



EPISCOPAL CHURCH IN CONNECTICUT
PARTICIPATING IN GOD'S MISSION

Called to Right Relationship

RESOURCES FOR A SAFE AND HEALTHY CHURCH

Revised September 2019

The Commons
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Training for a Safe and Healthy Church

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PART I: Our Call to Restore Right Relationship

A. Our Baptismal vocation

Our baptismal vocation is to restore all people to unity with God and each other in Christ. Unity, not uniformity. Unity where our differences are blessed, where we come together in the fullness of who we are. So being about creating a safe church is being about God's mission in the world-to restore all of us to unity with God and each other in Christ.

The Right Rev. Ian T. Douglas, 2016

B. Differences, power & privilege: The richness of diversity created by God

Power: the ability to act or produce an outcome

Privilege: unearned rights, benefits enjoyed by an individual or group of people

Power and privilege are neither good nor bad. The question is, what do you do with your power and privilege?

C. Right Relationship & healthy boundaries

Boundaries in personal, professional & ministerial relationships

- **Professional Relationship** is a relationship whose purpose is to meet the client's/congregant's need for professional/ministerial assistance or service.
- **Personal Relationship** is a relationship whose purpose is to meet the personal needs of the people involved.
- **Ministerial Relationship** is any relationship in which a person, lay or ordained, offers any type of ministry to another.

Relationship of clergy and parishioner is a professional relationship. The clergy person holds the power and has the responsibility to maintain appropriate boundaries at all times.

Relationship of a lay minister providing ministry to another lay person, while not exactly a professional relationship, does have some of the traits of a professional relationship. The lay minister holds the power and has the responsibility to maintain appropriate boundaries.

Violating boundaries in a community of faith can cause harm to individuals and the community.

Part II: Misconduct & Bullying

A. **Misconduct** is a betrayal of trust by an ordained or lay leader.

Reporting Misconduct

Concerns regarding **clergy misconduct** should be reported to an Episcopal Church in Connecticut (ECCT) Intake Officer. Anyone may contact an ECCT Intake Officer to report concerns. This initiates a process to hold clergy accountable for their behaviors. This process of accountability, as set out in Title IV of the Constitution and Canons for the Government of The Episcopal Church, seeks to promote justice, restitution, amendment of life, repentance, healing, forgiveness and reconciliation among all involved or affected by clergy misconduct. For more information on this process of accountability, please consult materials on the ECCT website regarding Safe Church processes (www.episcopalct.org), or contact one of the Intake Officers. Contact information and bios for the Intake Officers may be found on our website.

B. **Bullying is an abuse of power over another.** Those who engage in bullying behavior use their power to attack those who have less power and may be unable or have a hard time defending themselves. A person who bullies might get power from their physical size, strength, age, social standing, or it might come from the victim's vulnerabilities (e.g. obesity, learning problems, disabilities, beliefs, or sexual identity). Bullying is generally an ongoing pattern of behavior. There are many types of bullying:

- **Verbal and psychological bullying** is the most common form of bullying. This can include name calling, yelling, making threats, making comments that are sexist, racist or homophobic.
- **Social bullying** consists of excluding others through social cliques, often humiliating victims because they don't fit into the clique's social norms.
- **Cyberbullying** is bullying that takes place using electronic technology such as cell phones, computers, social media sites, text messages, chat, and websites. Cyberbullying can happen 24/7/365. A person engaging in cyberbullying can feel anonymous and sometimes remain anonymous. Moreover, once a message or image has been shared electronically, it can be very difficult to delete it.
- **Physical bullying** includes hitting, kicking, shoving, blocking the other's path, stealing or damaging the victim's property, and threatening physical harm, with or without a weapon.

Bullying occurs among adults in families, places of work, and even churches.

Bullying behavior may appear as a lack of empathy or compassion for others, a need to win and get their own way, speaking in ways that intimidate others, or threatening to leave if they don't get what they want.

Bystanders to bullying: People who are aware of bullying and are not exhibiting bullying behavior or are not the direct victim of the bullying behavior are bystanders. Bystanders fall into four categories:

- **Assistants** join the bullying, often taking directions from the bullies
- **Reinforcers** encourage the bullies by cheering, laughing, or otherwise actively supporting them
- **Validators** know about the bullying but do nothing, giving "silent approval"
- **Defenders** intervene and support the victims

Part III: Protection of Vulnerable Adults

A. Who are vulnerable adults?

ECCT policy defines vulnerable adults as:

- Any adult 60 years of age or older as designated by Connecticut state law;
- Any adult who is infirm or diminished in capacity due to age, illness, or disability;
- 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; and
- 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 death of a family member or job loss.

Anyone can become a vulnerable adult in ministerial relationships. At their core, these relationships involve a covenant which is a relational and an agreement with mutual respect, trust and commitment. Trust, by its very nature, renders us vulnerable while deepening relationships with others. Any of us can be vulnerable to exploitation when we are in relationship with someone we trust. In times of crisis, we may rely on ministerial relationships. Crisis can render anyone vulnerable.

Responsibility in Ministerial Relationships (Lay or Ordained): It is always the responsibility of the person offering ministry to ensure that their actions are for the benefit of the other, and to maintain appropriate boundaries. Generally, the person offering ministry (lay and ordained) has more power than the recipient of ministry.

B. Types of maltreatment of vulnerable adults

Elder abuse and dependent adult abuse are defined as intentional acts or failure to act that cause or create a risk of harm to a vulnerable adult. Abuse often occurs at the hands of a caregiver or a person. Six frequently recognized types of elder maltreatment include:

- **Physical** abuse occurs when an elder experiences illness, pain, or injury as a result of the intentional use of physical force and includes acts such as hitting, kicking, pushing, slapping, and burning.

- **Sexual** abuse involves forced or unwanted sexual interaction of any kind with an older adult. This may include unwanted sexual contact or penetration or non-contact acts such as sexual harassment.
- **Emotional or Psychological** abuse includes verbal or nonverbal behaviors that inflict anguish, mental pain, fear, or distress on an older adult. Examples include name calling, humiliating, destroying property, or not letting the older adult see friends and family.
- **Neglect** is the failure to meet an older adult's basic needs. These needs include food, water, shelter, clothing, hygiene, and essential medical care.
- **Financial Exploitation** is illegally or improperly using an elder's money, benefits, belongings, property, or assets for the benefit of someone other than the older adult. Examples include taking money from an older adult's account without proper authority, unauthorized credit card use, and changing a will without permission.
- **Abandonment** is the desertion of a frail or vulnerable elder by anyone with a duty of care for an older adult
- **Self-neglect** occurs when a vulnerable adult's own behaviors (i.e. failing to care for their physical, mental or emotional well-being) threaten the elder's health or safety.

Frequency of abuse:

Approximately 1 in 10 adults ages 70 and older have experienced some form of elder abuse. As many as 5 million elders are abused each year. One study estimated that only 1 in 14 cases of abuse are reported to authorities. (National Council on Ageing, www.ncoa.org, accessed August 2019)

Most **developmentally disabled adults** will experience some form of sexual assault or abuse during their lives. For developmentally disabled adults, the long-term effects of mistreatment are *under-recognized*, *under-reported*, and *under-treated* because the signs of stress disorder (e.g., hypervigilance, increased anxiety, and behavioral problems) are often blamed on their disability.

Unlike children, **vulnerable adults have the right to make decisions** that do not conform with societal norms as long as their decisions do not harm others. There are ethical challenges to working with vulnerable adults to balance the right to self-determination against the need to protect a vulnerable adult from harm. When in doubt, you are strongly encouraged to share your suspicions with your priest or other clergy, and also encouraged to make a report of the suspected maltreatment to the Department of Social Services (DSS).

C. Warning signs and risk factors of maltreatment of vulnerable adults

1. General signs of maltreatment
 - a. Frequent arguments or tension between the caregiver and the elderly person
 - b. Changes in personality or behavior of the elder
2. Signs of physical abuse

- a. Unexplained injuries such as bruises, welts or scars
 - b. Broken bones, sprains or dislocations
 - c. Repeat of drug overdose or failure to take medication regularly (too much remaining)
 - d. Broken eye glasses or frames
 - e. Signs of being restrained, such as rope marks on wrists
 - f. Caregiver refuses to allow you privacy when visiting the elder
3. Signs of emotional abuse
 - a. Threatening, belittling, or controlling caregiver behavior that you witness
 - b. Behavior from elder that mimics dementia, such as rocking, sucking or mumbling to oneself
4. Signs of sexual abuse
 - a. Bruises around breasts or genitals
 - b. Unexplained venereal disease or genital infections
 - c. Vaginal or rectal bleeding, torn, stained or bloody underclothing
5. Signs of self-neglect or neglect by caregiver
 - a. Unusual weight loss, malnutrition, dehydration
 - b. Untreated physical problems (bed sores)
 - c. Unsanitary living conditions (dirt, bugs, soiled bedding and clothes)
 - d. Being left dirty or unbathed
 - e. Unsuitable clothing for the weather
 - f. Unsafe living conditions (no heat or running water)
6. Signs of abandonment
 - a. Desertion of elder at a public place
7. Signs of financial exploitation
 - a. Significant withdrawals from elder's account
 - b. Sudden changes in elder's financial condition
 - c. Cash or items missing from elder's household
 - d. Suspicious changes in wills, power of attorney, titles and insurance policies
 - e. Addition of names to elder's signatory card
 - f. Unpaid bills or lack of medical care even though the elder has enough money to pay for them
 - g. ATM withdrawal when elder is bedridden or other financial activity the elder couldn't have done
 - h. Purchase of unnecessary services, goods or subscriptions

D. Warning signs in caregivers:

The stress of elder care can lead to mental and physical problems that make caregivers burn out, impatient, and unable to keep from lashing out against elders in their care.

Things to watch for in caregivers:

- a. Inability to cope with stress
- b. Depression (which can be common among caregivers)
- c. Lack of support from other potential caregivers
- d. The caregiver's perception that taking care of the elder is burdensome and without psychological reward
- e. Substance abuse, drinking too much

E. Skills for visiting vulnerable adults

There are five basic skills for visiting vulnerable adults:

- **Prepare** — complete training and obtain permission before providing care, services, or ministering to a vulnerable adult
- **Listen** — be present and, if you have difficulty understanding, keep asking for clarity until you understand
- **Observe** — keep your ears and eyes open
- **Assess** — be alert for warning signs of mistreatment
- **Respond** — report known or suspected mistreatment immediately

Commit to respect the rights of vulnerable adults and elders by working to ensure:

- The right to be safe;
- The right to accept or refuse help;
- The right to confidentiality;
- The right to individual differences – including cultural, historical and personal values;
- The right to receive information about their choices and options in a form or manner that they can understand;
- The right to have decision-making capacity (unless a court adjudicates otherwise);
- The right to make decisions that do not conform with societal norms as long as these decisions do not harm others.

Part IV: Protection of Children and Youth

A. Abuse and neglect

We know from decades of research that abuse and neglect have both short-term and long-term negative effects on children and their families. There are a number of things that you can do to try to prevent abusive or neglectful behavior from occurring in your ministries and beyond.

B. Warning signs of sexual abuse

How adults interact with children may reveal clues of their intent to violate a child's physical, emotional, or behavioral boundaries. Watch for the following:

1. Physical Boundary Violations: touching too much or in ways that most adults would not touch a child. Perpetrators do this to get the children and adults around the children accustomed to lots of physical contact. Examples include:
 - Roughhousing or wrestling
 - Tickling
 - Too many hugs or hugs with too much body contact
2. Emotional Boundary Violations: Treating the relationship with a child as if it were a romantic or intimate adult relationship. Perpetrators do this to get close to a child and to gain influence over the child through the relationship. Examples include:
 - Treating or talking about a child like a friend (or peer)
 - Spending too much time with a child
 - Getting involved with too many of a child's activities
3. Behavioral Boundary Violations: Involving the child in activities that his or her parents would not allow the child to do. Perpetrators do this because a child is less likely to disclose abuse after the child has engaged in activities that the child wants to keep secret. Examples include:
 - Allowing the child to do things that the parents would not allow
 - Giving the child gifts without the parents' permission
 - Getting the child to keep secrets from parents

C. Peer-to-peer abuse

Bullying is common. Some studies have shown that as many as 1 in 3 middle and high school students report being bullied. Lesbian, gay, bisexual, transgender and queer/questioning (LGBTQ) teens may be more at-risk for bullying. LGBTQ youth were more likely than heterosexual youth to report high levels of bullying. Young children can also engage in bullying behavior victimizing their peers. Up to one third of the children who exhibit bullying behavior are bully-victims, meaning they are also victimized by the bullying behavior of others.

D. What to do when a child discloses abuse

At the time of disclosure:

1. Be calm. Try not to act outraged or excited. The child has wisely chosen you to be a trusted adult.
2. Reassure the child that they did the right thing by telling you.
3. Act like you believe the child. Avoid saying things such as, "Are you sure that happened? They wouldn't do that."
4. You can tell the child that this is not their fault.
5. Do not ask for details about the abuse.
6. Do not make promises that you cannot keep. Do not promise to keep this a secret. Do not promise that you will keep the child safe or that they will never be abused again.
7. Do not say bad things about the alleged perpetrator.
8. Immediately after disclosure, tell the people that need to know about the disclosed abuse.
 - a. If you are a mandated reporter you must report the suspected child abuse to the Department of Children and Families (DCF). See page 11 (Appendix I).
 - b. If you are not a mandated reporter, you are strongly encouraged to tell your priest or other member of ordained clergy of the suspected abuse whether the suspected child abuse occurred within the church or in another setting, and you are encouraged to make a report of the suspected child abuse to DCF.
 - c. Keep in mind that it is generally **not** your role to tell the child's parents of the disclosed abuse.
9. Seek out support for yourself.
10. Pray for all involved, including yourself.

E. Steps to help protect children and youth:

- a. monitor their activities: know where they are and with whom
- b. listen to what they say
- c. be alert to changes in their behavior
- d. warn against accepting gifts without their parents' knowledge
- e. teach them about potential threats and to seek help when necessary
- f. drop in unannounced at youth activities
- g. be aware of adults who exhibit predatory behavior
- h. conduct background checks on all who engage in ministry with children and youth
- i. make sure there are multiple adult supervisors at youth events
- j. be prepared for when/if a child discloses abuse to you
- k. be familiar with all aspects of ECCT's Policies for the Protection of Children, Youth and Vulnerable Adults (see Appendix III)

Appendix I

REPORTING SUSPECTED ABUSE & NEGLECT IN CONNECTICUT

Anyone who suspects abuse, neglect or exploitation may intervene. In Connecticut, people in certain professions (i.e. clergy, teachers, healthcare workers) are mandated by law to report suspected abuse and neglect when they function in their professional role. The following applies to everyone, whether or not mandated to report.

- a. If you have **reason to suspect** abuse occurred or that there is risk abuse may occur, you can intervene. **You do not have to know for sure** that abuse occurred.
- b. Your intervention may be the only way to stop abuse from continuing.
- c. To report suspected abuse, call the appropriate state agency from the list below.

- d. You can make a report anonymously without giving your name. (Mandated Reporters should give their names so there is a record of the report being made.)
- e. You are protected from legal liability as long as you make the report in good faith, meaning that you have a reason to suspect abuse.
- f. In an emergency, call 911 or the local police for an immediate response.
- g. If the suspected abuse occurred at church or involves a member of the church, notify your clergy so that pastoral care and support can be offered.

Children (under 18 years of age): Anyone may report suspected abuse or neglect of a child by calling the Department of Children and Families (DCF) Careline at 1-800-842-2288. Mandated reporters are required to call the DCF hotline within 12 hours of suspecting that a child has been abused or neglected, and make a written report* (using DCF Form 136) within 48 hours of making the oral report. DCF Form 136 is available on the DCF website www.state.ct.us/dcf

Elders (60 years and older): Anyone may report suspected abuse or neglect (including self-neglect) or exploitation of an elder by calling the Department of Social Services at 1-888-385-4225 during business hours. For after hour emergencies call Info-Line at 211. Mandated reporters must report within 5 calendar days of suspecting that an elder has been abused or neglected.

Adults with an intellectual disability (18-59 years of age): Anyone may report suspected abuse or neglect of an adult with an intellectual disability by calling the Department of Developmental Services (DDS) at 1-844-878-8923. Mandated reporters are required to make an oral report within 72 hours of suspecting an adult with an intellectual disability has been abused or neglected, and make a written report (using form PA-6)* within 5 calendar days of making the initial oral report. Form PA-6 is available by calling the Department of Developmental Services or on website www.portal.ct.gov/dds

Clergy suspected of abuse, neglect or exploitation should be immediately reported to the bishop's office or an Intake Officer.

* When mandated reporters make a written report it is advisable to keep a secure copy of the report for your own records.

Appendix II

GUIDELINES FOR ORDAINED MINISTRY (REVISED 2016)

The Episcopal Church in Connecticut (ECCT) offers the following Guidelines for Ministry to assist and support ordained ministers in maintaining the integrity of relationships in which they offer ministry. These relationships can become complex, and in some cases seriously impaired. It is the cleric's responsibility to maintain the integrity of such relationships. To that end, it is expected that all ordained clergy and lay leaders in the diocese will be familiar with and follow these guidelines. These guidelines do not include all ECCT policies or contingencies. An attempt has been made to refer to additional ECCT policies where appropriate. Clergy are welcome to contact their bishops as they seek to follow these guidelines, particularly if they are encountering struggles in so doing. In addition, clergy may also call on members of the bishops' staff for consultation and assistance.

Clergy in the Episcopal Church in Connecticut are expected to:

1. *Treat themselves with dignity and respect by taking good care of themselves. This includes, but is not limited to, the following:*

- a. **Self-care:** Regular and consistent incorporation of wellness and self-care practices in their life.
- b. **Accountability:** Clergy are strongly encouraged to have groups and individuals to whom they are accountable, with whom they confer as a matter of ordinary course (e.g., colleague support groups, spiritual directors, psychotherapists, supervision). For new clergy and for clergy in transition to new calls, ECCT offers Recently Ordained Clergy and Fresh Start groups. ECCT staff is available for consultation on how to form other cohorts.
- c. **Boundaries:** Setting appropriate limits with parishioners as to when clergy are available and boundaries in the relationship. If a parishioner violates boundaries by going beyond what is appropriate in the clergy-parishioner relationship (e.g., seeking to romanticize the relationship, demanding inordinate amounts of attention, seeking to meet with clergy alone, sending clergy too many and/or inappropriate email or text messages, or does anything that makes clergy feel uncomfortable or unsafe), firmly and clearly communicate what behavior is acceptable and what is not. Some parishioners do not change their behavior in spite of a cleric's efforts to explain why change is needed. In such cases, clergy are welcome to seek consultation by contacting a bishop or a member of the bishop's staff.
- d. **Conflict-resolution:** Addressing conflicts that may arise between an ordained minister and a parishioner, or a group of parishioners or lay leaders, in healthy ways. Addressing conflicts includes seeking to maintain appropriate boundaries in relationships, communicating clearly and directly to those with whom you are in conflict, seeking nurture and support for yourself outside the congregation, and possibly seeking assistance from someone trained in conflict resolution. Clergy who are struggling with conflict in your congregation or ministry may seek consultation by contacting the bishop or a member of the bishop's staff.

2. *Comply with ECCT policies and behavioral standards regarding ministry with children and youth.* In Connecticut, clergy are mandated reporters of suspected abuse, neglect or exploitation of children and youth (anyone under the age of 18). In addition, ECCT has a comprehensive policy regarding ministry with children and youth (***Policy for the Protection***

of Children and Youth). It sets forth behavioral standards for all adults engaged in ministry with children and youth throughout ECCT. This policy also sets standards for screening and selecting staff and volunteers who work with children and youth, monitoring programs for children and youth and responding to concerns. The policy also sets out in detail the behavioral standards for youth and adults participating in ECCT sponsored youth events. Ultimately, ordained leadership in each congregation is responsible for compliance with this policy within the congregation. This policy is available on the ECCT website at www.episcopalct.org. While behavioral standards are outlined in the policy, ECCT cannot emphasize strongly enough that it requires its ordained and lay ministers to adhere to a high standard of conduct. These behavioral standards, which apply to all adults, ordained and lay engaged in ministry with children and youth, are:

Neither ordained nor lay ministers shall:

- a. provide children or youth with illegal drugs, pornography, or non-sacramental alcohol;
- b. consume non-sacramental alcohol or illegal drugs, or misuse legal drugs at any children's or youth event;
- c. be under the influence of alcohol, illegal drugs or misused legal drugs at any children's or youth event;
- d. engage in illegal behavior or permit other adults or children or youth to engage in illegal behavior;
- e. engage in any sexual, romantic, illicit or secretive relationships or conduct with any child or youth; or
- f. discuss their own sexual activities or fantasies with children or youth.

In addition, whenever an adult is offering any type of ministry or engaged in any type of church related activity with a child or youth there shall be at least two unrelated adults present. These Behavioral Standards for Ministry with Children or Youth are included in the *ECCT Policies for the Protection of Children and Youth*.

3. **Comply with legally mandated reporting requirements** regarding the suspected abuse and/or neglect of children, the elderly and vulnerable adults. In Connecticut, clergy are mandated reporters of suspected abuse and/or neglect of children, elderly and vulnerable adults (adults ages 18-59 with cognitive disabilities). This is not a choice, but a legally enforceable responsibility. ECCT clergy shall be familiar with state law. The legal obligation of mandated reporting requires clergy to disclose information to the appropriate state agency in specific situations, except when the cleric learns the information within the bounds of the sacrament of confession. If you have any questions about mandated reporting, please contact the Canon for Mission Integrity and Training.
4. **Refrain from dual relationships.** Dual relationships in a ministerial setting occur when clergy attempt to relate to a person on two levels at the same time. This can happen when clergy attempt to relate to an individual both personally and professionally (i.e., as cleric and parishioner, and at the same time in some other role such as supervisor and parish employee.) Dual relationships diminish the effectiveness of ministry.

To avoid dual relationships:

- a. Discourage hiring parishioners to serve in paid staff positions. If such an arrangement is unavoidable, the clerics and lay leaders should understand the risk to all relationships involved and take steps to mitigate the risk. The employment decision must be ratified by the vestry, there must be clear guidelines for separation spelled

out in the letter of agreement, and alternate arrangements must be made for pastoral support of the employee.

- b. Discourage clergy spouse, partner or family member from serving on parish staff as a lay employee, or as a parish officer or vestry member in the congregation where the related clergy person serves.
- c. Avoid intimate personal relationships with parishioners and others to whom you minister.
- d. Do not sexualize any relationship with parishioners or others to whom you minister.
- e. Develop personal relationships with people outside of the congregation to whom you do not offer ministry.
- f. Cultivate good habits of mind. It is necessary to cultivate certain habits of mind that help prevent the misuse or abuse of clerical privilege and authority.

These habits include the following practices.

- i. Self-questioning: Am I conscious of my role as an ordained person in this situation?
- ii. Recognizing danger signals:
 - a. rationalizations, such as finding excuses for pushing back the usual boundaries; this may be encapsulated in the rationalization: "People put this burden of perfection on me, but I'm only human;"
 - b. the need to be needed—getting a personal thrill from pastoral functions; or
 - c. failure to attend to any obsessive attachment to a pattern of fantasy (sexual, financial, self-aggrandizing, etc.).
- iii. Cultivating consciousness of possible problem situations in which your own history may make you particularly vulnerable.
- iv. Cultivating a framework of containment: appropriate behavior, including physical, emotional, advisory; finding a stopping place.
- v. Adopting the perspective that while both cleric and the protected person are engaged in the "good work" of responsible Christian living, it is nevertheless the cleric's role that puts the burden of responsibility on him or her — particularly with regard to maintaining boundaries.

5. *Accept only token gifts from parishioners and others to whom you minister.*

6. *Decline to accept loans* of any kind from parishioners and others to whom you minister.

7. *Decline to agree to be named as a beneficiary* or to act as an administrator or executor in a parishioner's will or that of anyone to whom you minister.

8. *Maintain confidentiality* of information shared in the pastoral relationship. This means that clergy will not tell others personal information a parishioner shares unless that parishioner gives permission. However, the legal obligation of **mandated reporting** requires clergy to disclose information to the appropriate state agency in specific situations, except when the cleric learns the information within the bounds of the sacrament of confession.

9. *Refer issues of mental health, and substance and domestic abuse issues to licensed, insured or certified health providers.* The line between pastoral care and more specialized

care can sometimes be blurry. Clergy are advised to develop their own list of referrals for mental health and substance abuse or domestic abuse problems and rely on these experts for support and referral. Clergy who are licensed or certified are not to treat anyone who is a member or attends a parish in which the cleric is serving. Clergy should refrain from meeting with parishioners more than three times before referring them for specialized care. The exception to this guideline is pre-marital counseling. Please consult with a member of the bishop's staff if you need clarity in making decisions to refer.

- 10. Comply with the responsibilities of being an employer** if in charge of paid staff, wardens, members of personnel committees and similar positions. Clergy are expected to conduct personnel matters in fair, impartial, and compassionate ways in accordance with legal requirements. This includes making decisions regarding hiring, supervision, record keeping, and termination, either for cause or due to financial constraints. It also includes responding to any and all allegations of misconduct by employees in a timely and appropriate manner.
- 11. Comply with financial practices** as set forth by ECCT and The Episcopal Church. This includes conducting an annual audit of all accounts, including clergy discretionary and special ministry funds, and ensuring that the financial systems within your congregation, such as money counters and those authorized to sign checks, are in accordance with the internal practices recommended by the ECCT and The Episcopal Church —

Discretionary funds: discretionary funds are never to be used for personal gain or benefit; diocesan and parish guidelines must be strictly followed.

- a. Any money given to a cleric either must be reported as income (as prescribed by the IRS) or deposited in a discretionary fund. (If the congregation or other organization has a rule against gifts, this does not apply.)
 - b. Any contribution or gift in excess of \$500.00 must be reported to the treasurer of the congregation or organization. No cleric or lay leader should use his or her influence with members of the Church for personal financial gain, or engage in an enterprise which would derive benefit from his or her connection with the Church (e.g., selling the parish list). (See The Diocese of Connecticut Parish and Financial Reporting Requirements and the Episcopal Church Manual of Business Methods in Church Affairs.)
- 12. Comply with the affirmative obligations included in Title IV of the Canons.** This includes cooperating with any Title IV process and investigations as well as reporting to an Intake Officer "all matters with may constitute an offense." (IV.1 (f)). An Offense must "be material and substantial or of clear and weighty importance to the ministry of the Church." (IV.3.3)
- 13. Bring resolution to relationships with parishioners when ordained ministry at a parish ends.** When it comes time to leave a parish, it is expected that clergy will bring resolution to relationships with all parishioners in a manner that is healthy for the cleric, the cleric's family, as well as the parish. It is expected that once a cleric's service at a parish ends, he or she will no longer perform any clergy functions for any members of that parish or others affiliated with the parish, and will not worship at that parish. For more information, consult "Leaving Well Policy," available on the website or through the Canon for Mission Leadership.
- 14. Foster collegiality and accountability by participating in diocesan leadership opportunities and ECCT Events.** It is expected that clergy will attend ECCT conventions and other regular ECCT events such as Clergy Days and Clergy Conferences. Newly ordained clergy and clergy in new cures are required to attend Recently Ordained Clergy and Fresh Start groups provided by ECCT. Participation in ordinations and celebrations of new ministry are strongly encouraged.

Appendix III

ECCT Model Policies for the Protection of Children, Youth and Vulnerable Adults

(Formatted and edited for Safe Church Training resources)

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I. THEOLOGICAL AND ETHICAL FOUNDATIONS

“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*)

The Church is called to embody and advance God’s mission. Ministry is the vocation of the whole community: laypersons, 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 minors (**children** and **youth**) or 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.

Ministerial relationships involve 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 risk distortion and harm. All the people of God are called to minister attentively within this tension. These model policies are intended to provide a pattern for attentive practice of ministry.

The purpose of these model policies is to set forth expectations for E C C T leaders in their relationships with children, youth and vulnerable adults so to foster the highest standards of behavior in ministry settings. The document includes:

- **Screening and Training Protocols** ([Appendix A](#)), which explains the level of screening and training required before engaging in ministry with children, youth and vulnerable adults;
- A description of requisite training that is specialized and tailored to ministry role and function;
- Behavioral standards designed to ensure that children, youth and vulnerable adults, and all who engage in ministry with them are treated with dignity and respect in all settings; and
- **Recommended Practices and Guidelines for Social Media and Electronic Communications** ([Appendix B](#)).

II. EXPECTATIONS AND LOCAL IMPLEMENTATION

This model policy sets forth statements of general expectations and guidelines of behavior for ordained and lay people in ECCT when engaged in ministry with children, youth and vulnerable adults. This policy is mandated for all such activities sponsored by every parish, worshipping community, institution, organization, school, and agency of ECCT. The purpose of these policies is to create safe and welcoming space for all children and youth in our communities and those engaged in ministry with children, youth and vulnerable adults, and to prevent all forms of abuse, including sexual abuse.

This policy is a model and, as such, it presents best practices for creating a safe space. Circumstances in many localities may make some of these best practices difficult to implement or even unworkable. As a result, parishes and other local entities may make additions or revisions in developing local policy so long as they *meet or exceed* the requirements of these policies. This requires that local leadership understand this policy thoroughly enough to make appropriate judgments about local circumstances.

Parishes, worshipping communities and organizations may adopt site-specific variations from these model policies, where permitted by vestries or governing bodies, which shall be described in detail, including the circumstances under which those variations are to be permitted and their rationale. This approval shall be recorded in the minutes of the vestry or governing body. Any such additions or revisions must be reported in writing to the ECCT Canon for Mission Integrity and Training. No provisions may be omitted from a local policy.

Church governing bodies, such as vestries, and all leaders should understand these policies and all local requirements thoroughly enough to make appropriate judgments, and should consult with the Office of the Bishops when unanticipated situations arise.

No policy can foresee every possible circumstance to which it may be applied. Whenever questions arise regarding employment, civil, or criminal law, and/or ecclesiastical discipline, such questions should be immediately addressed with appropriate subject matter experts.

III. DEFINITIONS

NOTE: These definitions reflect our understanding of terms describing gender identity and sexuality, which are evolving as these model policies are being written.

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

Adult Protective Services: Social service programs provided by state government serving vulnerable adults and their families who are in need of assistance. Elder Protective Services are available through the Department of Social Services (DSS) to anyone over 60 years of age. In addition, The Department of Developmental Services provides protective services for individuals between the ages of 18-59 with an intellectual disability. Both Departments receive and investigate reports of 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.

Child Protective Services: A social services program provided by state government serving children and their families who are in need of assistance. In Connecticut, the Department of Children and Families fulfills this role and receives and investigates reports of suspected abuse, neglect, and exploitation.

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.

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

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. ECCT has multiple Intake Officers. Their contact information and brief biographies are available on the ECCT website: www.episcopalct.org or by calling ECCT Title IV manager at 203-639-3501 ext. 119.

Intersex: a general term used to describe a variety of conditions in which a person is born with reproductive or sexual anatomy that does not fit the typical definitions of female or male. This is an evolving term, as our understanding and language around gender identity and sexuality expands and matures.

Leader: A person, adult or youth, who, for the benefit of another, engages in ministry without responsibility for oversight of others engaged in that same ministry. Examples include Sunday school teachers and program team members.

LGBTQ+: An acronym for Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, and others. It refers to people whose gender identities vary from their gender or sex assigned at birth, or whose sexual orientations differ from the heterosexual majority. The "+" is an effort to include additional gender identities. This is an evolving term, as our understanding and language around gender identity and sexuality expands and matures.

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. State laws vary greatly. Connecticut law mandates that adults in certain professions report suspected abuse of children, youth, elders (anyone over 60 years of age), and individuals with an intellectual disability between the ages of 18-59. See Conn. Gen. Stat. §§ 17a-101, 46a-11b, 17b-407, 17b-451.

In Connecticut, clergy are mandated reporters. Individuals who are not legally mandated to report suspicion of abuse may make a report to the Department of Children and Families.

Off-Site: Any location other than the sponsoring Episcopal Church, institution, facility, or campus.

Organizations: All institutions for which ECCT, parishes, or worshipping communities have legal or fiduciary responsibility (examples: commissions, conference & retreat centers, adult day care centers, retirement communities, religious orders, parishes, worshipping communities, schools, etc.).

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

Pastoral Relationship: Any relationship (1) 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 from whom such Member of the Clergy has received information within the Rite of Reconciliation of a Penitent, or (2) between a lay minister and any person to whom the lay minister is offering prayer, ministry, and/or any person from whom the lay minister has received sensitive, personal, or confidential information in the course of offering ministry.

Programs: Official activities and programs sponsored by ECCT, parishes, worshipping communities and other organizations (examples include: mission trips, lock-ins, afternoon of bowling, etc.)

Public Records 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. In ECCT, such searches are conducted by an approved and designated third party vendor with expertise in this area.

Residential Facility: Any institutional 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 of Alcohol: 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.

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 participant'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:

- Any adult 60 years of age or older as designated by Connecticut state law;
- Any adult who is infirm or diminished in capacity due to age, illness, or disability;
- 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; and
- 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 death of a family member or job loss.

Youth: Anyone who is at least 12 years old, but not yet 18 years old. A youth may also be an individual who is 18 years old or older, and still in high school.

IV. APPLICATION AND SCREENING

ECCT, Parishes, worshipping communities, and other organizations are required to screen all persons according to the standards in the **Screening and Training Protocols** (Appendix A). For some positions, screening consists only of a Public Records Check. For other positions there are additional screening requirements of a written application, interview, and reference verification.

A. Public Records Checks

- ECCT, parishes, worshipping communities and other organizations shall use a provider approved by ECCT to conduct public records checks. Such checks must be completed before the employee or volunteer begins programmatic interaction with children, youth or vulnerable adults;
- Criminal public records checks shall include all available criminal records and sex offender registries;
- A Department of Motor Vehicles (DMV) records check is needed if transporting children, youth or vulnerable adults as part of, or an extension of, ministry of the church or for a church-sponsored event;
- A criminal public records check and a credit check is required for treasurers and those with check signing authority; and
- Public records checks must be updated at least every five years.

B. Additional Screening Requirements

Written application, interview, and reference verification are required before serving in certain roles and ministries as specified in the **Screening and Training Protocols** (Appendix A). Where required, these components are generally conducted in the following order:

- Submission of a completed written application to serve in a specified role with a clearly defined, written “job description.” The application includes verifiable personal information;
- Personal interview;
- Reference verification conducted by ECCT, parishes, worshipping communities and other organizations to verify personal information and check references listed in the application (people who know but are not related to the applicant); and
- Maintenance of these records as described below.

Potential Leaders or Supervisors must be known and active in the parish, worshipping community or organization for at least six months before engaging in ministry with children, youth or vulnerable adults, unless they are serving in a paid position and have completed required public records checks and reference checks pursuant to the **Screening and Training Protocols** (Appendix A).

ECCT, parishes, worshipping communities, and other organizations must keep and maintain all application and screening records secure and confidential in ECCT, parish, worshipping community, or organization’s office. This includes a signature by each applicant verifying receipt of a copy of this policy, including any local procedures or variations.

V. EDUCATION AND TRAINING

Training shall be appropriate to each person’s function according to the **Screening and Training Protocols** (Appendix A).

All Leaders (people who engage in ministry without responsibility for oversight of others engaged in that ministry) shall have Universal Training that fosters a culture of safety and inclusion for all people and covers a broad overview of issues of vulnerability, power, and healthy boundaries. Universal Training is designed to equip all people to live out their Baptismal Covenant. All members of ECCT shall have access to this training.

In addition to Universal Training, all Supervisors 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:

- Prevention, identification, and response to all forms of abuse and neglect, including financial exploitation;
- Mandated and voluntary reporting of suspected abuse, neglect, and exploitation of children, youth and vulnerable adults;

- Vulnerability within the pastoral relationship;
- An introduction to gender identity and expression;
- The needs of LGBTQ+ children and youth as well as aging LGBTQ+ individuals who often struggle to find care or residential facilities adequately equipped to meet their needs;
- The ways that children, youth and vulnerable adults can engage in self-advocacy; and
- The needs of differently-abled children and youth.

Certification of training shall be renewed every three years.

ECCT, parishes, worshipping communities, and other organizations with responsibility for programs with services or ministries to children and youth shall keep records sufficient to evidence compliance with this policy.

VI. MONITORING AND SUPERVISION OF PROGRAMS

All people who minister to children, youth and vulnerable adults 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. Each person engaged in such ministry should know who supervises their ministry and how to contact the Supervisor at all times.

Parishes, worshipping communities, and organizations shall ensure that all people who minister to children, youth and vulnerable adults receive prior training as to the scope, accountability, and responsibility of the ministry.

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

A. General

	Children and Youth	Vulnerable Adults
Maintain list of persons approved to minister	A parish, worshipping community or organization’s office shall maintain an up-to-date list of people approved to minister to children and youth.	A parish, worshipping community or organization’s office shall maintain an up-to-date list of people approved to minister to vulnerable adults and/or engage in pastoral relationships with others.
Presence of Unrelated Adults	There shall be at least two unrelated adults (at least two years older than the eldest participant) present at ministry settings and events.	While not required, it is best practice for those engaged in ministry with vulnerable adults, or in the homes of others, to do so with another trained adult minister present.

	Children and Youth	Vulnerable Adults
	<p>If unanticipated circumstances result in an adult being alone with children or youth, that adult shall report those circumstances to the Supervisor, clergy in charge, senior warden, or Responsible Person as soon as possible.</p> <p>One adult may be sufficient in well-monitored, visually accessible program space on the church grounds, such as a Sunday School classroom, provided another adult can maintain visual contact with the adult program leader. This can be accomplished by designating an individual to conduct frequent, random checks of classrooms and unlocked spaces throughout the building(s).</p> <p>Such exceptional circumstances must be specifically described in a written document and approved by the governing body of the parish, worshipping community. (See Overnight Programs and Transportation.)</p>	<p>If a parish, worshipping community, or organization's policy requires that there be two unrelated adults present, and circumstances result in a minister being alone with a vulnerable adult, it shall be reported to the Supervisor, clergy, senior warden, or Responsible Person as soon as possible.</p>
Creating Safe Space	<p>It is necessary to anticipate and avoid circumstances in which children and youth could be exposed to inappropriate consumables, materials, unmonitored adult contact, or unsupervised peer contact, i.e.:</p> <ul style="list-style-type: none"> • Alcohol (sacramental or otherwise) shall not be stored in publicly accessible areas of the church buildings. • Computers and electronic devices shall have adequate password protection. Each user shall have their own account and password. Children and youth shall have adequate supervision when using electronic devices belonging to ECCT, parishes, worshipping communities, and other organizations. 	<p>It is necessary to anticipate and avoid circumstances in which vulnerable adults could be exposed to undue influence or exploitation.</p> <p>On-site and off-site settings for ministry with vulnerable adults and pastoral relationships and conversations should:</p> <ul style="list-style-type: none"> • Be in places where casual monitoring by others is convenient; and • Convey safety and comfort.

	Children and Youth	Vulnerable Adults
	<ul style="list-style-type: none"> • Anyone with keys or electronic access to church buildings shall comply with all screening and training requirements. (See Appendix A) • Unused spaces should not be accessible. Each parish, worshipping community, and other organization should determine how best to meet this standard. 	
Inclusiveness	<p>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. To the extent possible, all spaces and settings for programs, activities, and ministry shall be accessible.</p> <p>Transgender, genderqueer, or gender non-binary children or youth who desire increased privacy should be provided with reasonable alternative arrangements. These arrangements may include the use of a private area, or a separate changing schedule, or use of a single stall restroom. Any alternative arrangement should be provided in a way that protects the child or youth’s ability to keep their transgender status confidential, if they so desire.</p> <p>Children and youth should not be required to use a locker room or restroom that conflicts with their gender identity.</p> <p>Appropriate access to restrooms and showers by all participants requires ECCT, parishes, worshipping communities and</p>	<p>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, socio-economic class, or age. To the extent possible, all spaces and settings for programs, activities and ministry shall be accessible.</p> <p>Transgender, genderqueer, or gender non-binary adults who desire increased privacy should be provided with reasonable alternative arrangements. These arrangements may include the use of a private area, or a separate changing schedule, or use of a single-stall restroom. Any alternative arrangement should be provided in a way that protects the adult’s ability to keep their transgender status confidential, if they so desire.</p> <p>Adults should not be required to use a locker room or restroom that conflicts with their gender identity.</p> <p>Appropriate access to restrooms and showers by all participants requires ECCT, parishes, worshipping communities and other organizations to consider numerous factors, including, but not limited to: age, sex, gender identity and expression, and privacy. To welcome and include gender non-binary individuals, it may</p>

	Children and Youth	Vulnerable Adults
	<p>other organizations to consider numerous factors, including, but not limited to: age, sex, gender identity and expression, and privacy. To welcome and include gender non-binary individuals, it may be necessary to relabel existing bathrooms as "restrooms", "all genders" or "anybody".</p> <p>Adults should either have separate shower facilities or shower at other times than youth. Separate dressing facilities should also be provided. (See Overnight Programs)</p>	<p>be necessary to relabel existing bathrooms as "restrooms", "all genders" or "anybody".</p>
Violence and Weapons	<p>No one is to strike, hit, or otherwise physically threaten or harm anyone at any time.</p> <ul style="list-style-type: none"> • Bullying of any kind by anyone is prohibited. • Children and youth shall not have weapons of any kind at any event or program. Exceptions to this restriction may be made for camp programs or other specific programs with prior approval. • Report suspected violations immediately. 	<ul style="list-style-type: none"> • No one is to strike, hit, or otherwise physically threaten or harm anyone at any time. • No one is to control or attempt to control another by bullying, intimidation, threats, verbal/emotional abuse, or isolation from others. • Bullying of any kind by anyone is prohibited. • Report suspected violations immediately.
Behavioral Standards	<p>Adults are expected to model the patterns of healthy relationships that children and youth deserve in all settings.</p> <p>Private relationships with any unrelated child or youth away from sanctioned church activities are discouraged.</p> <p>Adults are encouraged to:</p> <ul style="list-style-type: none"> • Have ongoing spiritual practices, i.e., daily prayer, regular participation in corporate worship, and Bible study; • Spend time with and listen to children and youth, and advocate for their ministry within the Body of Christ; 	<p>All persons are expected to model the patterns of healthy relationships, and:</p> <ul style="list-style-type: none"> • Not unduly influence a person to whom they minister; • Accept only token gifts from those to whom they minister. Report in writing any gifts received to a Supervisor, clergy, Senior Warden, or Responsible Person; • Decline to accept loans of any kind from those to whom they minister; • Decline to agree to be named as a beneficiary or to act as an administrator or executor in a will of anyone to whom they minister; and • Inform Supervisor, clergy, Senior Warden, or Responsible Person of anything that causes concern for the

	Children and Youth	Vulnerable Adults
	<ul style="list-style-type: none"> • Offer appropriate physical expressions of care, which may include the following as long as they are welcomed by the recipient, i.e., high fives and fist bumps, hand-holding while walking with small children or in prayer, brief touching of shoulders, hands, or arms, “laying on of hands” under appropriate pastoral supervision, brief hugs and arms around shoulders, and • Model appropriate affection with other adults and be accountable to the community for behavior. <p>Under no circumstances should adults:</p> <ul style="list-style-type: none"> • Provide non-sacramental alcohol, cannabis, drugs, cigarettes, tobacco products, e-cigarettes, vapes, or pornography; • Arrive under the influence of alcohol, illegal drugs, or misused legal drugs; • Consume non-sacramental alcohol or illegal drugs or misuse legal drugs at any children’s or youth event or when they are responsible for children or youth at an event; • Engage in illegal behavior or permit others to engage in illegal behavior; • Engage in any sexual, romantic, illicit, or secretive relationship or conduct with any child or youth; or • Apart from planned pre-approved educational programs, discuss their own sexual activities, fantasies, or their own use, or abuse of drugs or alcohol. <p>Explanatory note: Adults shall not 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</p>	<p>safety or wellbeing of those to whom they minister.</p> <p>All who minister to vulnerable adults are encouraged to:</p> <ul style="list-style-type: none"> • Have ongoing spiritual practices, i.e., daily prayer, regular participation in corporate worship, and Bible study; • Spend time with and listen to vulnerable adults, and advocate for their ministry within the Body of Christ; • Offer appropriate physical expressions of affection, as long as they are welcomed by the recipient, i.e., brief hugs, pats on the shoulder or back, handshakes, holding hands during prayer. • Maintain healthy boundaries when sharing personal information. <p>Under no circumstances should leaders:</p> <ul style="list-style-type: none"> • Provide vulnerable adults with non-sacramental alcohol, cannabis, illegal drugs, cigarettes, e-cigarettes, vapes, or pornography; • Arrive under the influence of alcohol, illegal drugs, or misuse of legal drugs when responsible for, or ministering to, a vulnerable adult; • Consume non-sacramental alcohol or illegal drugs or misuse legal drugs when responsible for, or ministering to, a vulnerable adult; • Engage in illegal behavior or permit others to engage in illegal behavior; or • Engage in any sexual, romantic, illicit, or secretive relationship or conduct with any vulnerable adult. (Note: pursuant to the disciplinary canons of The Episcopal Church, clergy are prohibited from engaging in sexual behavior with anyone with whom they have provided pastoral care.)

	Children and Youth	Vulnerable Adults
	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.	
One-to-one conversations with children and youth	<p>Must occur with another unrelated adult present or capable of visually monitoring the conversation, i.e.:</p> <ul style="list-style-type: none"> • Planned or unplanned on-site conversations held in a public location, away from where others can hear but in view of other adults. • Planned off-site conversations/meetings take place in a public place (such as a coffee shop or restaurant) in view of other adults. A Responsible Person shall be informed about such conversations in advance. <p>Confidentiality cannot be guaranteed if a child or youth discloses a situation pertaining to abuse, neglect, self-harm, or exploitation because of mandatory reporting laws.</p> <p>Impulsive, secluded or secretive activity, online or in person with children or youth, may foster a high-risk situation, and is therefore to be avoided.</p>	
Basic needs	<p>No one is to be deprived of basic human needs of food, drinking water, shelter, sleep, access to restrooms, safety, and clothing at any event.</p> <p>Exceptions may be made for programs intended to teach about poverty, need, and hunger, such as</p>	

	Children and Youth	Vulnerable Adults
	<p>an intentional fasting program. In these cases, children and youth must agree to participate in writing, and parents or guardians must give written permission that includes certification that the child or youth does not have a medical condition that would put the participant at risk by fasting or missing sleep. Participants who wish to withdraw or who are unable to complete the program must have their basic needs met immediately.</p>	
Documentation of all visits with Vulnerable Adults		<p>It is best practice to document visits, including time, place, and any observations or concerns. A Supervisor reviews the documentation.</p> <p>Confidentiality among clergy and lay ministers is required and all documentation is kept confidential. This documentation promotes continuity of care and transparency in ministry.</p>
Visits in Private Residences		<p>The safety of all persons and healthy boundaries are essential when visiting a vulnerable adult in a private home.</p> <p>Avoid situations that might compromise privacy, i.e.:</p> <ul style="list-style-type: none"> • Visiting behind closed bedroom doors; • Sitting on the bed of the person being visited; • Visiting a person while they are not fully clothed. <p>The best practice is to visit in teams of two or more. If it is not possible for another adult minister to be present, a member of the vulnerable adult's household should be present. If neither is possible, documentation of the time, duration of visit, general matters discussed, and any pastoral concerns</p>

	Children and Youth	Vulnerable Adults
		shall be provided to the Supervisor as soon as possible after the visit.
Visits in Residential Facilities		<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"> • Facility staff should be informed of the visitor’s presence; • Staff should be notified in advance and when a visit concludes when a visit takes place out of sight of staff. • Visitors should be mindful that LGBTQ+ residents may not be safe to express their sexual identity or orientation, as staff members may not yet have been trained.

B. Special Considerations for Off-Site Programming

Off-site programs, trips and events are a welcome and often necessary means for spiritual, social, and emotional wellbeing of children, youth and vulnerable adults. They also present additional challenges for maintaining best practices for safe and healthy ministry. The expectations for safe space, as described above, should be observed off-site. In the event of uncertainty about application of this policy, the Responsible Person should contact their Supervisor with the relevant queries.

Because of the unique risks that can’t always be anticipated, it is important to obtain permissions and manage documentation as described below.

Prior Approvals

All off-site programs, trips and events need to be sponsored by an entity that is identified in publicity and event registration information. Prior approval by the governing body of the sponsoring entity is required.

“Prior Approval” by the sponsoring entity’s governing body, which must be reflected in the governing body’s minutes, indicates that the governing body:

- a. Authorizes the program, trip or event
- b. Certifies compliance with ECCT’s Model Policies for the Protection of Children, Youth and Vulnerable Adults (including completion of forms, training, adequate supervision, etc.)
- c. Has designated a custodial account to receive, hold, or distribute any registration funds or fees; and
- d. Obtained appropriate liability insurance.

Sponsoring entity	Prior approval required by its Governing Body
Parish	Vestry
Worshipping Community	Council of Advice
Multiple parishes	The vestry of each parish shall grant prior approval unless a single parish has explicitly agreed in writing to function as the sponsoring entity for that event.
Region	Region leadership Note: For Region-sponsored events any location that is not owned or affiliated with ECCT, its parishes or worshipping communities is considered off-site.
Ministry Network	Organizers of Ministry Network-sponsored programs, trips or events shall indicate in writing assurance of 1) compliance with these Model Policies, and 2) if any funds are involved, creation or designation of a custodial account to receive, hold and distribute any registration funds or fees, as evidenced by the minutes of the governing body of a parish, Camp Washington, CCC, or other authorized entity. This written assurance of these two conditions is to be submitted to ECCT Bishops and Canons at least three weeks prior to a Ministry Network sponsored program, trip or event. The Bishops and Canons will certify receipt of this information thereby ensuring general liability insurance coverage for the Ministry Network's program, trip or event. (A form to provide written assurance is available on ECCT's website.)
Christ Church Cathedral	Cathedral Chapter
Camp Washington	Its Board of Directors (as this policy has been adopted by its Board)
Mission Council	Mission Council
Standing Committee	Standing Committee
Commission on Ministry (COM)	COM
Bishop(s)	Bishop(s)

Explanatory Note: Meetings of a group are not considered an event as meetings are generally shorter than an event, usually occur in one space with limited opportunity for one-to-one conversations, and generally consist of people talking while events likely include additional activities.

	Children and Youth	Vulnerable Adults
Registration, Waivers, Release Forms	Registration forms and waiver & release forms signed by a parent/guardian must be submitted for each participant. Media & photo release forms signed by the parent/guardian must be provided prior to the event.	Registration forms and waiver & release forms, signed by the participant must be provided. Media & photo release forms signed by the participant must be provided.

	Children and Youth	Vulnerable Adults
	<p>Explanatory Note: Due to a minor’s custodial status, there may be legal prohibitions on any taking of any photos, images or audio recordings of the minor. These minors should be permitted to participate in events while no images should be recorded of these minors.</p> <p>Permission slips for each event, signed by the parent/guardian must be provided.</p> <p>Digital signatures are acceptable.</p> <p>Confidentiality must be preserved with respect to medical and other sensitive information.</p> <p>Explanatory Note: Registration and Waiver & Release forms can encompass a program year.</p> <p>Completed release and waiver forms shall be maintained in a secure location onsite or electronically.</p>	<p>Permission slips for each event, signed by the 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>Digital signatures are acceptable.</p> <p>Confidentiality must be preserved with respect to medical and other sensitive information.</p> <p>Explanatory Note: Registration and Waiver & Release forms can encompass a program year.</p> <p>Completed release and waiver forms shall be maintained in a secure location onsite or electronically.</p>
First-Aid and Medications	<p>Current certification in First Aid, CPR, and Automated External Defibrillator (AED) is strongly encouraged for those who work with children and youth.</p> <p>A first aid kit, appropriately stocked for the event and participants, shall be available in an easily accessible location.</p> <p>A record must be kept for all medication or first aid given to a participant. This record shall 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 minors shall be given to the Responsible Person,</p>	<p>Current certification in First Aid, CPR, and Automated External Defibrillator (AED) is strongly encouraged for those who work with vulnerable adults.</p> <p>A first aid kit, appropriately stocked for the event and participants, shall be available in an easily accessible location.</p> <p>If a vulnerable adult requires assistance with medications of any type, then a record must be kept for all medication or first aid given to a participant. This record shall 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>

	Children and Youth	Vulnerable Adults
	<p>unless otherwise agreed upon by the parents and the Responsible Person. Exceptions may include inhalers, epi-pens, and birth control pills.</p> <p>Only the Responsible Person, or their adult designee, shall administer medications.</p>	<p>All medications (prescription and over the counter) belonging to vulnerable adults requiring assistance with medications shall be given to the Responsible Person, unless otherwise agreed upon.</p> <p>Only the Responsible Person, or their adult designee, shall administer medications.</p>
Supervision	<p>At any gathering of children or youth, there shall be at least two unrelated adults with one being age 25 or older, preferably reflecting the sex and gender identity of the participants. In the event that neither of the unrelated adults are 25 or older, the supervisor of such program must be at least 25 years of age.</p> <p>Minimum ratios of adult to child/youth shall be in accordance with American Camp Association (ACA) guidelines, as follows:</p> <ul style="list-style-type: none"> • 5 years & younger: 1 adult for each 5 overnight-participants, and 1 adult for each 6 day-participants • 6–8 years: 1:6 for overnight, and 1:8 for day • 9–14 years: 1:8 for overnight and 1:10 for day • 15–18 years — 1:10 for overnight and 1:12 for day <p>Additional adults can provide skills, mentorship, support, encouragement, spiritual guidance, and joy. When new leaders-in-training are part of the group, the leadership teams should also have a reasonable number of experienced adult leaders to provide support</p>	
Transportation: Drivers	<p>For the health and safety of all participants, the following practices shall be followed:</p> <p>For events that originate and/or terminate at the parish, worshipping community, or organization’s facility,</p>	<p>For the health and safety of all participants, the following practices shall be followed:</p> <p>For events that originate and/or terminate at the parish, worshipping community , or organization’s facility,</p>

	Children and Youth	Vulnerable Adults
	<p>all drivers must be at least 21 years of age and provide proof of insurance and a current driver's license, a completed volunteer driver information form, and have a satisfactory DMV records check.</p> <p>All drivers and riders must comply with state laws including seat belt and cell phone usage.</p> <p>There shall be two unrelated adults in each vehicle with children and youth.</p> <p>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. (i.e., carpooling to an event.) Carpooling is not part of event and does not require compliance with the practices delineated above</p>	<p>all drivers must be at least 21 years of age and provide proof of insurance and a current driver's license, a completed volunteer driver information form, and have a satisfactory DMV records check.</p> <p>All drivers and riders must comply with state laws including seat belt and cell phone usage.</p> <p>A list of those approved to provide transportation to vulnerable adults shall be maintained in the office of the organization.</p> <p>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 family member is required.</p>
Insurance	All trips to off-site destinations must have adequate insurance in case of emergency. For more information, contact ECCT Operations Manager.	All trips to off-site destinations must have adequate insurance in case of emergency. For more information, contact ECCT Operations Manager.

C. Overnight Programs

In overnight programming, particular attention will be given to historically excluded or unrecognized people, such as LGBTQ+ and differently-abled individuals. In a situation of unequal power and safety, preferences of these individuals merit additional consideration, accommodation, and action to ensure:

- Participant privacy;
- Maximization of social integration of all participants;
- Minimization of stigmatization of any participants;
- Equal opportunity to participate; and
- Safety of all participants.

Other guidelines for overnight programs:

- Appropriate access to restrooms and showers by all participants requires ECCT, parishes, worshipping communities and other organizations to consider numerous factors, including, but not limited to: age, sex, gender identity and expression, and

privacy. To welcome and include gender non-binary individuals, it may be necessary to relabel existing bathrooms as “restrooms” or “anybody”. Adults should have separate showers or separate times for showers.

- Overnight programs shall provide safe, supervised sleeping arrangements.
 - No bed, cot, or sleeping bag shall have more than one person sleeping in it.
 - Supervision by two unrelated adults is required in any space where one or more youth are sleeping.
 - It is acceptable for participants to sleep in a gender neutral space when dressing rooms and bathrooms provide appropriate privacy.
- Participants shall have access to three substantial meals each full day and access to sufficient water.
- Participants shall be given the opportunity for at least seven hours of sleep each 24-hour period, except for programs where parental/guardian permission is given to miss sleep. In these cases, children and youth must agree to participate in writing, and parents or guardians must give written permission that includes certification that the youth or child does not have a medical condition that would put the participant at risk by missing sleep.
- Participants shall have some time set aside each day for rest or free time.

Best practice guidelines for hotel stays:

- One child or youth per bed, including cots, pullouts or hide-a-beds, and rollaway beds;
- At least 2 children or 2 youth in each room.
- Adult supervisors or chaperones have rooms on the same floor, scattered among the rooms with children or youth, and at least one adult room is by the stairs or elevators;
- Adult leader assigns rooms and room occupants;

D. Camps and Retreat Centers

All camps, camping programs, and retreat centers affiliated with ECCT shall follow the guidelines for off-site programming established in this policy and should aim to follow American Camp Association standards to the best of the camp’s ability.

E. Travel

Travel with children, youth and vulnerable 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 policies will help groups prepare for a variety of potential scenarios, as well as for domestic and international travel.

	Children and Youth	Vulnerable Adults (all adults)
Adult Leaders and Chaperones	<p>In addition to the presence of at least two unrelated adults, minimum ratios of adult to youth need to be greater when traveling 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"> • 9–14 years: 1:5 • 15–18 years: 1:7 <p>Regardless of group size, no group should travel with fewer than three adult chaperones.</p>	
Travel Administrator	<p>One adult, minimum age 25, should serve as the travel administrator who is responsible for all aspects of the trip, including carrying all necessary documentation, contacts, and forms including:</p> <ul style="list-style-type: none"> • medical releases; • community covenant; • emergency contacts; • itineraries; and • cash and/or credit card capacity to address emergencies. 	<p>One adult, minimum age 25, should serve as the travel administrator who is responsible for all aspects of the trip, including carrying all necessary documentation, contacts, and forms including:</p> <ul style="list-style-type: none"> • medical releases; • community covenant; • emergency contacts; • itineraries; and • cash and/or credit card capacity to address emergencies.
Medical Certification and/or Administration	<p>It is a best practice that, one adult, minimum age 25, should hold a current medical certification to manage administration of necessary and permissible medications, administer immediate and necessary first aid, and triage 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"> • Wilderness Medical Response • Outdoor Emergency Care • Emergency Medical Technician/Paramedic • Nurse — RN/LPN/Nurse Practitioner • Physician’s Assistant • Medical Doctor 	<p>It is a best practice that, one adult, minimum age 25, should hold a current medical certification to manage administration of necessary and permissible medications, administer immediate and necessary first aid, and triage 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"> • Wilderness Medical Response • Outdoor Emergency Care • Emergency Medical Technician/Paramedic • Nurse — RN/LPN/Nurse Practitioner • Physician’s Assistant

	Children and Youth	Vulnerable Adults (all adults)
	<p>When this is not possible, one person should be designated to supervise the administration of medications as instructed on medical release forms.</p> <p>A clinic near your destination should be identified ahead of time in order 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 ECCT, a parish, worshipping community, or organization's office. That person should also serve as the local emergency contact person for communications between the traveling group and families at home.</p>	<ul style="list-style-type: none"> • Medical Doctor <p>When this is not possible, one person should be designated to supervise the administration of medications as instructed on medical release forms.</p> <p>A clinic near your destination should be identified ahead of time in order 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 ECCT, a parish, worshipping community, or organization's office. That person should also serve as the local emergency contact person for communications between the traveling group and families at home.</p>
Insurance for Travel	<p>Short-term trip or supplemental insurance, available through most church and organization's 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's 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	<p>Check in with the U.S. Department of State on travel requirements, including visas.</p>	<p>Check in with the U.S. Department of State on travel requirements, including visas.</p>

	Children and Youth	Vulnerable Adults (all adults)
	<p>Make certain that every traveler’s passport is valid for at least six months beyond your return date.</p> <p>Determine whether or not vaccinations are required and/or recommended for entry into specific countries.</p> <p>Arrange to have at least two cell phones and associated charging devices with the group that will have active coverage in your destination(s). Make a back-up plan for communication with your Responsible Person at home.</p> <p>Explanatory Note: Before departing on an international trip, 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 on copy of your passport at home, and leave one with an emergency contact.</p>	<p>Make certain that every traveler’s passport is valid for at least six months beyond your return date.</p> <p>Determine whether or not vaccinations are required and/or recommended for entry into specific countries.</p> <p>Arrange to have at least two cell phones and associated charging devices with the group that will have active coverage in your destination(s). Make a back-up plan for communication with your Responsible Person at home.</p> <p>Explanatory Note: Before departing on an international trip, 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 on copy of your passport at home, and leave one with an emergency contact.</p>

VII. RESPONDING TO CONCERNS

A. Suspected Abuse, Neglect, or Exploitation of Children, Youth or Vulnerable Adults

Any adult 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 appropriate state agency.

In addition, anyone who has reason to suspect that abuse, neglect, or exploitation of children, youth or vulnerable adults has taken place within a facility or program of ECCT, a parish, worshipping community, or other organization, should immediately inform one of more or the following, all contact information is provided below in section C:

- A bishop or the bishops’ office in the case of ECCT;
- Member of the clergy in charge or the senior warden in the case of a parish, worshipping community;
- The director, head, or other governing officer in the case of other organizations; and/or

- An Intake Officer in case a member of the clergy is suspected of abuse, neglect and/or exploitation.

B. Suspected Violations of this Policy

Anyone who suspects a violation of these policies shall immediately report the violation to the Responsible Person, member of the clergy in charge, and senior warden.

Clergy in charge receiving reports of violations of this policy shall 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 suspects a violation of these policies by a member of the clergy shall immediately report the violation to the bishops' office and/or an Intake Officer. Anyone can make a report to an Intake Officer and/or the bishops' office.

The bishops, hearing reports of violations by clergy, or by laity at ECCT 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 Constitutions and Canons and/or termination of employment or unpaid ministry with ECCT.

C. Local Resources for Response

Each parish, worshipping community, or organization shall provide a list of local resources that can give information and assistance to anyone concerned about circumstances that may violate this policy. Such resources with contact information shall include:

- Responsible Person(s) for programs and ministries with children and youth;
- Clergy in charge of a parish, worshipping community ;
- Wardens;
- Bishops:
 - Bishop Diocesan, Ian T. Douglas, itdouglas@episcopalct.org, 203-639-3501 ext. 111
 - Bishop Suffragan, Laura Ahrens, lahrens@episcopalct.org, 203-639-3501 ext. 109
- Intake Officer(s); Contact information and a brief biography of ECCT Intake Officers can be found on the ECCT website at www.episcopalct.org, or by calling ECCT Title IV manager at 203-639-3501 ext. 119, or by using this link.: <https://www.episcopalct.org/Find-Resources/Ordained-Leaders/Clergy-Disciplinary-Process/>
- Adult Protective Services:
 - Department of Social Services, Protective Services for the Elderly, to report suspected abuse, neglect or exploitation of anyone 60 years or older; call 1-888-385-4225 during business hours. After hours call 211.
 - Department of Developmental Services, to report suspected abuse, neglect or exploitation of an individual with an intellectual disability

between the ages of 18-59; call 1-844-878-8923.

- Child Protective Services: The Department of Children and Families, to reach the DCF Careline to report suspected abuse, neglect or exploitation, call 1-800-842-2288, TDD 1-800-624-5518

VIII. POLICY ADOPTION, IMPLEMENTATION, AND AUDIT

Parishes, worshipping communities and organizations must adopt a ***Policy for the Protection of Children, Youth and Vulnerable Adults*** that are consistent with and/or exceeds the requirements of ECCT's model policies.

Parishes, worshipping communities and organizations may adopt site-specific variations from ECCT policies, where permitted by vestries or governing bodies, which shall be described in detail, including the circumstances under which those variations are to be permitted and their rationale. This approval shall be recorded in the minutes of the vestry or governing body. Any such additions or revisions must be reported in writing to ECCT Canon for Mission Integrity and Training. No provisions may be omitted from a local policy.

The ***Policy for the Protection of Children and Youth*** shall be posted in an area where activities take place, and shall be given to all adults, guardians, and all paid and unpaid persons who minister to children or youth.

The ***Policy for the Protection of Vulnerable Adults*** shall be posted in an area where activities take place, and shall be given to all adults, guardians, and all paid and unpaid persons who minister to vulnerable adults.

These policies shall include the names and phone numbers of the member of the clergy in charge, the senior warden, and a contact person in the bishop's office.

Each parish, worshipping community and organization is required to conduct a ***Safe Church Self-Audit*** annually to confirm compliance with safe church policies, and to report such audit to the bishop's office.

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

- Public records checks, application forms, records of screening and reference verification of paid and unpaid persons;
- Records of compliance with ***Screening and Training Protocols*** ([Appendix A](#));
- Procedures for responding to concerns and incidents; and
- Evidence of compliance with "safe space" requirements.

Appendix A: Screening and Training Protocols

Screening and Training Chart	Ministry Function	Public Records	App/Inter/	Universal	Leader	Supervisor
Staff & Contracted Ministers (not covered below)	Church Employees	X	X	X		X
	Diocesan contractors	Depends		X	X	
	Clergy	X	X	X		X
	Church contractors (1099)	Depends		X		
	Diocesan Employees	X	X	X		X
	Diocesan Staff - unpaid	X	X	X		X
Program Supervisors						
	Child/Youth Choir Director	X	X	X		X
	Choir Director	X	X	X		X
	Commissioned Ministry	X	X	X		X
	Director of Religious	X	X	X		X
	Camp Director	X	X	X		X
	Youth Minister	X	X	X		X
Program Participants (non-supervisory)						
	Acolyte Mentor	X		X	X	
	Choir parents			X		
	Church School Teacher	X		X	X	
	Counselor in Training	X- 18 and over	X	X	X	
	Nursery Worker - unpaid	X		X	X	
	Parish Nurse	X	X	X		X
	Teenage assistants			X	X	
	Musicians who work with	X	X	X		X
*Off-site	Camp Counselor	X	X	X		X
	Confirmation mentors	X	X	X	X	
	Lay Chaplains	X	X	X		X
	Pastoral Care Teams	X	X	X	X	
*Overnight	Youth Group Leaders	X	X	X		X
Drivers						
	Drivers	DMV		X		
Governance						
	Church Elected			X	X	
	Treasurer	Criminal & Credit		X	X	
	Vestry			X	X	
	Wardens	Criminal & Credit		X		X
Key Access						
	Altar Guild	Recommended		X		
	Building Hosts	Recommended		X		
Home Visitors						
	Eucharistic Visitors	X	X	X	X	
	Home Visitors	X	X	X	X	
	Stephen Ministers	X	X	X	X	
	Church Staff- unpaid	X	X	X		X
*Off-site: Any location other than the sponsoring Episcopal church, institution, facility, or campus.						
*Overnight: Any event that starts on one calendar day and ends on a different calendar						

Appendix B: Recommended Practices and Guidelines for Social Media and Electronic Communications

Social media shapes the lives of young people 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 originating 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 present in all ministry relationships.

In the midst of rapidly evolving technology, churches face the challenge of identifying and proactively addressing areas of potential risk in social media use. The following recommended practices and guidelines are designed to be a flexible template for developing policies and covenants governing the safe use of social media and digital communication in ministry settings.

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.
- 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.

Recommended Practices and Guidelines for Churches and Organizations:

- Establish a policy that outlines professional and institutional standards for profiles and interactions on social networking sites and platforms.
- Establish a policy of transparency regarding social media accounts. The best practice is to have ECCT, a parish, worshipping community, or organization create and “own” the social media accounts representing ECCT, a parish, worshipping community, or organization respectively and have multiple administrators and/or supervisors with access. If personal accounts are used, a system of monitoring should be established.
- ECCT, a parish, worshipping community, or organization does not have a responsibility to review or monitor the personal pages or groups that are not sponsored by ECCT, a parish, worshipping community, or organization, except as described above. The preceding statement should be included in ECCT, a parish, worshipping community, or organization’s Social Media Policy
- Establish a policy regarding the identification or “tagging” of individuals in online photos or videos. For example, on Facebook, “tagging” someone in a photo or video creates a hyperlink to that person’s profile page that can be clicked by anyone. The best practice is for ECCT, a parish, worshipping community, or organization not to identify or “tag” individuals. The “tagging” of children and youth should be prohibited. When written permission is provided by

a parent/guardian, the captioning of photos or videos of minors may be permitted. The caption should not include the minor's full name, nor should it create a clickable link to someone's personal profile. A policy of whether or not an individual can "self-tag" in ECCT, a parish, worshipping community, or organization's online photo or video should also be established.

- Email can be a good method of communication, and it also has the opportunity to be misunderstood. Having a clear understanding and procedure for responding to digital communication that raises concern is prudent for all. Best practices can include not responding immediately and sharing the communication with a supervisor before responding. Phone and face-to-face meetings are preferred when responding to emotionally driven communications or pastoral emergencies.
- When using photos and videos for ministry purposes, obtain a media release for each person and only post images that respect the dignity of every person depicted.
- ECCT, parishes, worshipping communities, or organizations must inform participants when they are being videoed because church buildings are not considered public space. Signs should be posted that indicate a service or activity will be broadcast when worship services or activities are streamed or distributed on the web or via other broadcast media.

Recommended Practices and Guidelines for Interactions with Children, Youth and Vulnerable Adults:

- Prudent judgement should be used in the time of day a child, youth or vulnerable adult is contacted through social media. Under normal circumstances, 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.
 - Create and use profiles on social networking sites that meet professional and institutional standards.
 - 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, youth and vulnerable adults, 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 (1) to entire groups, (2) on an individual's "wall," or (3) 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 (i.e.: e-mails, 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.
- Disclose **ongoing** digital pastoral communications (i.e.: emails, Facebook messages, texting, etc.) with a vulnerable adult to a supervisor to determine when a referral to a professional provider of resource is needed.
- Create covenants to govern digital groups, which include:
 - 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 or as disclosed above;
 - Notification that mandatory reporting laws will be followed; and
 - Consequences for breaking the covenant.
- Delete inappropriate material posted in digital groups, address the behavior and report it, if necessary, in accordance with legal and institutional requirements.
- In video calls, follow the same criteria used in telephone calls. In addition, prudent judgement regarding attire and surroundings should be observed.
- 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 that are designed for youth;
 - Use closed groups, but not “hidden” or “secret” groups;
 - Have only youth administrators invite other youth to join the online group, unless a youth previously asked an adult administrator to invite them to join;
 - Remove any content that shows or describes inappropriate behavior outside the bounds of the established behavioral covenant;
 - Open social networking groups for youth to parents of current members;
 - Remove adult leaders of youth groups and youth who are no longer members, due to departure, removal from position, or are ineligible because they “aged-out” of a program from social networking sites, list serves, etc;
 - Observe mandated reporting laws regarding suspected abuse, neglect, and exploitation.

Appendix IV

RESOURCES ON ECCT WEBSITE

- **ECCT Website**, www.episcopalct.org, contains an array of information including
 - Information on public record background checks
 - Revised Model Alcohol Policy
 - Policy regarding inclusion of individuals on a sex offender registry
 - Model Policies for the Protection of Vulnerable Adults
 - Model Policies for the Protection of Children and Youth