

SAFE CHURCH POLICY
St. Paul's Episcopal Church
145 Main St
Southington CT 06489

Last Update: July 2011

Effective September 1, 2005 prepared by Bob Butler and Nancy Sewell
Updated July 1, 2009 by Nancy Sewell, Patricia Leonard, Lilah Meynell to include elderly and other vulnerable persons
Updated July 1, 2010 to include Facebook Protocol
Updated July 1, 2011 Eliminated redundancies, reformat, includes policy on alcohol and text messages

2011-2012 Response Team: The Rev. Dr. Suzannah Rohman, Nancy Sewell, Mike Cooper

This policy is updated yearly and approved by the Vestry
It is reviewed annually with Christian Formation in August
A copy is provided to all new teachers, youth leaders, and Eucharistic ministers
A copy is available on bulletin board in Christian Formation hallway and the library

Contents

Introductions	3
Definitions	3
Required Certification	4
Procedures for Selection and Screening	5
Training and Supervision.....	6
Reportable Events	7
Monitoring Programs and Interactions	9
Transportation Guidelines	10
Illness and Accident	11
Response to Allegations	11
Protocol for Facebook	14
Protocol for Text Messaging.....	15
Protocol for Use of Alcohol	15
Application for Ministry	16

Introduction

God created human beings in his own image;
in the image of God he created them;
male and female he created them.
Genesis 1:27

The Scriptures teach us that every human being is created in the image of God. As bearers of God's image, every person possesses an intrinsic dignity. As the work of God's hand, every person is of inestimable worth. As Christians, we believe that God calls each one of us to reflect God's love, care and respect for all of humanity. In our baptismal covenant, we promise God and one another to:

Seek and serve Christ in all persons, loving your neighbor as yourself.
Strive for justice and peace among all people,
and respect the dignity of every human being.
From the *Book of Common Prayer*, page 305

Our desire to live out our baptismal promises is challenged by the realities of a fallen world. These challenges arise because human beings tend to deny and/or distort the image of God in themselves and others. Consequently, Christian communities must recognize that some persons among us may dishonor God, themselves and others by engaging in disrespectful, and, at times, more clearly abusive behaviors. It is in the midst of such challenges that Christian communities are called to model Jesus' love of God and neighbor.

As a community of Christians, the clergy, staff and members of St. Paul's Episcopal Church, Southington are committed to ensuring that the Parish continues to be a safe physical, psychological and spiritual environment for every parishioner, employee and guest of the Church. Therefore, criminal or other illegal behavior will be not tolerated. In addition to our commitment to providing an environment, which clearly and firmly discourages exploitative, abusive and harmful behaviors, the Parish community is committed to offering an environment, which actively nurtures and enhances the spiritual well being of our parishioners, employees and guests. In order to facilitate that process, the Parish community has developed the following set of St. Paul's Safe Church Policies.

DEFINITIONS

GROUPS

A **child** is defined as anyone under the age of 12.

Designated lay leaders include parish committee members, youth leaders, the acolyte master, child care volunteers, lay Eucharistic ministers, and any other lay volunteers who interact regularly in a leadership position with children, youth, the elderly, vulnerable persons, or other adults in Parish programs and activities.

A **youth** is defined as a person who is at least 12 years old but not yet 18 years old, or if 18 or older, is still in school, not yet having graduated high school.

An **elderly person** is defined as anyone who is at least 65 years old.

In addition to children, youth and the elderly, **vulnerable persons** are those who are mentally, physically, or emotionally challenged.

TYPES OF ABUSE

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

Emotional abuse, including sexual harassment, is mental or emotional injury that results in an observable and material impairment in the abused person's growth, development or functioning.

Neglect is the deliberate failure to provide for a person's needs or the deliberate failure to protect a person from harm by a person obligated to do so.

Physical abuse is non-accidental injury, which is intentionally inflicted upon a person.

Sexual abuse perpetrated by an adult is any contact or activity of a sexual nature that occurs between a child or youth and an adult. This includes any activity, which is meant to arouse or gratify the sexual desires of the adult, child or youth.

Sexual abuse perpetrated by a child or youth is any contact or activity of a sexual nature that occurs between a child or youth and another child or youth when one child or youth has power over the other child or youth. This includes any activity, which is meant to arouse or gratify the sexual desires of the child and/or youth.

REQUIRED CERTIFICATION

Safe Church Certification Only

All Vestry Members and Officers
Adult leaders of Christian Formation (if not involved with children programs)

Background Check Only

Sexton
Secretary
Organist if not working with children

Safe Church Certification and Background Check

Sr. Warden and Treasurer
Eucharistic ministers to the homebound
Director of Christian Formation for youth and children
All Youth Leaders
All Sunday School Teachers
Nursery mother
Mission Camp Chaperones
Pilgrimage Chaperones
All Clergy (handled by diocese every three years)
Organist (certification only required if working routinely with youth and children)

PROCEDURES FOR SELECTION AND SCREENING

Clergy

All Clergy must be Clergy in good standing in the Diocese of CT.

Staff

All candidates for positions on the staff of the Parish who have completed applications, whose references have been checked and do not surface potential problem issues, and who have been selected by the hiring supervisor, will receive conditional offers. After the conditional offer has been made, the hiring supervisor will provide him/her with a copy of the Safe Church Policy.

The conditional offer is subject to completion of the following additional screening steps:

A public records check (a social security number trace, a check of the county criminal court records for each address in which he/she has lived or worked in the last seven years, a search of the criminal nationwide database, a check of the sex offender registry for the state of residence, and, if necessary, a driving record check with the Connecticut DMV). The public records check will be conducted by Sterling Testing Systems, Inc. Where practicable and appropriate, the Rector will oversee comparable record checks in all states in which the candidate has lived for the prior seven years, and any other states as determined by the Parish.

The Rector and the hiring supervisor will then meet to review the completed application, and the information gathered from references and from all the records checks.

If no issues have come to the surface during the screening that indicate that the applicant is inappropriate for the position for which he/she is being considered, the hiring supervisor may make an offer to the candidate.

If any questionable information surfaces, the hiring supervisor and the Rector will consult prior to a hiring decision. Once the hiring decision has been made, the hiring supervisor will send a formal letter specifying salary or wage, and starting date of employment to the applicant. The Parish will maintain a confidential personnel file in the Rector's office in a locked file drawer. The Parish will maintain individual files for each current and former member of the staff for a minimum of seven years after the

date of termination, regardless of the reason for termination. At a minimum, the file will include the completed application form, the results of the records checks when a written result is provided by a third party, a copy of the safe church training certificate.

Lay Leaders

Every member of the Congregation who is called to serve regularly in a lay leadership capacity working with children, youth and/or elderly as described above, will:

Complete an Application to Participate in Ministry with Children, Youth, or Elderly Persons

Agree to an interview conducted by the relevant Clergy or staff in order to mutually discern the best fit of Parish needs with the lay leader's skills and interests.

Agree to a public records check (a social security number trace, a check of the county criminal court records for each address in which he/she has lived or worked in the last seven years, a search of the criminal nationwide database, a check of the sex offender registry for the state of residence, and, if necessary, a driving record check with the Connecticut DMV). The public records check will be conducted by Sterling Testing Systems, Inc. Where practicable and appropriate, the Rector will oversee comparable record checks in all states in which the lay leader has lived for the prior seven years, and any other states as determined by the Parish Consent to reference checks.

The Parish will maintain a confidential file in the Rectors office in a locked file drawer. The St. Paul's Parish will maintain individual files for all current and former lay leaders for seven years after they complete their lay ministry service. At a minimum, the file will include the completed application form, the results of the records checks, when a written result is provided by a third party, a copy of the safe church training certificate, The Rector will periodically perform routine checks throughout the period of lay leadership, A review of the records will also be performed in the event of a change in leadership responsibilities.

TRAINING AND SUPERVISION PERSONNEL COVERED

The Training and Supervision processes detailed in this section of the policy cover all clergy, staff, and designated lay leaders.

PROCEDURES FOR TRAINING

All covered personnel must complete the Safe Church Training program offered by the Episcopal Diocese of Connecticut as soon as possible, but no later than six months after the training is first made available. Consistent with the policies of the Diocese, re-certification must be completed as required every three years.

To the extent the Diocese offers and requires specialized training related to the recruitment, screening, selection and supervision of persons to work with children, youth, the elderly, or vulnerable persons, the clergy and other relevant staff must complete that training program as soon as possible, but in no event later than six months after the training program is first made available.

PROCEDURES FOR MONITORING AND SUPERVISION

Proposals to develop new activities or to implement an activity in the current year that has not been scheduled in prior years should be submitted in writing to the Vestry. The written proposal should address the ratio of adults to children, transportation, overnight accommodations, and age-appropriate restroom, shower, and bathing procedures if relevant. Prior approval is required for the initiation of new activities for children, youth, the elderly, or vulnerable persons. Existing programs, which are part of the routine programming of the Parish, and include Choir rehearsals, are exempt from this requirement.

REPORTABLE INCIDENTS

The following activities or behaviors are strictly prohibited, may constitute a violation of state or federal law and must be reported immediately in accordance with this policy: physical, emotional or sexual abuse; economic or sexual exploitation, or neglect.

In addition to these serious violations, there are several behaviors or activities that are considered inappropriate under this policy because they may jeopardize the health, safety or security of a member of the Parish or raise other concerns including the appearance of impropriety. The following are some examples of inappropriate behaviors or activities by adults under this policy:

- *The possession, distribution, or being under the influence of illegal drugs while participating or assisting with programs or activities for children or youth*
- *Being intoxicated while participating or assisting with any programs or activities for children or youth, elderly or vulnerable persons*
- *Dating or becoming romantically involved with a child or youth.*
- *Possessing any sexually explicit materials in the presence of children or youth Discussing sexual activities, dreams or fantasies with children or youth.*
- *Sleeping in the same bed, tent, or room with children unless the adult is the immediate family member of all children in the bed, tent or room. (It is acceptable to have multiple adults sleep in the same room or space with groups of children or youth)*
- *Dressing, undressing, bathing, or showering in the presence of children or youth.*
- *Any form of physical punishment of a child or youth, including, but not limited to, spanking, slapping, pinching, hitting, or any physical force.*
- *Using vulgarity or other harsh language in the presence of children or youth*
- *Participating in or allowing others to engage in hazing activities*
- *Engaging in inappropriate affection with children or youth. Age-appropriate procedures to ensure the safety of children, youth, or vulnerable persons using restrooms*
- *For infants being cared for in the Child Care Room, no diapering will be performed by anyone other than the parents, guardian, or designate who shall be contacted if the need arises.*
- *Inappropriate or lengthy embraces.*
- *Kisses on the mouth.*
- *Holding children over three years old on the lap.*
- *Touching bottoms, chests or genital areas.*
- *Showing affection in isolated areas such as bedrooms, closets, staff only areas or other private rooms*
- *Touching knees or legs of children or youth.*

- *Wrestling with children or youth.*
- *Tickling children or youth.*
- *Piggyback rides.*
- *Any type of massage given by a child or youth to an adult.*
- *Any type of massage given by an adult to a child or youth.*
- *Any form of unwanted affection.*
- *Comments or compliments (spoken, written, or electronic) that relate to physique or body development. Examples would be, "You sure are developing," or "You look really hot in those jeans."*
- *Snapping bras or giving wedges or similar touch of underwear whether or not it is covered by other clothing.*
- *Giving gifts or money to individual children or youth.*
- *Private meals with individual children or youth without parent and rector approval.*

In addition:

- *The presence of two unrelated adults is the standard for leadership of any activities with children or youth. When male and female children and youth are involved in an activity, it is advisable but not required that male and female adults are present. Overnight requires 1 male 1 female if boys and girls are present.*
- *The standard is for one adult to be present for every five-program participants in activities for children and youth, but this ratio is a target, not a requirement.*
- *Where other adults cannot reasonably observe them, it is advisable but not required that more than one adult be with a child or youth or multiple children or youth. For example, one adult might need to take a child to the restroom, while the second adult remains with the other children, or one adult might transport a young person home from a youth activity with parental permission.*
- *Portray a positive role model for children and youth by maintaining an attitude of respect, patience, and maturity. They will avoid even the appearance of favoritism.*
- *Be made aware of all approved programs for children, youth and the elderly.*
- *Upon observing any inappropriate behaviors or possible policy violations with persons from any of these groups, immediately report their observations to the Rector or Director of Christian education or Sr. Warden.*
- *Acknowledge their obligation and responsibility to protect all persons in these groups and report known or suspected abuse of such persons to appropriate church leaders and state authorities in accordance with these policies.*
- *Be aware that no person will be allowed to volunteer to work with these groups until the person has been known to the clergy and congregation for at least 12 months.*
- *Be aware that programs for infants and children eleven (11) and under will have procedures to ensure that children are released only to their parents or legal guardians or those designated by them.*
- *Understand that parents or guardians must complete written permission forms or send an email before clergy, staff or designated lay leaders will be allowed to transport children and youth for a church sponsored activity or for any purpose on more than an occasional basis.*
- *Respond to children, youth, the elderly and other vulnerable persons with respect, consideration and equal treatment, regardless of sex, race, religion, sexual orientation, culture or socio-economic status.*

MONITORING PROGRAMS AND INTERACTIONS WITH CHILDREN AND YOUTH

Any new programs, trips or events that involve children or youth should be given prior approval by the Rector and the Vestry. No event for children or youth shall take place in a private residence without prior approval by the vestry. Only adults preapproved by the vestry and known to the Rector can attend the event.

Adults who work with children or youth within a congregation should be discouraged from having a separate and private relationship with any unrelated child from the church away from sanctioned church youth activities. Our youth leaders are not counselors and requests from parents for assistance with youth or from youth directly needing individual attention need to be brought to the attention of the Rector for assistance in determining the appropriate action. If a call comes in from a youth in crisis, the Rector (or if unable to reach, another adult leader) will be called immediately to assist. The youth's safety is paramount but the leader needs to be aware of their role and seek assistance.

Be aware of the issue of transference and avoid encouraging an overly dependent relationship with the young person. You are not their parent and cannot replace their parent – even if the parent is irresponsible or not present. Be clear that you are their mentor or chaperone or leader and not their uncle or foster mom or any other term that implies a parental or familial role.

Do not give gifts except perhaps a token gift at the young person's Celebration of Adulthood, Confirmation, and Graduation etc. Gift Giving can easily be misinterpreted by young people and in most cases; they can't reciprocate so it exacerbates the power imbalance between you.

Yearly, prior to the opening of a new program year, all leaders and teachers will review this policy and receive a copy.

There are times when we ask members of the parish to join us for an event for which not all leaders have expertise (i.e., annual camping trip, annual ski trip). Anyone (preapproved by vestry and approved by Rector) chaperoning who is not safe church certified would work under the supervision of a safe church certified person and not be left alone with a teen.

At the beginning of the program year, parents/guardians will complete Participants Registration Form, which will be our permission form for all youth programs and activities. The Trip Permission Form will be used for friends and visitors on any youth event. This form will also be used for any event involving younger children if their parents are not in attendance.

Each month, the Christian Education Report to the Vestry will include any upcoming travel arrangements or offsite events that need vestry approval. Unplanned events that come up between meetings will need to be brought to the attention of the J2A coordinator, Rector and Wardens with discussion on whether or not this can be accommodated with an email vestry approval. Experienced youth workers are to be included with adults who are newcomers to youth ministry.

TRANSPORTATION AND GUIDELINES

- Vestry provides approval for all events and transportation of youth.
- Do not travel in an automobile with a young person unless there is another person present (any exceptions must be approved by Rector or if a situation exists, the rector needs to be called as soon as possible)
- Adults driving children must be 21 years of age, hold a valid Connecticut driver's license.
- A copy of the drivers license and information is on file in the church office
- Drivers must also have a minimum insurance required for the State of CT
- Drivers are responsible for knowing and obeying CT driving regulations.
- Passengers need to be instructed in safety regulations: safe seating, seatbelts, and consideration of driver and emergency procedures.
- No hitch hikers are picked up at any time
- Two adults should be in each vehicle transporting 15 or more children and are responsible for their safety and supervision.
- In line with the diocesan policy for insurance reasons, 10 and 15 person vans are not allowed for transportation of our youth.
- When possible, a cell phone will be available in the vehicle during transportation of children. Cell phones should be used only when the vehicle is safely pulled over to the side of the road.
- The driver needs to have a "parent's permission for St. Paul Activity" slip signed by the parent or guardian of each child.
- Each person must have her/his own seatbelt. Individual seatbelts must be worn at all times.
- No one may ride in the bed of a truck
- No one may ride with feet or arms dangling or extended outside of vehicle
- Vehicle breakdown: stay with the vehicle if at all possible until help arrives. Use cell phone to call for help, and if the phone is not functioning, one person could go for help while the other stays with the children.
- Fuel check –check fuel of vehicle each time you use the vehicle. Refill if needed.
- Anyone who rents a bus to transport youth to an event need to designate someone as bus supervisor.
- Prior to trip, the route will be marked and all drivers should adhere to the route mapped out. If it is necessary to take another, the cell phone can be used to notify others that direction has changed.
- Prior to trip, one meeting at minimum will be held for parents, youth and chaperones. Details of the trip will be provided to parents and questions answered and appropriate paperwork completed in an orderly fashion.
- Adult leaders need the name, age, address, phone number of any friends attending and the appropriate permission slips.
- One adult is named the "official" decision maker on overnight trips. This avoids confusion on the part of other adults and teens.
- All driving, except for short trips, should be done in daylight when possible. Do not exceed the speed limit. Each vehicle must have a copy of the directions to the destination or a GPS. Driving time is limited to a maximum of 10 hours and must be interrupted by frequent rest, food, and recreation stops. If there is only one driver, the driving time should be reduced and stops should be made more frequently.
- Cell phones are required in the vehicle - talking on the phone and texting while driving is not allowed (unless hands free device in an emergency).

- A trip incidence report will be reported immediately to the Rector or Wardens and a written report will be filed within five days of an accident.

Effective Oct 1, 2007
Traveling with St. Paul's Children and Youth

A travel permit must be filed with the church office for all events that require transportation more than 20 miles from St. Paul's Church. It can be obtained from the Director of Christian Education

- The make, model and year of the vehicle
- The number of passengers it will hold
- The Owner's name
- Insurance information: Liability and property damage dollar coverage required by the State of CT
- Copy of Insurance Card

ILLNESS OR PERSONAL ACCIDENT

The permission slip signed by the parent grants to the rector, adult supervisors and leaders permission to make medical decisions with respect to the minor in the event of accident or injury when parental consent is not available or when circumstances require immediate attention or medical decision and to administer medication when required. The form is completed at the beginning of each program year and is dated for one year. It is carried with every leader in every vehicle and at every event. Visitors are required to complete one before a specific event.

In the event of an illness or accident the parent would be called immediately after getting the required emergency care for the child.

An incidence will be reported immediately to the Rector or Wardens and a written report will be filed within five days of the emergency. Contact the office for assistance in this matter.

RESPONSE TO ALLEGATIONS

It is the policy St Paul's Church to treat any allegation or suspicion of physical, emotional or sexual abuse, economic or sexual exploitation, or neglect, very seriously. In no case will such an allegation or suspicion be treated as frivolous. The response will be prompt. The investigation will be thorough, and it will involve legal counsel, when appropriate.

Any lay leader, any member of the clergy or staff, or any member or friend of the Parish who observes any inappropriate behavior or any behavior which may violate this policy, and who is a mandated reporter under Connecticut state law must report any alleged abuse, exploitation or neglect of a child, youth, elderly person or a vulnerable person to a law enforcement agency or the appropriate state agency. Each member of the clergy is considered a mandated reporter under Connecticut state law, and therefore must report these behaviors when they observe them.

Any member of the clergy or staff, any lay leader, or any member or friend of the Parish who observes any inappropriate behavior or any behavior which may violate this policy, whether a mandated reporter or not, is required to make a prompt report to the Rector or his/her designee.

In responding to an allegation of abuse, exploitation or neglect, St. Paul's Parish will maintain confidentiality to the extent possible, given the need to determine the truth of the allegation and prevent further abuse.

In all cases, no matter what the facts of the case may turn out to be, the parish goal is appropriate action with pastoral concern for all parties involved including accuser(s), victim(s) and accused.

The Rector will act immediately if the report involves a child or youth, and will take any actions he/she deems necessary to protect the health and safety of the victim of such alleged behavior.

The Rector will conduct a preliminary investigation in response to each report and make a determination as to whether any further action should be taken. He/she may request that the person reporting an incident complete a written report of the incident on a form provided by St. Paul's Parish. Should the Rector decide that further action is necessary or advisable, he/she may, at his/her discretion, or as required by the process outlined below, request assistance from, or consult with a Response Team which consists of the Rector, Director of Christian Formation, The Senior Warden or other appointee if needed to insure diversity of gender.

THE RESPONSE TEAM

The Response Team shall consist of no fewer than two members, one male and one female. The sole responsibility of the Response Team is to assist the clergy in responding to an allegation.

The members of the Response Team will familiarize themselves with all terms of the St. Paul's Parish's Safe Church Policy including theological rationale, definitions of abuse, exploitation, neglect and misconduct and established procedures for reporting and response.

Response Team members must attend the Safe Church training offered by the Diocese or its equivalent.

Further, upon annual appointment or reappointment, the Response Team shall meet with clergy and other professional staff to review policies and procedures. Given the special sensitivity surrounding allegations of misconduct by clergy, the Response Team will familiarize themselves with the relevant diocesan policies and procedures for handling such cases.

PROCEDURES

When an allegation is made or suspicion of abuse arises, the following procedures will be followed:

In cases of physical, sexual or emotional abuse, or economic exploitation between adults in the congregation, the complainant may attempt to resolve the matter directly with the accused individual(s), or the complainant may seek mediation from any member of the clergy staff of St. Paul's Parish or from the Response Team.

In cases of an allegation of child/youth sexual abuse, the lay leader or clergy staff person who observed the behavior or to whom the report is made is required to complete the tasks listed below: (Note: If the allegation is against the Rector, the report shall go directly to the Bishop.)

- a. If clergy or other paid professional staff is accused, they are to be suspended from their duties with pay pending the outcome of an investigation.
- b. Lay leaders who are accused are to be removed from contact with children and youth. Further, the closest available clergy/professional staff person shall be immediately notified and shall immediately Remove the accused from his/her lay leadership position. If the clergy/professional staff person to whom the allegation is reported is not the direct supervisor of the accused, the person reporting will inform the supervisor as soon as possible.
- c. Written documentation shall be made of all relevant facts and actions. Both the person reporting an allegation and the clergy/professional staff to whom that person has reported will document the procedures taken.
- d. All written documentation completed by persons other than the Rector will be forwarded to the Rector.

The Rector will administer procedures after this point or person(s) appointed by the Rector, as follows:

- a. The Rector will promptly notify the parents/guardians of the alleged victim and respond to their questions and concerns.
- b. The Rector will determine whether the incident requires prompt notification of the Department of Children and Families. (Note: If there is any doubt, the Rector or clergy staff person is well advised to call the DCF hotline. The DCF worker who answers will help in sorting out relevant information and will receive a formal report if required. This is important: By law, mandated reports must be made within 24 hours from initial information being received, with a written report to follow within 48 hours.)
- c. Make written documentation of persons contacted and action taken to this point.
- d. All written documentation completed by person(s) assigned by the Rector will be forwarded to the Rector. Next steps to be taken by the Rector or person(s) appointed by the Rector include:

- a. Contacting the Response Team, who will begin the internal and pastoral care process, including:

Notifying the insurance carrier of the incident immediately and complying with its investigation, if any.

Cooperating with legal and state authorities in their investigations, if any.

Preparing a written statement and designating a spokesperson to respond to media inquiries (Note: There shall be one person designated to speak to the media, and one person only).

Determining a means of informing the congregation that a complaint has been made. (Note: The purpose of this is to avoid a situation in which members of the congregation first hear reports of an incident through the media).

Providing assistance to the alleged victim and his/her family in obtaining counseling or referral to a mental health professional, if needed.

Responding to the needs of the families of the alleged victim and the accused to seek a redemptive solution for all involved.

Informing all relevant parties, including paid staff members of the need for confidentiality, and;

Considering and responding to the concerns of other parents.

Making written documentation of persons contacted and action taken.

b. Written documentation completed by person(s) assigned by the Rector will be forwarded to the Rector.

c. The clergy or staff member responsible for the affected ministerial area will respond to the pastoral care concerns of persons within that area. For sexual exploitation of an elderly or vulnerable person, comparable procedures will be followed. The Rector or Clergy staff will determine whether the incident requires immediate notification of the Department of Social Services. For sexual exploitation of an adult that is neither elderly nor a vulnerable person by another adult, the Rector will use his/her discretion. Alleged criminal behavior will be reported to the police. For economic exploitation, or physical or emotional abuse, the Rector will consult with the Response Team and proceed in a manner deemed appropriate.

PROTOCOL FOR FACEBOOK

1. St. Paul's J2A Facebook page is monitored and maintained by the Director of Christian Formation. S/he designates administrators for the site.
2. The rector, vestry members, teachers and youth leaders will not send a "friend request" to a student. If the student initiates the request, the adult may accept.
3. If one of the above accepts a "friend request", the adult has a responsibility in making sure their site models the behavior appropriate for viewing by teens.

PROTOCOL FOR TEXT MESSAGING

Since this is a personal communication, it is limited to the following between students.

1. Reminder of Meeting time
2. Location
3. Emergency

PROTOCOL FOR ADULT USE OF ALCOHOL AT CHURCH

The serving and/or consumption of non-sacramental alcohol at any church or diocesan related event, whether held on church property or elsewhere, is permitted only when all of the following conditions are met:

- The clergy, wardens and vestry approve the serving of alcohol prior to the event and ensure that responsible adults oversee the serving of alcoholic beverages to assure full compliance with this policy, including the moderate consumption of alcohol.
- All laws regarding alcohol are complied with including those related to the sale of alcoholic beverages and the prohibition on serving alcohol to minors (those under 21 years of age.)
- The event is not a youth event or youth sponsored event.
- Moderation is observed in the serving and consumption of alcoholic beverages.
- No business or open discussion of issues is conducted during or after the serving or alcohol. Business includes the work of vestry, search committee, all church committees and councils, and church schools.
- Non-alcoholic beverages are offered in a way that is equally attractive and accessible as alcoholic beverages.
- Any beverage or food, which contains alcohol, must be clearly labeled as such.
- The offering of alcohol is not advertised or promoted in any way, and shall not be the primary purpose of the event. Alcohol may never be used as an enticement for any function (e.g. wine tasting, wine & cheese, BYOB dinner, etc.)
- Prior to any event that is not “usual and customary,” the clergy, wardens and vestry determine whether liquor liability insurance coverage is needed. Church events that are not “usual and customary” include events at which alcohol is sold and/or the serving of alcohol on church property by a tenant (e.g. wedding reception, civic group dinner, etc.) Ask the diocesan insurance officer before the event if liquor liability insurance is needed.

APPLICATION FOR PARISH MINISTRY AND BACKGROUND SCREENING
CONSENT

Please complete relevant information, please print.

Full Name _____

For What position are you applying?

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

What has prepared you for this position?
(Christian Formation Only) _____

When did you start attending St. Paul's? _____

References

Professional/Civic

Name: _____

Address: _____

City/State _____

How long have you known this person? _____

Relationship to you _____

Personal Reference

Name: _____

Address: _____

City/State _____

How long have you known this person? _____

Relationship to you _____

Family Reference

Name: _____

Address: _____

City/State _____

How long have you known this person? _____

Relationship to you _____

Maiden name or other Names used _____
Social Security Number _____ Date of Birth _____
Present Address _____
City _____ State _____ Zip _____
How long at present Address _____
Specific States of Residence since age 18:

Drivers License # _____ State of _____

I, _____ hereby authorize St. Paul's Episcopal Church and/or its agents to make an independent investigation of my background, references, character, adult criminal records, or police records and motor vehicle records including those maintained by both public and private organizations and all public records for the purpose of confirming the information on my application and to obtain other information which may be material to my qualifications for service no and, if applicable, during the tenure of my employment or volunteer service with St. Paul's. I release St. Paul's Church and its agents and any person or entity, which provides information pursuant to this authorization from any and all liabilities, claims, or law suits in regards to the information obtained from any and all of the above referenced sources used. The information I have provided is true, complete and correct to the best of my knowledge.

Signature _____ Date _____

Birthdate and SS# is required for identification purposes only and is in no manner used as qualifications for employment, internship or service as a volunteer. St. Paul's abides by all applicable state and federal employment laws.