_\_

Last

First

Middle

Other names you have used, including maiden name and the date(s) your name(s) changed:

\_\_\_\_\_  
\_\_\_\_\_

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Your Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Month/Day/Year)

Driver's License #: \_\_\_\_\_

State of Issuance: \_\_\_\_\_

Contact phone #: (\_\_\_\_\_) \_\_\_\_\_

List all your residential addresses for the past seven (7) years, starting with your present address:

Street Address	City	State	County	Zip Code	From Mo/Yr	To Mo/Yr

Have you ever been convicted of a crime (other than minor traffic offenses)? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please explain charges: (Use an additional sheet of paper if necessary) \_\_\_\_\_

In What State, What County, and What Year did these convictions occur? \_\_\_\_\_

I authorize the Episcopal Diocese of Michigan and/or its designated agents to investigate my background as part of my application for employment, appointment, or a volunteer position. This may include information contained in public records which could include credit history, criminal files at the county, state, and federal jurisdiction levels, motor vehicle records, and investigations of employment history and performance and educational credentials. I hereby release all persons, companies or corporations furnishing such information from liability and responsibility. A copy of this document can be substituted for the original. This document shall be valid for a period of 1 (one) year from the date of my signature.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Types of background check to be performed:

- First Advantage: Criminal/ Sex Offender Reg/ DMV/ Credit: \$23-\$30
- Oxford Documents: 10 year extensive: \$120