

The Episcopal Diocese of Upper South Carolina



Safeguarding God's People **Policy Manual**

Approved by Diocesan Executive Council

09, 09, 2017

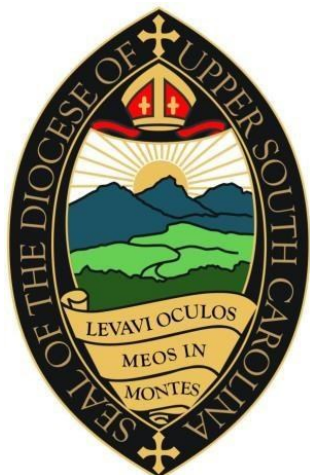
Our Statement of Purpose:

“Making, Equipping and Sending Mature Disciples of Christ”

Through our Baptism and the vows we make in the Baptismal Covenant we have promised to “persevere in resisting evil, and whenever [we] fall into sin, repent and return to the Lord”, and to “seek and serve Christ in all persons, loving [our] neighbor as [our] self” and “to respect the dignity of every human being.” We have two primary concerns: First, for the prevention of any type of abuse. Second, we are concerned for the protection and pastoral care of all who suffer the consequences of any type of abuse—the victim, the accused, their families, and the affected congregation.

Our goals are:

1. **Prevention** - To do all in our power to protect all in our care, particularly our children, teenagers and vulnerable adults, from any form of abuse.
2. **Standardized Training** - To provide standardized materials and processes for instruction in order to inform all who seek or are required to receive training in order to prevent abuse, misconduct and harassment.
3. **Prompt Reporting** - To report promptly any situation to the appropriate authority as circumstances dictate.
4. **Reasoned Response** - To give every allegation of abuse, sexual misconduct or harassment serious and thoughtful consideration and to provide a reasoned response.
5. **Resources** - To provide easily accessible resources.



Please direct any questions to:

The Diocesan House
1115 Marion Street
Columbia, South Carolina 29201
803-771-7800
803-799-5119 (fax)
www.edusc.org

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What is Safeguarding God's People Training?

Safeguarding God's People training is a process that is required by the Diocese. This training attempts to educate participants so that situations of abuse of any nature can be avoided. Also, this training aims to inform people on how to respond should abuse, inappropriate or negligent behavior be suspected.

What Curriculum is Used?

Currently, the Episcopal Diocese of Upper South Carolina uses *Safeguarding* modules created by Church Pension Group (CPG). The Diocese reserves the right to accept other training programs on a per case basis. In some instances, online modules may need to be used as a supplement to other training programs.

Safeguarding materials are organized and presented by certified instructors. For those seeking renewal of certification, online modules are available.

Why Safeguarding God's People training?

We, as Christians, live in a covenant relationship with God and with one another. Through the Sacrament of Holy Baptism, we enter into a sacred covenant in which we pledge to live lives that "seek and serve Christ in all persons," and to "respect the dignity of every human being." Where there is no trust, there can be no community or spiritual growth. This manual lays out what relationships of trust look like and how we respond when trust is broken thereby helping us to uphold the pledges we have made.

Who must be trained?

For the protection of all in the church, Safeguarding God's People training is required for anyone contracted to provide services, vestry members and any individuals, clergy and lay persons, paid and non-paid, who work children/youth and adults in any established program.

Who must be trained? (cont.)

It is the responsibility of the priest-in-charge/Senior Warden of the congregation and their institutions to ensure that all the appropriate people receive training mandated by the Diocese.

Many churches allow non-church related groups to use their facilities. As long as it is made clear by the organization's leaders that the ministry is not a ministry of the congregation, and churches are not referred to in the organization's bylaws, leaders do not need to be trained. However if it is perceived that the ministry is a ministry of the church, all ministry providers for the organization should be trained.

The policies in this manual apply to the Diocese of Upper South Carolina and its parishes and missions. While insurance or accrediting agencies may require Safeguarding God's People training for Episcopal schools, camps, and other institutions within the Diocese, it is recommended that those organizations create their own Safeguarding policies.

When does my certification expire?

Safeguarding God's People Training Certification must be renewed every 5 years.

How do I obtain or renew Safeguarding God's People training?

1. Contact your congregation to see if they have planned a Safeguarding God's People training session.
2. Go to the Diocesan website and check the calendar for any upcoming trainings.
3. Contact your congregation's Safeguarding God's People administrator to set up online training (for renewals only).

How does the church provide Safeguarding God's People training?

FACE-TO-FACE TRAINING

- The church contacts a qualified Safeguarding God's People trainer from the list of approved trainers, which can be obtained, by contacting the Diocesan House: 803-771-7800 ext.105.
- The church provides the trainer with a \$200 honorarium on the day of training. The church also reimburses the trainer for mileage.
- The church and trainer agree on an appropriate time to offer Safeguarding God's People training.
- The church contacts the Diocesan House with the following information:
 - Location and address of training
 - Time
 - Cost (Most churches charge \$10 - \$15 per person for training in order to offset the cost of a trainer.)
 - Instructions on how to register for the training
- The church promotes the training.

The Trainer provides: All printed materials and the DVDs.

The Church Provides:

- A TV and DVD player.

How does the church provide Safeguarding God's People training? (cont.)

ONLINE RENEWAL

- Each congregation appoints a Safeguarding God's People administrator
- Safeguarding God's People administrator participates in Diocesan training
- Administrator processes any individual online renewal requests for members of their congregation.
- Administrator sends to individuals their Login ID and Password to use at www.safeguardingonline.org
- Administrator maintains renewal and expiration records

FAQ'S REGARDING ONLINE CERTIFICATION RENEWAL

How long will this take? This will vary greatly from person to person but allow 30 to 45 minutes per module. The two largest variables are your computer's download speed and your work style. Tips to keep the time in that frame: choose a computer with a strong internet connection (wired is typically faster than wireless); set yourself up to minimize interruptions (turn off electronics, close the door to the room, etc.).

Do I need to complete the modules in order? You may complete the modules in any order that makes sense to you. The module entitled 'Your Policies' is the agreement which needs to be completed after you review and understand the other modules.

Can I stop in the middle of a module, save it and complete it later? No. However, the video will not time out so if you take a short break you should be able to continue when you come back to it.

How long do I have to complete the assigned modules? All modules need to be completed before you begin your ministry.

What if I have questions about the information in the videos? Contact the Diocesan office .

What are the responsibilities of trainers?

- Attend a trainer's course every three years or as major updates occur
- Provide the Diocesan House with updated contact information
- Collect all participant evaluations
- For the training session: Provide all printed materials and DVDs
- At the conclusion of the training, provide a completed certificate for each participant
- Within one week, complete a pre-formatted spreadsheet with information on the congregation and participants at the training session
- Mail the completed applications, covenants and evaluations to the Diocesan House.

What are the roles of the Safeguarding God's People administrator?

- Attends administrator training
- Schedules Safeguarding God's People trainings for their congregation as needed
- Administers the online renewal system for their congregation
- Maintains Safeguarding God's people records, Lay Personnel Applications and maintains and performs background checks, driving reports, reference checks and Social Security verifications in locked files
- Collect participants' Safeguarding God's People covenants.
- Monitors expiration dates carefully so that members can be notified when they are due for renewal
- Performs criminal record and sex offender checks every 5 years, at a minimum, for church personnel who regularly work with or around children or youth.

Where are records maintained?

All required records and checks must be kept permanently in a secure location. For 3 years, they must remain on the premise of the church or the Diocesan House. After three years, records may be sent to a storage facility. Records may be stored electronically in a secure file.

PARISH LEVEL:

It is the responsibility of Safeguarding God's People administrators to maintain files for his/her congregation members containing the dates of initial Safeguarding God's People training & subsequent renewal certifications.

DIOCESAN LEVEL:

The Diocese will maintain a database of the original and renewal dates of Safeguarding God's People certification of any individual (as it has been provided).

Are there other requirements to ministry in the church?

FIVE YEAR CRIMINAL BACKGROUND CHECK*:

Any Paid staff or Church Personnel Regularly or Occasionally Working with Children/Youth or a vulnerable adult are required to have a 5-year criminal background check. State checks can be performed at: www.sled.sc.gov. State checks also need to be performed in any state where the applicant has lived. National checks for any Part-Time, Paid Staff who do not Regularly or Occasionally Work With Children, Youth or vulnerable adults and all Church Personnel Who Regularly or Occasionally Work With Children or youth can be performed through Praesidium, www.criminalcbs.com, ACS or any other national provider of background checks. National checks for Part-Time, Paid staff who Regularly or Occasionally Work with Children, Youth or vulnerable adults and all Full-Time, Paid staff may be performed by contacting Oxford Document Company: www.oxforddoc.com/services.html.

REFERENCE CHECKS, LAY PERSONNEL APPLICATIONS AND INTERVIEWS:

These are required for any Paid staff and any Church Personnel; Who Regularly or Occasionally Work With Children, Youth or a vulnerable adult. It is required that references not be family members and at least one reference be of someone outside the congregation. It is also required that these references be in writing (not verbal). The Reference check, Lay Personnel Application and sample interview questions can be found at: www.edusc.com and also beginning on page 55 of this document.

SEX OFFENDER REGISTRY CHECK*:

This are required for any Paid staff and any Church Personnel Who Regularly or occasionally Work With Children, Youth, or a vulnerable adult. This report can be attained at www.nsopw.gov/en/Registry (check any state they have lived) and at: www.state.sc.us/djj/pdfs/dssconsentrelease.pdf.

DRIVING REPORT RECORD*:

This is required for anyone who drives others on behalf of the church, even if acting as a volunteer. Driving reports can be ordered at www.scdmvonline.com.

SOCIAL SECURITY VERIFICATION*:

This is required for any paid employee of the church or anyone who receives a stipend or honorarium for services provided. Social Security verification can be done at www.socialsecurity.gov/employer/ssnv.htm

**Before someone begins a ministry in the church these reports are required. It is required that these reports be repeated every five years, at a minimum. Records should be kept permanently. For the first 3 years, records are on premise. Records may also be maintained electronically if in a secure file.*

What should I do if I get a 'hit' on one of the required checks?

- A 'hit' means that some type of irregularity, offense, or conviction has been identified.
- If the 'hit' is clear cut, such as someone applying for a youth ministry position has been convicted as a sex offender, they should be denied the opportunity to minister to youth and the congregation should refer to the *Policy on Parish Guidelines for Dealing with a Registered Sex Offender* (page 18 of this document).
- If the 'hit' is not clear cut, congregations should have a standardized procedure which is clear and consistent for determining if the hit should disqualify the applicant. Often this will include a small, confidential committee that reviews each hit on a case-by-case basis per Equal Employment Commission Guidelines. Things the committee should consider include:
 - The type of offense
 - The gravity of the offense
 - How long ago the offense occurred
 - Whether the offense disqualifies the individual from doing the specific job for which he/she is applying.

What are our Diocesan policies?

The Episcopal Diocese of Upper South Carolina has established the following policies regarding misconduct. These Diocesan policies apply in all activities conducted in the name of this Diocese, its parishes, missions, commissions, committees, and task. They are, in many cases, more rigorous than the requirements of civil and criminal law. This rigor reflects the Diocese's commitment to limit the opportunity for misconduct and to respond seriously to it when it occurs. All church personnel, lay and ordained, paid and unpaid, are responsible for knowing and following these Diocesan policies:

THE FOLLOWING INAPPROPRIATE BEHAVIORS ARE PROHIBITED:

- Any behavior defined within this document as "Sexual Misconduct" or "Sexual Battery."
- Absent a marriage relationship, any sexual contact between a ministry-provider and the recipient of that care.
- Any sexual contact between an adult and a "minor" (as defined in S.C. Code Ann. 45-2-20-3) or a "vulnerable adult."
- Any behavior defined within this document as "Sexual Harassment," specifically including inappropriate sexual language or behavior where an employment, mentor or colleague relationship exists.
- Physical abuse or crimes of sexual violence and non-consensual criminal sexual behavior.

What are our Diocesan policies? (cont.)

THE FOLLOWING INAPPROPRIATE BEHAVIORS ARE PROHIBITED (cont.):

- Non-physical abuse or non-violent crimes such as child pornography, voyeurism and exhibitionism.
- Participation in any ministry with children or teenagers by anyone with a history of child abuse, with a criminal record of child abuse, or with a diagnosis of a “Paraphilic Disorder” as defined by the American Psychiatric Association in DMS-5. Such individuals are forbidden access to children, youth and vulnerable adults and are prohibited from engaging in any ministry with them.

ADDITIONAL POLICIES FOR CHILD AND YOUTH MINISTRY:

- Church leaders must recognize the power differential that exists between them and the recipients of their pastoral ministrations. Church leaders are not to exploit the trust and dependency of persons entrusted to their care.
- Due to canonical responsibilities, is the policy of this diocese that ordained clergy cannot facilitate Safeguarding God’s People trainings in their own congregations.
- All church personnel must understand that while appropriate personal relationships have potential for enhancing ministry and parish life, some attractions and relationships may be hurtful to individuals and the community-at-large.
- Consent to an inappropriate sexual or romantic relationship does not make that relationship appropriate under Diocesan policies. Church personnel have an independent obligation under Diocesan policies to abstain from inappropriate relationships, regardless of who consents or initiates them.
- All church personnel must be aware of the need for prudence. In their relationships with others, they may be vulnerable to sexually aggressive, even predatory persons who may seek them out in the parish, at conferences, or elsewhere.
- Church Personnel who transfer within the Diocese of Upper South Carolina and apply for or are asked to or who do undertake a position working with or around children, youth or vulnerable adults are required to undergo the complete screening and selection process. This requirement may be met through a transfer of a copy of their personnel file to the new congregation, school, agency, or program together with completion of a new application, individual interview and reference checks with the congregations, schools, agencies or other programs for with which the applicant has worked since the screening was last done as shown in the applicant’s personnel file.
- Face-to-Face Safeguarding God’s People education and training is required for all Church personnel who regularly work with or around children, youth or vulnerable adults before they start their work or, if that is not possible, applicant may participate in the full online Safeguarding God’s People training before they start their work and participate in a face-to-face training.

What are our Diocesan policies? (cont.)

- No person, except in the case of paid staff members who have completed all appropriate checks, will be allowed to work with children, youth or vulnerable adults until the person has been known to the clergy and congregation for at least 6 months. Family members could be present to supervise or assist their family members alone.
- As defined in Resolution A158 (2015): Church personnel are prohibited from the use, possession, distribution, or being under the influence of alcohol, illegal drugs, or the misuse of legal drugs while participating in or assisting with programs or activities specifically for children, youth or vulnerable adults. Alcohol may be consumed when used sacramentally or in fellowship activities for adults when a non-alcoholic alternative is made available.
- Church Personnel are prohibited from dating or becoming romantically involved with a child, youth or vulnerable adult.
- Church Personnel are prohibited from having sexual contact with a child, youth or vulnerable adult.
- Church Personnel are prohibited from possessing any sexually oriented materials (magazines, cards, videos, films, clothing, etc.) on church property or in the presence of children, youth or vulnerable adults except as expressly permitted as part of a pre-authorized educational program.
- Church Personnel are prohibited from using the internet to view or download any sexually oriented materials on church property or in the presence of children, youth or vulnerable adults.
- Church Personnel are prohibited from discussing their own sexual activities, including dreams and fantasies, or discussing their use of sexually oriented or explicit materials such as pornography, videos or materials on or from the internet, with children, youth, or vulnerable adults.
- Church Personnel are prohibited from using physical punishment in any way for behavior management of children and youth. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force. Physical force may only be used to stop a behavior that may cause immediate harm to the individual or to a child, youth or vulnerable adult.
- Church Personnel are prohibited from participating in or allowing others to conduct any hazing activities.
- An up-to-date list of approved congregation-sponsored programs for children and youth will be maintained in the church office or other place where church records are kept.
- Church Personnel are not permitted to develop new activities for children and youth without approval from the rector or canonical equivalent. Requests to develop new activities should be submitted in writing to the rector. The rector will consider whether the plan for a new activity includes adequate adult supervision.
- All doors in rooms where meetings occur are to have windows in them. If doors do not have windows, they should be locked from the outside when not in use or open when the room is in use.

What are our Diocesan policies? (cont.)

- All Church Personnel must also be aware that even appropriate actions may be misunderstood or misrepresented. It is therefore important that lay adult leaders ensure that they are not left alone with any child, youth or vulnerable adult. When private conversations are necessary for pastoral care, a ministry provider should be seated within line of sight of another adult such as through a glass window or an open door. Clergy, likewise, should avoid situations where their being alone with an adult parishioner might raise an issue of inappropriateness.
- All Church Personnel must seek counsel from their priest or the Bishop if they are at risk of acting on sexual or romantic attraction to a parishioner, counselee, or counselor.
- All Church Personnel have an ethical obligation to respond to the knowledge of sexually exploitative behavior of colleagues by reporting the information to the appropriate authorities and by seeking the counsel and pastoral guidance of a spiritual advisor.
- All clergy, counselors, and child care workers in a childcare center, are required by state law to report to local authorities any instance of child neglect or child abuse “when in the person’s professional capacity the person has received information which gives the person reason to believe that a child has been or may be abused or neglected as defined in S.C. Code Section 63-7-20.” (S.C. Code Section 63-7-310 (A)). Any other person “who has a reason to believe that a child’s physical or mental health or welfare has been or may be adversely affected by abuse and neglect may, and is encouraged to report.” (S.C. Code Section 63-7-310 (c)).
- Any driver should be able to provide evidence of having sufficient liability insurance coverage in force to meet minimum South Carolina requirements. A driver’s record should not reflect any reckless behaviors or a pattern of regularly disobeying the traffic laws of South Carolina within the last 10 years.

Day events WITH CHILDREN/YOUTH, (On-campus):

- Ratio 1:7 with a minimum of 2 adults. Both genders should be represented among participants and the adult chaperones should be unrelated.

Day (off-campus), or Overnight (any location) WITH CHILDREN/YOUTH:

- Ratio: 1:5, a minimum of 2 unrelated adults present, and at least one gender for each gender represented.
- Rooms may be shared only by family members of the same gender; Adult and child/youth sleeping quarters must be separate, separate bathing areas except in the following situations:
 - In barrack or gym type facilities where there are separate facilities for youth and adults to change and separate bathing facilities or separate bathing times.
 - In barrack or cabin type settings, males and females should sleep in separate facilities. It is preferred that adults sleep separately from the children/youth and that children/youth should be grouped together according to their age within a 2 year span.
 - In gym type facilities, males and females may sleep in the same room, if it is partitioned. In these settings, there should be at least two adults present for each gender and ratios must be maintained.

What are our Diocesan policies? (cont.)

Day (off-campus), or Overnight (any location) WITH CHILDREN/YOUTH (cont.)

- Consideration should be given how proper ratios can be maintained during these events, asking questions of organizer, etc.
- Adults are responsible for the young people 24/7, even though they need to sleep, too. In keeping with the “rule of three,” if a child wakes up an adult in the night, that adult should wake another adult before dealing with whatever situation has awakened the child.
- All youth events must provide eight hours of scheduled time for sleep on all overnight events.
- Adult youth personnel, who are not family members, may not share a room with a youth or a group of youth where some of the youth are not their family members.
- If an event is overnight with youth of both sexes, at least one male and one female adult leader must be present.
- Transportation: It is preferred that there be two adults in every vehicle. In cases when traveling with multiple vehicles, one adult may be in the car with multiple youth as long as they remain in line of sight of each other. All passengers should wear a seatbelt. Drivers should not use a cell phone or electronic device when the vehicle is in motion.
- Youth can not drive themselves or others during a church sponsored event.
- Parents or guardians must complete written permission forms before church personnel can transport children and youth for a church sponsored activity.

FOR ALL EVENTS WITH CHILDREN/YOUTH:

- Anyone involved in youth ministry leadership on the Diocesan level is expected to be involved in his or her local parish or mission.
- A youth should never be left in the exclusive care of one adult. In cases of adult/youth meetings, the adult must remain in a visual line of sight by another adult.
- All youth events operate under an open door policy: Clergy, staff, parents, and church members have the right to observe any event at any time, with or without advance notice.
- Children and Youth personnel should meet on a regular basis with their supervisors to openly discuss problems, accountability, and policies.
- Families and leaders will receive this Safeguarding God’s People Policy Manual. Parents will be strongly encouraged to discuss Safeguarding God’s People policies and issues with their children and youth.
- At times when confidential youth and adult conferences are needed, another adult, preferably a parent of the youth, must be notified of the place and time of consultation. When private conversations are necessary for pastoral care, a ministry provider should be seated within line of sight of another adult such as through a glass window or an open door.
- Older minor children may not be left solely responsible for the care of young children, except in a school setting where parents have provided written consent of the release of a minor to a minor.
- There should be no consumption of drugs or alcohol, except sacramentally, by children, youth or adults at any event.
- At all times, a fully stocked first aid kit must be accessible and at least one in each vehicle.
- Age requirements for adult chaperones: 22 to chaperone Youth Group with High School youth. 18 for any elementary age children or middle school youth.

What are our Diocesan policies? (cont.)

FOR ALL EVENTS WITH CHILDREN/YOUTH (cont.):

- Teens may assist in nurseries and children Sunday schools if there is at least a 4 year gap between the oldest child and the teenager. These teens would not be counted in the ratio of adult:child.
- Any teens who are in the assisting role are required to take Safeguarding God's People training.
- Infant diapering be in line of sight of other adults.
- If a child needs assistance in the restroom, an adult should assist in line of sight of another adult.
- Electronic devices are not allowed in areas where showering or changing is likely to occur.
- Church Personnel will respond to children and youth with respect, consideration and equal treatment, regardless of sex, race, religion, sexual orientation, culture or socio-economic status. Church Personnel will portray a positive role model for children and youth by maintaining an attitude of respect, patience, and maturity. They will avoid even the appearance of favoritism.

Policy on Parish Guidelines for Dealing with Registered Sex Offenders

*Approved by The Diocesan Executive Council of
The Episcopal Diocese of Upper South Carolina, December 14, 2013*

PURPOSE

These guidelines are intended to reasonably promote the safety of all persons in a parish while maintaining a welcoming place for registered sex offenders. It is applicable to all Congregations and Ministries in the Episcopal Diocese of Upper South Carolina ("EDUSC").

POLICY

As the number of registered sex offenders living in the community increases, it is foreseeable that one or more such persons will seek to attend services at a parish, and may seek to be involved in other activities of the parish. These guidelines are intended to reasonably promote the safety of all persons in the parish while maintaining a welcoming place for registered sex offenders. It is acknowledged that some registered sex offenders may attend our churches without our knowledge of their status. Should any of those persons seek to participate in volunteer activities or certain leadership capacities covered by our Safeguarding God's People Policy requirements for background checks, their registry status will usually be determined. It is hoped that all such registered offenders will self-disclose their status to the clergy or lay leadership.

DEFINITION

Registered Sex Offender: Person convicted of a sexual offense such as rape (sexual assault), sexual contact, or lewdness.

PROCEDURES

The following procedures apply in each case when the parish clergy, staff or lay leadership learns of a registered offender seeking to worship in the parish or otherwise participate in the life of the parish.

1. Interview the offender. Obtain residence address and telephone contact information.

Ask about the offender's desires regarding contact with the church. Review these guidelines with the person and seek his/her cooperation as a means of making church services available to him/her while keeping the people of the church and our guests safe. Talk about how information concerning his/her status will be shared with people needing to know and do not promise confidentiality. Obtain information described in these guidelines from the offender and the offender's permission to talk to his/her parole or probation officer to verify terms and conditions or parole/probation and the offender's criminal record.

2. Call the parole/probation officer to verify the terms of parole/probation and criminal history. Talk about whether attending church or participating in any church activities, with or without a monitor, would violate the terms of parole/probation.

Policy on Parish Guidelines for Dealing with Registered Sex Offenders (cont.)

3. Persons to be informed. In the parish: clergy, staff, wardens, vestry, ministry leaders (ECW, etc.). At the Diocese: the Bishop, the Chancellor and the Canon for Christian Formation. A signed copy of any covenant established under this policy will be filed at the Diocesan House.

4. Consider talking to the offender's therapist, depending on other circumstances. This would be helpful if there are certain behavioral tools the therapist might want the monitors or others to know about that would protect the offender from becoming vulnerable.

5. Identify appropriate monitors and provide them with explicit training and instructions. This includes having the offender in line of sight at all times, deflecting contact with children and watching for any social invitation by unsuspecting parishioners.

6. Develop an agreement or covenant with the offender, an example is found on page 48-49 of this document, affirming the mutual desire to make it possible for the offender to attend services within these guidelines and other reasonable efforts to make the church a safe place. The covenant should include a description of how the information will be handled by the parish, but not promise confidentiality beyond the sacrament of confession. It should state that any violations of the covenant will be grounds to deny the offender further access to the church or its activities. The offender should agree to notify the church office if s/he decides to attend a different church. It should also be reviewed periodically (every six months). The parish needs to identify a means by which this information will be preserved and shared with all new clergy, staff and lay leaders as changes in personnel occur.

What is child sexual abuse?

Child Sexual Abuse is the forced or tricked exploitation of a child or adolescent for the sexual gratification of another person. It includes behaviors such as intercourse, sodomy, oral-genital stimulation, verbal stimulation, exhibitionism, voyeurism, fondling, molestation, sexual penetration and rape and involving a child in prostitution or the production of pornography. Incest is a form of Child Sexual Abuse that occurs within a family. The abuser may be a parent, step-parent, grandparent, sibling, cousin, or other family member.

What is child sexual abuse? (cont.)

Many forms of physical contact between adults and children are acceptable and indeed essential expressions of love and affection. Defining Child Sexual Abuse has been a challenge even to experts in this field. Some acts of Child Sexual Abuse, such as forcible rape, are obvious. Many definitions of other forms of Child Sexual Abuse have been offered to include the following points:

- “Child Victim: includes children and adolescents of ages birth through 18.
- “Offender” includes persons who are usually at least 3 to 5 years older than the child.
- The Child Victim is exposed to sexual stimulation which is inappropriate given the child’s dependency, emotional immaturity, and inability to fully comprehend the activity and the offender’s intent.
- The sexual act is imposed on the child for purposes desired by the Offender, usually for the Offender’s own sexual gratification or monetary profit (as in pornography or child prostitution).
- The Child Victim is unable to freely consent and is persuaded or coerced to comply sexually due to trust in or authority of the offender, that is, truly consensual adult/child sexual interactions are impossible due to the unequal power position of children in relation to adults.
- Inherent in these points is the view that the sexual activity at issue disregards the child’s developmental and emotional needs and often imperils the child’s physical safety. Child Sexual Abuse has the potential to interfere with a child’s normal, healthy development both emotionally and physically. Often sexually victimized children experience severe emotional disturbances from their own feelings of guilt and shame, as well as other feelings. Most Child Victims are tricked, not forced, by the Offender. The child usually submits to the abuse because he or she is taught to respect and obey older persons and to accept their judgment regarding what is right and wrong. The sexual approach is often gradual and seductive, involving increased levels of interaction over time. The Offender is likely to make statements which do not seem coercive from the Offender’s point of view, but to the child victim they are coercive. Examples are expressions which take advantage of the child’s immaturity (“It’s okay, everyone does it”), or which implies loss of affection (“I won’t love you if you tell”), or which implies breakup of the family (“If you tell, it would hurt your Mom”).

What are the types of child sexual abuse?

Children may be sexually abused in many ways, which typically vary along three dimensions:

- Degree of physical contact, ranging from non-touching to intercourse;
- Significance of the Offender in the child’s life, ranging from stranger to loved one who is responsible for the care of the child;
- Degree of force, ranging from subtle persuasion to violent assaults.

What are the types of child sexual abuse? (cont.)

Sometimes sexual abuse is committed by a stranger, someone unknown to the child. This accounts for 10% (US Dept. of Justice SMART Office, www.nsopw.gov) of all known child Sexual Abuse cases. Most often, the offending act is committed by someone the child knows and trusts. Most children are taught to “Beware of strangers”, but they are not usually equipped to handle a situation where a familiar person behaves sexually towards them. Among reported cases of child Sexual Abuse by persons known to the child, about 60% (US Dept. of Justice SMART Office, www.nsopw.gov) involve non-family members (e.g., teacher, neighbor, friend), and about 30% involve family members (US Dept. of Justice SMART Office, www.nsopw.gov). Child Sexual Abuse involving blood relatives constitutes “incest.” The other intra-familial Child Sexual Abuse cases involve a non-related parental substitute (such as stepfather or mother’s boyfriend). Child Sexual Abuse may also be committed by a sibling or other family member. Intra-familial Child Sexual Abuse differs in dynamics and circumstances from other forms of sexual assault and statistically affects girls more often than boys. Since intra-familial Child Sexual Abuse occurs in the child’s home, the whole family is, directly or indirectly, involved in the circumstances that allow the abuse to occur.

How do I know if a child is being sexually abused?

Many children are not able to communicate in direct ways about sexual abuse when it happens to them. They may be embarrassed, afraid, or confused about what has happened. Often they give indirect signals as a way of asking for help. Other children will not ask for help in any way but will display symptoms of physical or emotional distress as a result of the abuse. The most reliable indicator of child sexual abuse is the child’s verbal disclosure.

Many of the dynamics occurring in sexually abusive families are the same as those present in physically abusive families. The following dynamics are particular to Child Sexual Abuse:

- Sexual estrangement between mother and father.
- Opportunity for incest to occur.
- Role reversal between mother and father.
- Role reversal between mother and daughter.
- Excessive change or crisis.
- Alcohol or substance abuse.

How do I know if a child is being sexually abused? (cont.)

There are many possible signs to indicate that sexual abuse may have occurred or that the child has resisted attempted sexual abuse. Any one of these signs may also be a normal occurrence. Several of the signs, together, may indicate abuse. A child's comments which may trigger an inquiry into potential abuse include statements such as:

- "I don't like Uncle Bob anymore."
- "I'm afraid to go home tonight."
- "I'm afraid to be home alone with Daddy."
- "Will you help me go live with my aunt?"
- "My babysitter asked me to play strip poker."
- "Is it against the law for cousins to touch each other's private parts?"

BEHAVIORAL SIGNALS

Children subject to abuse may also demonstrate the following behavioral signals:

- Sleep disturbances (nightmares, fear of going to bed, wanting lights on, waking up during the night, fear of sleeping alone, bedwetting)
- Appetite change, such as sudden loss or increase
- New fears which need reassurance, *e.g. fear of males or females, of being touched, of going home*
- Behaving as a younger child (regression), *e.g. thumb sucking, bedwetting, clinging to parent*
- Reluctance to go to a particular place or be with a particular person
- Recent and unexplained attachment to a particular person
- Inappropriate seductiveness or sexual behaviors for child's age, *e.g. young child may show unusual interest in the genitals of other people or of animals or an adolescent may act promiscuous*
- Adolescent running away, suicide threats, prostitution, abuse of alcohol and/or drugs, or hostility or aggression
- Inability to make friends, withdrawn behavior, or excessive self-consciousness
- Withdrawal into a fantasy world; a high percentage of voluntarily mute preschoolers have been sexually abused
- Mothers and daughters behaving as if they are peers or even reversing roles, where the daughter behaves like a parent and the mother behaves like an adolescent Possessive jealousy by father toward daughter.

How do I know if a child is being sexually abused? (cont.)

PHYSICAL SIGNS

Children subject to abuse may also manifest the following physical signs:

- Irritation, pain, or injury to the genital area;
- Complaints of pains, stomachaches, headaches, even if no physical causes found
- Vaginal or penile discharge
- Venereal Disease
- Difficulty with urination
- Early pregnancy
- Sudden weight loss or gain

What children are at the highest risk of sexual abuse?

There are child and family characteristics that significantly heighten or lower risk of sexual abuse. The following risk factors are based on reported and identified cases of abuse:

- Family structure is the most important risk factor in child sexual abuse. Children who live with two married biological parents are at low risk for abuse. The risk increases when children live with step-parents or a single parent. Children living without either parent (foster children) are 10 times more likely to be sexually abused than children that live with both biological parents. Children who live with a single parent that has a live-in partner are at the highest risk: they are 20 times more likely to be victims of child sexual abuse than children living with both biological parents (Sedlack, et. al., 2010).
- Gender is also a major factor in sexual abuse. Females are 5 times more likely to be abused than males (Sedlack, et. al., 2010). The age of the male being abused also plays a part. 8% of victims age 12-17 are male. 26% of victims under the age of 12 are male (Snyder, 2000).
- Age is a significant factor in sexual abuse. While there is risk for children of all ages, children are most vulnerable to abuse between the ages of 7 and 13 (Finkelhor, 1994). The median age for reported abuse is 9 years old (Putnam, 2003). However, more than 20% of children are sexually abused before the age of 8 (Snyder, 2000).
- Race and ethnicity are an important factor in identified sexual abuse. African American children have almost twice the risk of sexual abuse than white children. Children of Hispanic ethnicity have a slightly greater risk than non-Hispanic white children (Sedlack, et.al., 2010).
- The risk for sexual abuse is tripled for children whose parent(s) are not in the labor force (Sedlack, et.al., 2010).
- Children in low socioeconomic status households are 3 times as likely to be identified as a victim of child abuse (Sedlack, et.al., 2010).
- Most studies have reported that children with disabilities are at greater risk for sexual abuse. The latest research identified incidents of child sexual abuse involving children with disabilities at only half the rate of their non-disabled peers.

What children are at the highest risk of sexual abuse?

- Children who live in rural areas are almost 2 times more likely to be identified as victims of child sexual abuse (Sedlack, et. al., 2010).
- Children who witness or are the victim of other crimes are significantly more likely to be sexually abused (Finkelhor, 2010).

REMEMBER:

- Child abuse and adult misconduct cross all boundaries – race, gender, and socioeconomic class. Statistics and research show us that Child Sexual Abuse happens in all places – homes, schools, camps, and churches.
- Typical danger signs of boundary breakdowns between adults and children include:
 - Excessive self-disclosure and availability, including giving or receiving of gifts
 - Excessive touching, however innocent
 - Undue anticipation of future visits, including rearrangement of schedules
 - Inordinate concern about clothing or appearance - their own or others
 - Meeting at unusual, secretive locations
 - Frequent fantasies about the person
 - Keeping secrets beyond the requirements of professional confidentiality.

What are some of the common myths and facts about child sexual abuse?

WHAT WE FEAR WILL HAPPEN

- Isolated incident
- Out of the blue
- Rare and extreme
- A violent attack
- A dangerous, weird stranger

WHAT IS MORE LIKELY TO HAPPEN

- A person they know, often a relative or friend of the family, is more often the offender
- Over and over again
- A situation that develops gradually over time
- Frequent incidents - Many forms of Child Sexual Abuse
- Subtle, rather than extreme force

What are some of the common myths and facts about child sexual abuse? (cont.)

MYTHS

- Child Sexual Abuse Offenders can be easily identified, as they are strangers who offer rides or candy to children.
- Most Child Sexual Abuse Victims are teenagers who can protect themselves from exploitation.
- Children often lie about being sexually abused.
- Incest Offenders only molest children in their own families.
- The typical lack of physical violence in Child Sexual Abuse means children are willing participants.
- Child Sexual Abuse Offenders are severely mentally disturbed, gay, or mentally retarded.

FACTS

- 90 to 93% of Child Sexual Abuse Offenders are known to the child. They include family members, friends, neighbors, teachers and babysitters. ([nsopw.gov/en/education/factsstatistics](https://www.nsopw.gov/en/education/factsstatistics))
- Children of all ages are sexually abused; over 1/3 of the victims are 9 years old or younger. ([nsopw.gov/en/education/factsstatistics](https://www.nsopw.gov/en/education/factsstatistics))
- Children typically do not have the experience or vocabulary to accurately describe adult sexual activity.
- Children typically do not lie about Child Sexual Abuse.
- Verbal threats and coercion are frequently used to force children to participate. Children are unable to give informed consent to sexual activity.
- Many Child Sexual Abuse Offenders are otherwise respectable citizens. They may be married and function well in many areas of life.

What is the typical profile of abusive or neglectful parents?

Abusive or neglectful parents are likely to share several of the following characteristics, but these are not always indicators of abuse or neglect:

- They are isolated from family supports, such as friends, relatives, neighbors, and community groups.
- They consistently fail to keep appointments, discourage social contact, rarely or never participate in school activities. They seem to trust no one.
- They are reluctant to give information about the child's injuries or condition.
- They are unable to explain the injuries or they give farfetched explanations.
- They respond inappropriately to the child's condition, either by over-reacting, or seeming hostile and antagonistic when questioned, or they under-react, showing little concern or awareness and seem more occupied with their own problems than those of the child.
- They refuse to consent to diagnostic studies of the child.

What is the typical profile of abusive or neglectful parents?

- They delay or fail to take the child for medical care, routine checkups, treatment of injury or illness, or they may choose a different doctor or hospital each time.
- The overcritical parent of the child seldom discusses the child in positive terms.
- They have unrealistic expectations of the child, expecting or demanding behavior that is beyond the child's years or ability.
- They believe in harsh punishment.
- They seldom touch or look at the child.
- They ignore the child's crying or react with impatience.
- They keep the child confined, perhaps in a crib or playpen, for very long periods of time.
- They seem to lack understanding of the child's physical and emotional needs. They are hard to locate.
- They may be misusing alcohol or drugs.
- They appear to lack control or fear that they may lose control and are unable to cope with stress.
- Their behavior may generally be irrational, may seem incapable of child-rearing, and be cruel and sadistic.
- They indicate that they grew up under conditions of harsh discipline and feel that it is right to impose those same conditions on their children.
- They reveal that they were reared in a motherless, unloving atmosphere. They were neglected or abused as a child.

How do I recognize child abuse or neglect?

Some cases of child abuse and neglect are easily recognized such as an infant left alone in a hot car, a three-year-old with multiple facial bruises, and a child who is repeatedly locked out of the house for long periods of time. However, these cases represent only a fraction of the children suffering from abuse and neglect.

What about the more subtle forms of abuse or neglect verbal abuse, poor supervision, or overly strict discipline? What about physical abuse that occurs behind closed doors, is obscured by clothing, is attributed to "accidents", and is denied or concealed by the victim? The key to early identification is public and professional education in the ways in which children can be abused or neglected and in the recognition of physical, behavioral, and environmental indicators.

How do I recognize child abuse or neglect?

(cont.)

Maltreatment of children usually falls into one or more of four general areas: Physical Abuse, Neglect, Emotional Maltreatment, and Sexual Abuse. Although some forms of abuse and neglect are more difficult to detect than others, there are always signs or indicators which, singly or together, suggest that a child may be in need of help. These indicators basically are of three types:

Physical Indicators – such as the child's appearance (including the presence of physical injury);

Behavioral Indicators – such as behavior which the child exhibits as the result of maltreatment; and

Environmental/circumstantial Indicators – including social, cultural, or familial factors which are known to correlate with various kinds of abuse and neglect.

The indicators presented here are not all inclusive. Neglect, for example, can occur among the rich and highly educated, just as children from impoverished families can receive superior parenting. These indicators are clues only. They should help you be aware of a child's possible needs. It is not necessary to be sure a child is abused or neglected before reporting your concern. In fact, some people are identified by their profession as "mandatory reporters" and are required by South Carolina law to report suspected abuse/neglect. Anyone who reports possible abuse or neglect is immune from all civil and criminal liability, when reporting in good faith, regardless of whether investigation substantiates or fails to substantiate the report. Good faith means that the report of child abuse/neglect is an action by a concerned individual without malicious intent.

Your suspicions may be wrong, but if they are not, you could be the only chance that a child has to be safe, happy, and productive. You might save a life. Reports of possible neglect, or abuse should be made to the local police or county office of the Department of Social Services in the county in which the child resides.

What are the barriers to reporting?

There are several barriers to reporting sexual abuse. None of these barriers should prevent a person from reporting.

Denial – We don't want to believe that abuse occurs.

Loyalty – We don't want to believe that abuse occurs.

Fear – We could be wrong, or we may not want to be identified.

Protection – We want to protect the victim from embarrassment or pain.

Avoidance – We don't want to get caught in the middle.

Guilt – We should have known or we might be implicated.

What is the typical profile of an abused or neglected child?

Abused or neglected children are likely to share several of the following characteristics, but these characteristics are not always indicators of abuse or neglect:

- They appear to be different from other children in physical and emotional makeup or their parents describe them as being different or bad.
- They seem afraid of their parents.
- They may have bruises, welts, sores, or other skin injuries which seem to be untreated.
- They appear to be undernourished and/or are given inappropriate food, drink, or medication.
- They are left alone or with inadequate supervision.
- They are chronically unclean and/or exhibit evidence of overall poor care.
- They exhibit extremes in behavior, cry often or cry very little and show no real expectation of being comforted, they are excessively fearful or seem fearless of adult authority, and they are unusually aggressive or extremely passive or withdrawn.
- They are wary of physical contact, especially with an adult. They may be hungry for affection, yet have difficulty relating to children and adults. Based on their experiences, they feel they cannot risk getting close to others.
- They exhibit a sudden change in behavior, e.g., regressive behavior, such as wetting their pants or bed, thumb-sucking, whining, or becoming uncommonly shy or passive.
- They are habitually truant or late to school. Frequent or prolonged absences from school may result from the parent's keeping an injured child at home until the evidence of abuse disappears. They may arrive at school early and remain after classes instead of going home. They are tired and often sleep in class.
- They are not dressed appropriately for the weather. Children who wear long sleeves on hot days may be dressed to hide bruises or burns or other marks of abuse or they may be dressed inadequately and suffer frostbite or illness from exposure to the weather. They take over the role of parent or otherwise take care of the parent's needs.

What is the typical profile of abused or neglected older children and youth?

Older children and adolescents who are subject to abuse may experience the following:

- Memory loss – forgetfulness
- History of accidents, accident prone
- Eating disorders, weight gains and losses (especially rapid gains, losses)
- Body memories and physical regressions (for example, hyperventilation, unexplained pains)
- Particular family roles; surrogate spouse, scapegoat, parental protector
- Sleep disorders, startle responses, sleeping with parents
- Suicidal feelings, attempts or threats
- Pseudo maturity, sexually precocious

What is the typical profile of abused or neglected older children and youth? (cont.)

- Adolescent prostitution or promiscuity, or use of pornographic materials
- Changes in school behavior and grades; truancy
- Depression or anxiety, including withdrawal and isolation
- Alcohol/drug use
- Excess fears (for example, of males, going home, blood, pain, being alone)
- Unexpected sexual vocabulary (especially beyond the vocabulary of age-mates)
- Cystitis, abdominal pains, adolescent pregnancy, VD, vaginal or urethral discharge
- Repeated hospitalizations or chronic illness/physical complaints
- Frightening fantasies and dreams, especially if frequent
- Compulsive/obsessive sexual behavior including compulsive masturbation
- Sexual avoidance, fears, phobias or obsessions
- Sadomasochistic/masochistic behaviors
- Inability to work or concentrate on school work
- Cannot take care of self or organized life activities in an age-appropriate way
- Triangulated or unhealthy relationships
- Can't sustain intimacy – distrustful/panicky about authority figures
- Can't feel feelings
- Pretend not to care

When and how do I report allegations of abuse?

A. Reporting Inappropriate Behaviors or Policy Violations with children or youth

- When Church Personnel observe any inappropriate behaviors, behaviors that are inconsistent with the Guidelines for Appropriate Affection, or which may violate any provision of these policies, they must immediately report their observations. Examples of inappropriate behaviors or policy violations would be seeking private time with children or youth, taking children or youth on over-night trips without other adults, swearing or making suggestive comments to children or youth, or selecting or using staff or volunteers without the required screening.
- Such inappropriate behaviors or possible policy violations that relate to interactions with children or youth should be reported in one of the following ways:
 1. If the incident involves a member of the clergy (deacon, priest or bishop), immediately notify the Diocesan Title IV Intake Officer by e-mail, phone or in person by appointment. Information related to Title IV and reporting practices can be found on the Safe Church section of the diocesan website.
 2. If the incident involves a member of the laity:
 - A telephone call or meeting with the immediate supervisor of the person,
 - A telephone call or meeting with the rector,

When and how do I report allegations of abuse?

- A telephone call or meeting with a church warden if the congregation is in transition.
- A telephone call, meeting or fax to the bishop;
- Submit a *Notice of Concern* (see Appendix), signed or unsigned, to the bishop.
- All reports of inappropriate behavior or policy violations with children or youth will be taken seriously.
- Write down exactly what the person said as well as any physical and behavioral signs. Be sure to record the date. (These records may be subject to subpoena.)
- Follow reporting procedures immediately.

B. Reporting Suspected Abuse of Children or Youth

- All Church Personnel are required by this policy to report known or suspected abuse of children or youth to the appropriate state authorities.
- Failure to report suspected abuse of children or youth may be a crime. Reports may be made confidentially or anonymously. Every state provides immunity from civil liability for persons required to report suspected abuse in good faith and without malice. Simply stated, “in good faith” means that the person submitting the report believes what he or she is reporting to be true.
- In addition to reporting to the state authorities, Church Personnel are required to report any suspected or known abuse of children or youth that may have been perpetrated by Church Personnel directly to the rector of the parish so that immediate and proper steps may be taken to ensure the safety of alleged victims.
- Reports of suspected or known abuse that involve Church Personnel may be reported to the Diocese of Upper South Carolina in the following ways:
 1. If the incident involves a member of the clergy (deacon, priest or bishop), immediately notify the Diocesan Title IV Intake Officer by e-mail, phone or in person by appointment. Information related to Title IV and reporting practices can be found on the Safe Church section of the diocesan website.
 2. If the incident involves a member of the laity:
 - A telephone call or meeting with the immediate supervisor of the person,
 - A telephone call or meeting with the rector,
 - A telephone call or meeting with a church warden if the congregation is in transition.
 - Submit a *Notice of Concern* (see Appendix), signed or unsigned, to the bishop.
- The Diocese of Upper South Carolina and its parishes will cooperate with any investigation by state authorities to the fullest extent appropriate and inform authorities that a concurrent internal investigation will be directed as outlined in Diocesan policies and procedures and in accordance with church canons. (Available upon request.)

What is sexual harassment?

Sexual harassment is prohibited by this Policy. General Convention Resolution A156 (2006) specifically states that all Church Personnel, both paid and volunteer, must be protected by diocesan and congregational policies.

What is sexual harassment? (cont.)

Both paid and volunteer Personnel will have the same rights to an environment free from sexual harassment under the organization's policies, though volunteer personnel do not have the same legal rights given to paid employees under federal, state and local sexual harassment laws. Sexual harassment includes unwelcome sexual advances and request for sexual favors. Other unwelcome conduct which may constitute sexual harassment includes, but is not limited to, the following:

Verbal:

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

Visual/Non-Verbal:

- Derogatory posters, cartoons or drawings (for example, cartoons and calendars that include nudity, sex acts, provocative poses, innuendo, sexual language, etc.);
- Suggestive objects or pictures (for example, photographs that include nudity, sex acts, provocative poses; wallpaper, screensavers, or other electronic displays of a sexual nature); graphic commentaries; leering; or obscene gestures (for example, vulgar gestures, gestures simulating sexual acts, 'shooting the finger,' kissing the air toward someone or liking the lips in a sexually suggestive or provocative manner).

Physical:

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

Other:

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

Such verbal and physical conduct may constitute harassment when:

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

Will reporting sexual harassment cost me my job?

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

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

How do I file a sexual harassment complaint? How will the church respond?

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

1. If the complaint involves a member of the clergy (deacon, priest or bishop), and needs to be reported immediately notify the Diocesan Title IV Intake Officer by e-mail, phone or in person by appointment. Information related to Title IV and reporting practices can be found on the Safe Church section of the diocesan website.
2. If the complaint involves a member of the laity, you may formally or informally complain to the rector/priest-in-charge, senior warden, or the office of the bishop via any of the following:
 - Telephone call
 - Letter
 - E-mail
 - Fax
 - In-person meeting
 - Filing a “Notice of Concern” and/or
 - Online (for example, Church or Diocesan Website)

How do I file a sexual harassment complaint?

How will the church respond? (cont.)

All supervisors and decision-makers are required to report all formal and informal complaints related to members of the laity, as well as any suspected or known policy violations, immediately to the rector or clergy person in charge of the congregation (for parishes) or Canon for Christian Formation and Leadership Development, Safeguarding God's People Coordinator, or bishop (for dioceses), even if you ask the supervisor or decision-maker to keep the complaint confidential, or indicate that you do not wish to file a formal complaint. Complaints related to the clergy are reported to the Diocesan Title IV Intake Officer. Church Personnel are required to report immediately any suspected or known policy violations to the rector or clergy person in charge of the congregation.

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

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

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

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

Corrective or disciplinary action will be taken against any Church Personnel found to have engaged in sexual harassment. Such action may include counseling and/or appropriate disciplinary measures, up to and including termination.

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

If you are a Church employee, not a volunteer, as defined under this Policy and you believe you have been the victim of any form of illegal sexual harassment, in addition to the procedure set forth above, you also have the option of consulting with an attorney and/or filing a complaint with the South Carolina Human Affairs Commission and/or the Equal Employment Opportunity Commission (EEOC), as well as pursuing any other remedies permitted by law. (See contact information beginning on page 72.)

As a general matter, the time frame for filing a complaint with the South Carolina Human Affairs Commission is 180 calendar days from the date of the alleged act of unlawful sexual harassment.

How do I file a sexual harassment complaint?

How will the church respond? (cont.)

In South Carolina, a complaint with the EEOC must be filed within 300 calendar days from the date of the unlawful sexual harassment.

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

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

What are ways to promote healing?

Response to Congregations Experiencing the Pain of Misconduct, Abuse or Harassment:

When allegations occur many people may be harmed or affected. This is true not only of those directly involved in the abuse but also of the members of the congregations where the clergy person currently serves or has served in the past. Outlined here are key elements of the responses that the Diocese will take to help heal pain suffered as a result of sexual misconduct. These responses are guided by three key principles:

- 1) The diocese acknowledges that congregations undergo a complex process of grieving when allegations occur. When people first learn of allegations against Church Personnel, there is often a reluctance to believe that the report could be true. This denial can create a burden on those who, often after a long struggle, have found the courage to bring forth important information. Denial is usually followed by the other well-known steps in the grief process, including depression and significant anger against the Accused, the Accusers, the Diocese, and the whole Church. Only after time passes and the appropriate steps are taken can a congregation truly move on in the accomplishment of its mission.
- 2) The Diocese acknowledges that one of the most important elements in healing is that the congregation receive information about what happened that is as full and accurate as possible. Information helps dispel the atmosphere of distrust that is fed by rumor, by the sudden departure of a clergy person attached to the congregation, and by the feeling that a "cover up" is occurring. Information also assists other victims to come forward, if there were any, and assures that the appropriate steps are taken so that a congregation can truly move ahead. While committed to disclosure where possible, we also acknowledge that significant limitations on communication may exist. These limitations can include the concern of victims and their families for privacy, as well as the need to protect the rights of the Accused and his or her family members. The fact that investigations often yield confusing, contradictory, or unsubstantiated conclusions, especially in their early stages, further limits disclosure.

What are ways to promote healing? (cont.)

- 3) The Diocese acknowledges that the healing of a congregation is a multidisciplinary challenge. Experience teaches that neither diocesan officials nor a new priest alone can respond to all of the concerns and problems that arise in the aftermath particularly of clergy misconduct. As a result, specifically trained members of a Response Team, who may also call upon teachers, therapists, lawyers, and communication experts must be engaged in the process of healing.

What are resources for healing?

Prayer for Trust in God:

(Book of Common Prayer, pg. 461)

O God, the source of all health: So fill my heart with faith in your love, that with calm expectancy I may make room for your power to possess me, and gracefully accept your healing; through Jesus Christ our Lord. Amen.

ADDITIONAL BCP PRAYERS AND SERVICES:

Ministration to the Sick, pg. 453

The Reconciliation of a Penitent, pg. 447

OTHER PRAYERS AND SERVICES:

Women's Uncommon Prayers:

(changing gender pronouns as necessary).

The Book of Occasional Services:

(Use a public service of Healing)

Definitions

These Definitions apply under the Safeguarding God's People Policy of this Diocese. These definitions are matters of diocesan policy, and, in some cases, they are stricter than those applied by the courts. It should be recognized that these definitions do not fully reflect the complexities and painful realities of every situation involving neglect, abuse, or sexual misconduct. There may be instances when the impact of the sexual misconduct feels far more serious than the particular definition applied to the act.

Accused means the object of a charge of Sexual Misconduct before the charge has been substantiated or dismissed for want of proof.

Advocate means the person who assists the Victim in preparing a charge of Abuse against an Accused and brings the charge forward. The Advocate may act as a liaison with local Diocesan officials and church polity as well as local law enforcement officials. An Advocate's duty of loyalty runs exclusively to the Victim.

Child is any person under the age of 18 years of age.

Child Prostitution is involving children in sexual acts, usually with frequently changing partners, for monetary profit.

Church Personnel means:

- All clergy whether stipendiary, non-stipendiary, or otherwise who are engaged in ministry or service to the Church;
- All paid personnel (including Church employees) whether employed in areas of ministry or other kinds of services by the diocese, its congregations, schools or other agencies.
- Those who contract their services to the diocese, its congregations, schools, or other agencies;
- Volunteers, including any person who enters into or offers him or herself for a Church related service, or who actually assists with or performs a service, whether or not they have been selected or assigned to do so. Volunteers include members of advisory boards, vestries, bishop's committees, boards of directors and advisory boards.
- All interns, persons in the ordination process, persons serving in field education assignments,

Church Personnel who Regularly Work With or Around Children or Youth include, but are not limited to:

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

Definitions *(cont.)*

Church Personnel who Occasionally Work With or Around Children or Youth:

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

Exhibitionism is exposure of the adult’s genitals to the child or requiring the child to observe one or more adults or other children in a sexual act.

Fiduciary Relationship is a relationship of trust requiring that the interests of the one entrusted to the care of another must be placed above the interests of the caretaker.

Molestation means touching, fondling, or kissing the child in a way that is sexually provocative for the adult. Examples are lingering kisses and fondling the child’s genital area.

Offender/Perpetrator means an Accused who has either admitted the charge of Abuse or against whom such charge has been substantiated.

Pastoral Relationship a relationship:

Between any clergy person and any person:

- who attends a congregation or other ministry setting in which the clergy person serves;
- who seeks ministry from the clergy person

OR

Between any clergy person or any duly-appointed lay person, whether employee or volunteer, who is authorized to provide and does provide:

- counseling;
- pastoral care;
- spiritual direction or spiritual guidance;
- ministration of any Sacrament (other than the distribution of the Bread and Wine by a lay person at a public service of Holy Communion);
- life/leadership/peer coaching;
- hearing a person’s confession, in the course of the duly-authorized ministry

OR

The following ministers licensed under Canon III.4: Pastoral Leaders, Worship Leaders, Preachers, Eucharistic Visitors, and Catechists and those they serve in the course of these ministries.

Definitions *(cont.)*

Pornography means photographing children in sexually explicit poses or in sexual acts with other children, adults, or animals.

Rape is a term conventionally applied when sexual intercourse occurs in combination with violence or threat of violence.

Recovering Offender/Perpetrator means an Offender/Perpetrator who is in the process of being, or who has been, healed and restored to the Church community and reconciled with the Victim.

Sexual Abuse means sexual involvement or contact by an adult with a “minor” (as defined by: SC Code Ann. 45-2-20-3) or a “vulnerable adult.” Sexual Abuse committed by Church Personnel is a crime that must be reported to local law enforcement officials.*

- (1) "Physical abuse" means inflicting physical injury upon a child/youth or vulnerable adult or encouraging or facilitating the infliction of physical injury upon a child/youth or vulnerable adult by any person including, but not limited to, a person responsible for the child/youth or vulnerable adult's welfare.
- (2) "Sexual abuse" means:
 - (a) actual or attempted sexual contact with a child/youth or vulnerable adult ; or
 - (b) permitting, enticing, encouraging, forcing, or otherwise facilitating a child/youth vulnerable adult's participation in prostitution or in a live performance or photographic representation of sexual activity or sexually explicit nudity; by any person including, but not limited to, a person responsible for the child/youth vulnerable adult's welfare.
- (3) "Sexual abuse perpetrated by another child or youth" is any contact or activity of a sexual nature that occurs between a child or youth and another child or youth when there is no consent, when consent is not possible, or when one child or youth has power over the other child or youth. This includes any activity which is meant to arouse or gratify the sexual desires of any of the children or youth.

Sexual Battery means sexual intercourse, cunnilingus, fellatio, anal intercourse, or any intrusion, however slight, of any part of a person's body or of any object into the genital or anal openings of another person's body, except when such intrusion is accomplished for medically recognized treatment or diagnostic purposes. (S.C. Code Ann. § 16-3-651(h)).

Sexual Coercion means the use of physical, emotional, or supervisory force over someone else to gain sexual gratification.

* For purposes of the South Carolina Central Registry of Child Abuse and Neglect:

Definitions *(cont.)*

Sexual Exploitation is unacceptable behavior regardless of who initiates the activity and irrespective of whether apparent consent to the activity has been given. Church Personnel are responsible for making sure that Sexual Exploitation as defined herein does not occur. It means the betrayal of trust in a Pastoral Relationship by the development, or the attempted development, of a sexual or romantic relationship between Church Personnel and another person with whom he or she has a Pastoral Relationship. Sexual Exploitation during the course of a Pastoral Relationship is strictly prohibited. Sexual Exploitation includes but is not limited to the following actions:

1. Verbal: such as sexual innuendo, indecent proposals, sharing sexual stories, jokes or fantasies, or making inappropriate comments about someone's appearance.
2. Behaviors: such as inappropriate touching, sending or posting communications with sexual content (correspondence, email, text messages, instant messages, photographs, attachments, phone conversations, voice mail, etc.).
3. Sexualizing a Pastoral Relationship or relationship between a clergy or lay person and anyone to whom he or she provides ministry (e.g., requesting dates, giving unwanted attention, etc.).

Sexual Harassment includes, but is not limited to, sexually oriented humor or language; questions or comments about sexual behavior or preference unrelated to employment qualifications; inappropriate physical contact; inappropriate comments about clothing or physical appearance; or repeated requests for social engagements in a situation where there is an employment, mentor, or colleague relationship between the persons involved. Sexual Harassment in the workplace is a violation of federal and state law, and may give rise to civil liability.

Sexual Misconduct means engaging in "Sexual Abuse," "Sexual Coercion," "Sexual Harassment," or "Sexual Exploitation," as defined herein. Such misconduct is wrong and strictly prohibited.

Sexual Penetration means involving the child/youth or vulnerable adult in any form of sexual intercourse. Generally involves penetration by part of one person's body (e.g., finger, tongue, penis) or an object into part of another person's body (vagina, anus, mouth).

Survivor, Recovering/Recovered person means a Victim of Sexual Misconduct who is in the process of, or has been, healed and resolved with respect to the act of Sexual Misconduct.

Sustainer means any person who provides pastoral and emotional sustenance to the Accused (and possibly his or her family). This person may function as a member of a response team that is specially trained for this ministry. The Sustainer does not provide legal counsel.

Title IV Intake Officer is the person (or persons) to whom information regarding offenses by a clergy person is reported. The Title IV Intake Officer is designated by the bishop after consultation with the Ecclesiastical Disciplinary Board or as specified by diocesan canons.

Verbal Sexual Stimulation: Talking about sexual acts in a way that is intended to arouse the adult sexually and may arouse the child sexually. This may be in person or by telephone or internet.

Victim means the person who is, or was, the object of the Offender/Perpetrator's Sexual Misconduct.

Definitions (cont.)

Voyeurism is watching the child/youth or vulnerable adult in a way to sexually arouse the adult, such as watching a child/youth or vulnerable adult undress or encouraging the child/youth or vulnerable adult to masturbate himself or herself while the adult watches.

Vulnerable Adult is a person 18 years or older who has a physical or mental condition which substantially impairs the person from providing for his or her own care or protection. This includes someone who is sick and the elderly.

Youth is any person under 18 years of age.

Criminal Record Check

SOUTH CAROLINA LAW ENFORCEMENT DIVISION

NIKKI R. HALEY
Governor



MARK A. KEEL
Chief

CRIMINAL RECORD CHECK

(Please print your completed form and submit to SLED. You may want to print a copy for your records.)

FULL NAME (with middle name): _____

AKA and/or MAIDEN NAMES: _____

DOB: _____ SSN: _____

(Federal law permits governmental agencies to require a social security number in order to conduct official business; however, private entities may only obtain social security numbers if given voluntarily).

(A self addressed stamped envelope is required for the return of background check)

CHARITABLE ORGANIZATIONS AND SCHOOL DISTRICTS ONLY

NAME OF ORGANIZATION: _____

USER ID NUMBER (as provided by SLED for online checks): _____

SCHOOL DISTRICTS ONLY – POSITION APPLIED FOR: _____

(A self addressed stamped envelope is required for the return of background check)

PLEASE NOTE:

The fee is twenty-five dollars (\$25) unless you are a charitable organization approved for a fee of eight dollars (\$8). A charitable organization must include its name and User ID number or the request may not be processed. Payment must be business check, certified/cashier's check or money order payable to SLED. **PERSONAL CHECKS WILL NOT BE ACCEPTED.** This report contains records of arrests and convictions made by state/local agencies in South Carolina only. Alteration of a completed criminal records check may subject a person to criminal prosecution. A completed criminal records check should not be accepted unless it bears an original SLED stamp.

*** SLED RECORDS SECTION HAS BEEN CLOSED TO THE PUBLIC SINCE DECEMBER 15, 2008***

(CJ-022) 02/05/2015



An Accredited Law Enforcement Agency

P.O. Box 21398 / Columbia, South Carolina 29221-1398 / (803) 737-9000 / Fax (803) 896-7588



<https://catch.sled.sc.gov/images/SLEDCATCHFormfillable.pdf>

A Covenant for Sexual Responsibility

For the purpose of this Covenant for Sexual Responsibility, I, the undersigned, understand that the Diocese of Upper South Carolina defines “Sexual Misconduct” in the following ways:

Sexual Misconduct means engaging in “Sexual Abuse,” “Sexual Coercion,” “Sexual Harassment,” or “Sexual Exploitation,” as defined herein. Such misconduct is wrong and strictly prohibited.

Sexual Abuse means sexual involvement or contact by an adult with a “minor” or a “vulnerable adult” as defined under state law. Sexual Abuse is a crime that must be reported to local law enforcement officials.

Sexual Coercion means the use of physical, emotional, or supervisory force over someone else to gain sexual gratification. Sexual battery is a crime that must be reported to law enforcement officials. See, S.C. Code Ann. § 16-3-652 (sexual battery in the first degree).

Sexual Exploitation means the betrayal of trust in a Pastoral Relationship by the development, or the attempted development, of a sexual or romantic relationship between Church Personnel and another person with whom he or she has a Pastoral Relationship. Sexual Exploitation during the course of a Pastoral Relationship is strictly prohibited. Such prohibited conduct includes intercourse, erotic kissing, touching breasts or genitals, verbal suggestions of sexual involvement, or sexually demeaning comments. Sexual Exploitation is unacceptable behavior regardless of who initiates the activity and irrespective of whether apparent consent to the activity has been given.

Sexual Harassment includes, but is not limited to, sexually oriented humor or language; questions or comments about sexual behavior or preference unrelated to employment qualifications; inappropriate physical contact; inappropriate comments about clothing or physical appearance; or repeated requests for social engagements in a situation where there is an employment, mentor, or colleague relationship between the persons involved. Sexual Harassment in the workplace is a violation of federal and state law, and may give rise to civil liability.

I voluntarily agree to abstain from any behavior that constitutes Sexual Misconduct of children, youth or adults while I engage in ministry in any institution related to the Diocese of Upper South Carolina, regardless of whether I work as a paid employee or volunteer. I understand that if I engage in such misconduct, I will be subject to disciplinary process that may include termination of employment; if ordained-inhibition, suspension, or deposition according to the Canons of the National Church and the Diocese. I understand that any alleged crime involving Sexual Misconduct committed by me must be reported to local law enforcement officials. I acknowledge that I have received from the Diocese of Upper South Carolina, the Safeguarding God’s People Policy Manual on Sexual Misconduct and, further, that I understand the Policy and agree to abide by it.

Print or Type Name

Signature

Signature of Witness

Date

Lay Personnel Application

LAY PERSONNEL APPLICATION

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____ Date of Birth: _____
Telephone: Home: _____ Work: _____
Social Security Number: _____

Employment History – Please list all past employers. If you need more room, you may attach another piece of paper with this information.

Present Employer: _____ Phone: _____

Work Address: _____

Contact: _____ Dates of Employment: _____

Present Employer: _____ Phone: _____

Work Address: _____

Contact: _____ Dates of Employment: _____

Present Employer: _____ Phone: _____

Work Address: _____

Contact: _____ Dates of Employment: _____

Volunteer References – Please list all other organizations where you have volunteered. If you need more room, you may attach another piece of paper with this information.

Organization: _____ Phone: _____

Address: _____

Contact: _____ Dates of Service: _____

Organization: _____ Phone: _____

Address: _____

Contact: _____ Dates of Service: _____

Organization: _____ Phone: _____

Address: _____

Contact: _____ Dates of Service: _____

Lay Personnel Application *(cont.)*

References – Please list names and phone numbers of people familiar with your character as it relates to the ministry which you hope to provide. References cannot be family members and at least one reference must be from outside the congregation. Also complete this information on the attached written reference forms. References will be contacted.

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

1. Do you use illegal drugs? Yes No

2. Have you ever been convicted of a criminal offense? Yes No
(If yes, explain below)

3. Have you ever been charged with child abuse, neglect or molestation? Yes No
(if yes, explain below)

4. Has your driver's license ever been suspended or revoked? Yes No

5. Other than the above, is there any fact or circumstance involving you or your background that would call into question your being entrusted with the care, guidance and supervision of the people placed in your charge? Yes No

6. List all states in which you have resided over the last 7 years:

Lay Personnel Application *(cont.)*

I Understand That:

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

I authorize any person or organization, whether or not identified in this application, to provide any information concerning my previous employment, education, driving record, criminal conviction record, sexual offender registry or other qualifications for my employment or volunteering. I also authorize _____[Parish] to request and receive such information.

If hired or chosen, I agree to be bound by _____[Parish's] policies and procedures, including but not limited to the Diocese of Upper South Carolina's Safeguarding God's People Policy Manual and Code of Conduct. I understand that these may be changed, withdrawn, added to or interpreted at any time at the _____[Parish's] sole discretion and without prior notice to me.

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

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

I have read and understand the above provisions.

Signature _____ **Date** _____

Lay Personnel Application *(cont.)*

Code of Conduct for Ministry Providers:

(read and initial each item to signify your agreement to comply with the statement)

- _____ I agree to do my best to prevent abuse, neglect, and sexual misconduct among children, youth, and adults involved in church activities and services.
- _____ I agree not to physically, sexually or emotionally abuse or neglect a child, youth or adult.
- _____ I agree to comply with the policies as defined in the Diocese of Upper South Carolina's Safeguarding God's People Policy Manual.
- _____ I agree to comply with the Guidelines for Appropriate Affection.
- _____ In the event that I observe any inappropriate behaviors, boundary violations, or possible policy violations, I agree to immediately report my observations.
- _____ I acknowledge my obligation and responsibility to protect children, youth and vulnerable adults and agree to report known or suspected abuse, neglect, or sexual misconduct of youth or adults to appropriate church leaders and state authorities in accordance with the Safeguarding God's People Policy Manual.
- _____ I understand that the church will not tolerate the abuse, exploitation, or harassment of children, youth or adults, and I agree to comply in spirit and in action with this position.
- _____ I agree to not attempt to or to sexually abuse, exploit, or harass any person I serve or work with on behalf of the church.
- _____ I agree to have one-to-one meetings with others during regularly/publicly scheduled hours and by appointment on church property or another public location where another adult can see me at all times during the meeting.
- _____ I agree to maintain clear and appropriate boundaries and avoid even the appearance of impropriety.
- _____ I agree to immediately end any sexual or inappropriate relationship with a person with whom I have a Pastoral Relationship.
- _____ I agree that when I have questions about the implementation of these policies, I will immediately seek advice from the bishop, a trusted colleague or mental health professional.
- _____ I agree to not date or become romantically involved with those with whom I have a Pastoral Relationship as long as the Pastoral Relationship continues and for one year after the pastoral relationship has ended, except in the case of minors, where I agree to no date or become romantically involved until the person is no longer a minor and for one year after the Pastoral Relationship has ended.
- _____ I agree to not have sexual contact with any person with whom I have a Pastoral Relationship.
- _____ I agree to not possess any sexually oriented materials (magazines, cards, videos, films, clothing etc.) on church property or using such materials in the conduct of my ministry unless the materials are part of a pre-approved educational program or curriculum and are used only for that purpose
- _____ I agree that I will not use the Internet to view or download any sexually oriented materials on church property or from having it on church-owned computers, and from bringing such materials onto church property
- _____ I agree that I will not discuss my own sexual activities, including dreams and fantasies, or discuss my use of sexually oriented or explicit materials such as pornography, videos or materials on or from the Internet, with any person with whom I have a Pastoral Relationships

Printed Name

Signature

Date

Lay Personnel Application

References

THE EPISCOPAL DIOCESE OF UPPER SOUTH CAROLINA MINISTRY PROVIDER REFERENCE

The person named below has applied to be a ministry provider in a congregation, camp, school, or diocesan institution of the Episcopal Diocese of Upper South Carolina. As a ministry provider, the person will be serving one or more of the following people – children, youth, or vulnerable adults.

This reference is an important part of the screening process. Please complete this form within the next week and return it as instructed below. Thank you for helping us to provide healthy and safe ministry.

Applicant's Full Name: _____

Applicant's Preferred Name: _____

Applicant's Maiden Name (if applicable): _____

Reference Name: _____

Company: _____

Mailing Address: _____

Phone: _____

1. Please give me an example of how the applicant maintains good boundaries with adults, children and/or youth.
2. Have you ever heard the applicant tell a joke or say something that made you or others uncomfortable?
3. Would you be comfortable referring a vulnerable friend, child or youth to the applicant for pastoral care, mentoring, supervising or teaching? Why? Why not?
4. The position for which the applicant has applied requires that s/he be able to work closely with people whose lives may be in turmoil and who may not have good judgment at that point in time. Can you think of any reason that the applicant should not be allowed to do this work?

Please return this reference to:

Name: _____

Parish or Organization: _____

Address: _____

Phone: _____ **Email:** _____

Sample Interview Questions

1. Why are you interested in this position?
2. Please tell me about your hobbies. Do you share these hobbies or participate in these hobbies with others? With whom do you typically share these hobbies?
3. Please tell me about the last time a member of your (congregation, youth group, office staff, etc.) demanded too much of your time. How did you handle that?
4. Please give an example of a time in your work or volunteer history when you thought the policies were too rigid. How did you handle that?
5. Please describe a time when you felt a special bond or friendship between yourself and a member of your (congregation, youth group, office staff, etc.).
6. Please give an example of a "boundary violation." Has that ever happened to you, or has anyone ever said that you violated a boundary of some sort?
7. Has disciplinary action of any sort ever been taken against you by a licensing board, professional association, ecclesiastical body or educational or training institution? Have there been complaints against you that did not result in discipline? Are there complaints pending against you before any of the above-named bodies? If yes, please explain.
8. Have you ever been asked to resign or been terminated by a training program or employer? If yes, please explain.
9. Have you ever had a civil suit brought against you about your professional work or is any such action pending? Have you ever had professional malpractice insurance suspended or revoked for any reason? If yes, please explain.
10. Have you ever been charged (formally or informally) with any ethics violations, sexual exploitation, sexual abuse or sexual harassment? Are any such actions or complaints pending against you? If yes, please explain.
11. Are you now or have you ever had sexual contact or attempted sexual contact (sexual intercourse of any kind, intentional touching, or conversation for the purpose of sexual arousal) with any person you were/are seeing in any professional context or in a Pastoral Relationship (i.e. parishioner, client, patient, employee, student)? If yes, please explain.
12. Are you now or have you ever been involved in the production, sale, or distribution of pornographic materials? If yes, please explain.
13. Have you ever had a restraining order, injunction, order for protection or the like issued against you? Have you ever had your parental rights restricted, suspended or terminated or have any of your children ever been in foster care? Have you ever been accused of domestic violence? If so, please explain.
14. Often in school or work, we're expected to adhere to policies that don't really make sense to us. Tell me about a time when you had to stick to a rule, even though it didn't seem reasonable. How did you handle that situation?
15. Give me an example of a time when a (youth or adult, depending on the position for which the applicant is applying) tried your patience. Specifically, tell me what happened. How did you respond to the situation?
16. Have you ever abused or molested a child? Have you ever been accused of abusing or molesting a child?
17. Tell me about a time when someone commended you for your good judgment and common sense. What was the situation and how did you handle it?
18. Describe a time when you were personally supportive and reassuring to a (youth or adult, depending on the position for which the applicant is applying) who needed a friend. How did you know the person was in need? How did you show your support?
19. Please tell me about a time in your life when you had to quickly learn how to do something. What did you have to learn? How did you learn it? Did you use the new information?

A Covenant Between a Sex Offender and Congregation

COVENANT

between

_____ (Covenanter)

And

_____ **Episcopal Church,**
_____ (Rector, Vicar, Priest-in-charge)

Authority and Purpose

This covenant is written in compliance with the Episcopal Diocese of Upper South Carolina's Policy on Parish Guidelines for Dealing with Registered Sex Offenders ("Policy"). The terms are as prescribed in paragraph 6 of Policy.

The purpose of this covenant is to reasonably promote the safety of all persons in the parish, while maintaining a welcoming place of worship for _____ (Covenanter).

Background

_____ (Covenanter) has met with the Rev. _____. During this meeting, Policy was reviewed with _____ (Covenanter) who acknowledges that s/he is aware of the policy and understands its provisions.

_____ (Covenanter) has clearly expressed his/her desired to comply with the policy to help ensure that _____ (Name of congregation) is a safe place for all who attend.

The Rev. _____ has clearly stated his/her desire and intention that _____ (Name of congregation) be a place of worship and continued healing for _____ (Covenanter) and that _____ (Rector/Vicar/Priest-in-Charge) can and will be _____'s (Covenanter) pastor, subject to _____'s (Covenanter) compliance with this covenant.

Information and Confidentiality

_____ (Covenanter) is aware that the _____ (Rector/Vicar/Priest-in-Charge) is obligated to notify certain members of the parish and of the EDUSC staff of _____'s (Covenanter) status as a Registered Sex Offender, per paragraphs 3 and 5 of Policy.

_____ (Covenanter) is aware that, while efforts will be made to keep his/her status on a need-to-know basis, confidentiality is not promised beyond the sacrament of confession.

A Covenant Between a Sex Offender and Congregation *(cont.)*

Agreement and Covenant

_____ (Covenanter) agrees to the following:

1. _____ (Covenanter) will always attend church and church activities with _____, (Name of monitor) who will remain at his/her side at all times (outside of bathrooms).
2. _____ (Covenanter) will not initiate contact with anyone under 18 years of age.
3. _____ (Covenanter) will actively avoid such contact, including moving to other parts of the building as necessary.
4. If anyone under 18 years of age initiates contact with _____ (Covenanter), _____ (Covenanter) will excuse himself/herself, and move away as quickly as possible.
5. _____ (Covenanter) will not attend events outside of the church building where persons under 18 years of age are invited. If _____ (Covenanter) needs to use bathroom facilities at the church, _____ (Covenanter) will request that another adult helper ensure no minors are in the bathroom with _____ (Covenanter).
6. If _____ (Covenanter) decides to attend a different church, _____ (Covenanter) will notify the Rev. _____.

Terms

This covenant is in effect immediately upon signature. It will be reviewed every six months by the Rev. _____.

Violations of the Covenant

By signing, _____ (Covenanter) agrees that he/she understands and accepts that violation of any of the provisions of this agreement may result in _____ (Covenanter) being asked to leave _____ (Name of congregation) Church by the _____ (Rector, Vicar, Priest-in-charge, etc.). [If required by his/her terms of probation, a violation of this covenant may also be reported to his/her probation officer.] The decisions of the Rev. _____ in this regard are absolute and final, completely at the Rev. _____'s discretion, and not subject to any appeal by _____ (Covenanter).

Signatures:

Covenanter
Date: _____

Witnesses:

(Rector/Vicar/Priest-in-charge)
The Rev. _____ (print)
Date: _____

(Senior Warden)

(print)
Date: _____

Guidelines for Appropriate Affection

The Diocese of Upper South Carolina is committed to creating and promoting a positive, nurturing environment for our ministries that protect our children, youth and vulnerable adults from abuse and our Church Personnel from misunderstandings. When creating safe boundaries for youth and vulnerable adults, it is important to establish what types of affection are appropriate and inappropriate, otherwise that decision is left to each individual. Stating which behaviors are appropriate and inappropriate allows Church Personnel to comfortably show positive affection in ministry, and yet identify individuals who are not maintaining safe boundaries with youth or vulnerable adults.

1. Love and affection are part of church life and ministry. There are many ways to demonstrate affection while maintaining positive and safe boundaries with children, youth and vulnerable adults. Some positive and appropriate forms of affection are listed below:

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

2. The following forms of affection are considered inappropriate with children, youth and vulnerable adults. These Guidelines are based, in large part, on avoiding behaviors known to be used by child molesters to groom youth and their parents for future abuse. The following guidelines are to be carefully followed by all Church Personnel because they can be or lead to allegations of sexual abuse.

- Inappropriate or lengthy embraces.
- Kisses on the mouth.
- Holding children over three years old on the lap.
- Touching bottoms, chests or genital areas other than for appropriate diapering or toileting of infants and toddlers.
- Showing affection in isolated areas such as bedrooms, closets, staff only areas or other private rooms.
- Adults occupying a bed with a youth or another adult.
- Touching knees or legs.
- Wrestling.
- Tickling.
- 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 youth or another adult unless by a licensed massage therapist as a part of a spiritual retreat or other program.
- Any form of unwanted affection.

Guidelines for Appropriate Affection *(cont.)*

- Comments or compliments (spoken, written, or electronic) that relate to physique or body development. Examples would be, “You sure are developing,” or “You look really hot in those jeans.”
- Snapping bras or giving wedgies or similar touch of underwear whether or not it is covered by other clothing.
- Giving gifts or money to individual youth or to favored adults.
- Private meals.
- Repeated and/or private meetings with individuals, especially meetings that occur away from church property and during non-business hours
- Repeated electronic communications, such as email or texts, especially those that contain personal disclosures or solicitations of an intimate relationship. (Note: All electronic communications sent to a youth by an adult should also be sent to at least one of the youth’s parents or legal guardians unless parent or legal guardians have opted out of receiving such communication in writing.)
- Changing one’s manner of dress when in the company of a specific individual.
- Providing an individual with personal access such as one’s personal email address or cell phone number if that is not the norm

Guidelines for Office Décor Where Pastoral Relationships Take Place

Settings where pastoral relationships take place should, whenever possible, be places where casual monitoring by others is convenient (for example along well-traveled hallways or in areas where other Church Personnel work nearby).

Spaces where pastoral relationships occur would be a relaxing and productive setting ready at all times for use for pastoral relationships. The following are recommendations that will help create an environment that is peaceful and private while allowing appropriate supervision.

- The room should be an open, visible space or in a closed space that has a window that is unobstructed by closed blinds, furniture, plants or other adornments.
- The room should convey safety and comfort without the use of couches, loveseats, beds, futons or other furniture that would encourage close seating between the persons in the pastoral relationship.
- Furniture should be comfortable chairs set at a 45 degree angle from each other to create a good area for conversation. Couches and love seats are discouraged but if they are used, persons who have pastoral relationships should not sit on them with parishioners or other visitors. Having furniture that allows reclining can leave persons open to false allegations of inappropriate behavior.
- Artwork should be tasteful without offending the staff or other visitors.
- Windows in walls or doors should be unobstructed by blinds, furniture, curtains, or posters so that the space is always available to casual monitoring. A sense of privacy can be maintained by arranging the furniture so that persons who have pastoral relationships are always visible, but the parishioner or visitor does not feel exposed.
- Entrances: If the space has a private entrance, and it is used, be sure staff knows when someone is in the space and when it is being used for pastoral relationships.

Guidelines for Providing Counseling

- Limited number of sessions, generally no more than 4 or 5 on any particular life issue
- Don't go outside your area of expertise. Refer to a psychologist, credentialed professional, medical doctor, or mental health professional.
- Even if you are separately credentialed and/or licensed as a mental health professional (psychologist, marriage and family therapist, substance abuse counselor, etc.) while you are functioning on behalf of the church you should:
 - Make it clear to those you are serving that you are NOT serving in that role.
 - If you function in that role while you are also functioning on behalf of the church, you should clearly separate those two roles by where you practice each and clearly communicate to all concerned of when you are functioning in each role.
 - You must maintain in full force separate professional insurance coverage at all times for any work you do outside your church role. Also, name your church employer or church for whom you function in pastoral relationships as an additional insured.
 - You must provide evidence of such insurance to your church employer or church for which you function in pastoral relationships annually.

Confidential Notice of Concern

(to be used with the offender is a member of the laity)

Individual (s) of Concern:

Date of occurrence:

Time of occurrence:

Type of Concern:

- ☐ Inappropriate behavior within a lay Pastoral Relationship
- ☐ Policy violation with those served in ministry
- ☐ Possible risk of an inappropriate relationship between adult and a child or youth
- ☐ Possible risk of an inappropriate relationship between adults of unequal power
- ☐ Other concern:

Describe the situation: What happened, where it happened, when it happened, who was involved, who was present, and who was notified? If reported to the State, what was their recommendation about investigating? *Attach additional sheets if needed.*

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

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

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

Submitted by (Please Print):

Signature:

Telephone Number:

Submission Date:

Location and address:

Please return this form to: Canon for Christian Formation and Leadership Development, Episcopal Diocese of Upper South Carolina, 1115 Marion Street, Columbia, SC 29201.

Reviewed By:

Date Received:

Date Responded:

Sex Offender Registry Sites by State

ALABAMA

AGENCY Alabama Bureau of Investigation

Identification Unit - Record Checks

P. O. Box 1511

Montgomery, AL 36102-1511

(334) 260-1100 phone

(334) 395-4350 fax

jamespotts@gsiweb.net

WEBSITE www.dps.state.al.us

CRIMINAL BACKGROUND CHECK

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

SEX OFFENDER REGISTRY

The online Sex Offender Registry is available at www.gsiweb.net.

ALASKA

AGENCY Department of Public Safety

Records and Identification Bureau

5700 East Tudor Road

Anchorage, AK 99507

(907) 269-5511 phone

(907) 269-5091 fax

WEBSITE www.dps.state.ak.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (907) 269-5767.

ARIZONA

AGENCY Arizona Department of Public Safety

Attn: Applicant Clearance Card Team

Mail Code 2200

P. O. Box 6638

Phoenix, AZ 85005-6638

(602) 223-2223 phone

(602) 223-2972(Attn: Applicant Team 1) fax

WEBSITE www.dps.state.az.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (602) 223-2876.

Sex Offender Registry Sites by State

(cont.)

ARKANSAS

AGENCY Arkansas State Police

Identification Bureau

#1 State Police Plaza Drive

Little Rock, AR 72209

(501) 618-8500

(501) 618-8404 fax

WEBSITE www.aps.state.ar.us

CRIMINAL BACKGROUND CHECK

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

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (501) 682-2222.

CALIFORNIA

AGENCY State of California

Department of Justice

Record Security Section, C-121

P. O. Box 903387

Sacramento, CA 94203-3870

(916) 227-2928

WEBSITE www.caag.state.ca.us

CRIMINAL BACKGROUND CHECK

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

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (860) 685-8060.

COLORADO

AGENCY Colorado Bureau of Investigations

690 Kipling Street, Suite 3000

Denver, CO 80215

(303) 239-4300 phone

WEBSITE www.sor.state.co.us

CRIMINAL BACKGROUND CHECK

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

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (303) 239-4208.

The online Sex Offender Registry is available at www.sor.state.co.us.

Sex Offender Registry Sites by State

(cont.)

CONNECTICUT

AGENCY State of Connecticut

Department of Public Safety

Attn: Bureau of ID, Records Section

1111 Country Club Road

P. O. Box 2794

Middletown, CT 06457-9294

(860) 685-8480 (for Name and Date of Birth Check)

(860) 685-8270 (for Fingerprint Check)

WEBSITE www.state.ct.us/dps/

CRIMINAL BACKGROUND CHECK

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

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (860) 685-8060.

The online Sex Offender Registry is available at

www.state.ct.us/dps/SexOffenderRegistryNOTICE.htm

Currently, information on registered sex offenders is only available to law enforcement personnel.

This law is being appealed before the U.S. Supreme Court.

DELAWARE

AGENCY Delaware State Police

State Bureau of Identification

1407 N. Dupont Highway

Dover, DE 19901

(302) 739-5880

WEBSITE www.state.de.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through fingerprint checks.

SEX OFFENDER REGISTRY

The online Sex Offender Registry is www.state.de.us.

DISTRICT OF COLUMBIA

AGENCY Metropolitan Police Department

Attn: Mail in Correspondence

300 Indiana Ave. N.W., Room 3061

Washington, DC 20001

(202) 727-4245

WEBSITE www.ci.washington.dc.us

CRIMINAL BACKGROUND CHECK

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

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (202) 727-4407.

Sex Offender Registry Sites by State

(cont.)

FLORIDA

AGENCY Florida Department of Law Enforcement

P.O. Box 1489

ATTN: USB (User Services Bureau)

Tallahassee, FL 32302

(850) 410-8109

WEBSITE www.2.fdle.state.fl.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or on the internet.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (850) 410.8572.

GEORGIA

AGENCY Georgia Bureau of Investigations

3121 Panthersville Road

Decatur, GA 30034

(404) 244-2770

WEBSITE www.ganet.org/gbi

CRIMINAL BACKGROUND CHECK

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

SEX OFFENDER REGISTRY

The online Sex Offender Registry is www.ganet.org/gbi.

HAWAII

AGENCY Hawaii Criminal Justice Data Center

465 South King Street

Room 101 Administration

Honolulu, HI 96813

(808) 587-3100

WEBSITE www.state.hi.us

CRIMINAL BACKGROUND CHECK

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

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (808) 587-3100.

Sex Offender Registry Sites by State

(cont.)

IDAHO

AGENCY Idaho State Police

Attn: BCI(Bureau of Criminal Identifications)

P. O. Box 700

Meridian, ID 83642

(208) 884-7134

WEBSITE www.isp.st.id.us

CRIMINAL BACKGROUND CHECK

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

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (208) 884-7305.

ILLINOIS

AGENCY Illinois State Police

Information and Technology Command

Bureau of Identification

260 North Chicago

Joliet, Illinois 60432-4075

(815) 740-5189

WEBSITE www.state.il.us/isp/isphpage.htm

CRIMINAL BACKGROUND CHECK

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

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (815) 740-5211.

INDIANA

AGENCY Indiana State Police, Central Repository

100 North Senate Avenue, Room N302

Indianapolis, IN 46202-259

(317) 232-8266

WEBSITE www.in.gov/isp/lch

CRIMINAL BACKGROUND CHECK

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

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (317) 232-2560.

Sex Offender Registry Sites by State

(cont.)

IOWA

AGENCY Iowa Division of Criminal Investigation

Bureau of Identification

Wallace State Office Building

Des Moines, IA 50319

(515) 281-5138

(515) 242-6876 fax

WEBSITE www.state.ia.us/govt/dps/dci/crimhist.htm

CRIMINAL BACKGROUND CHECK

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

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (515) 281-4976.

KANSAS

AGENCY Kansas Bureau of Investigations

Criminal Justice Information Systems Division

Attn: Adult Records(NCJRC)

1620 S. W. Tyler

Topeka, KS 66612-1837

(785) 296-8200

WEBSITE www.kbi.state.ks.us

CRIMINAL BACKGROUND CHECK

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

SEX OFFENDER REGISTRY

The online Sex Offender Registry is available at www.kbi.state.ks.us.

KENTUCKY

AGENCY Kentucky State Police

Records Branch

1250 Louisville Road

Frankfort, KY 40601

(502) 227-8700

(502) 227-8734 fax

Website Website is unavailable at this time.

Criminal Background Check

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

Sex Offender Registry

The Sex Offender Registry hotline is (502) 227-8700.

The Sex Offender Registry is only available with a criminal background check.

Sex Offender Registry Sites by State

(cont.)

LOUISIANA

AGENCY Louisiana State Police

Bureau of Criminal Identification and Information

P. O. Box 66614, Mail Slip 18

Baton Rouge, LA 70896-6614

(225) 925-6095

(225) 925-7005 fax

WEBSITE www.state.la.us

CRIMINAL BACKGROUND CHECK

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

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (225) 925-6100.

MAINE

AGENCY State Bureau of Identification

42 State House Station

Augusta, ME 04333

(207) 624-7009

WEBSITE www.state.me.us

CRIMINAL BACKGROUND CHECK

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

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (207) 624-7100.

MARYLAND

AGENCY Central Repository

CJIS

P. O. Box 32708

Pikesville, MD 21282-2708

(410) 764-4501

WEBSITE Website is unavailable at this time.

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry is available through a written request including name, address and reason for your request either faxed to (410)

653-5690 or e-mailed to sor@dpscs.state.md.us.

Sex Offender Registry Sites by State

(cont.)

MASSACHUSETTS

AGENCY Criminal History Systems Board

Attn: CORI unit

200 Arlington Street

Chelsea, MA 02150

(617) 472-2881 ext. 340

WEBSITE www.state.ma.us/chsb

CRIMINAL BACKGROUND CHECK

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

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (978) 740-6400.

MICHIGAN

AGENCY Michigan State Police

CJIC

7150 Harris Dr.

Lansing, MI 48913

(517) 322-1956

WEBSITE www.michigan.gov

CRIMINAL BACKGROUND CHECK

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

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (517) 322-4939.

The online Sex Offender Registry is available at www.mipsor.state.mi.us.

MINNESOTA

AGENCY Minnesota Department of Public Safety

Bureau of Criminal Apprehension

Criminal Justice Information Systems Section

1246 University Avenue

St. Paul, Minnesota 55104

(651) 642-0670

WEBSITE www.dps.state.mn.us

CRIMINAL BACKGROUND CHECK

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

SEX OFFENDER REGISTRY

The Sex Offender Registry phone number is (651) 603-6748.

The online Sex Offender Registry is available at www.doc.state.mn.us.

Sex Offender Registry Sites by State

(cont.)

MISSISSIPPI

AGENCY Mississippi State Department of Health

Child Care Facilities Licensure Central Office

P. O. Box 1700

Jackson, MS 39215

(601) 576-7613

WEBSITE www.msdh.state.ms.us

CRIMINAL BACKGROUND CHECK

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

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (800) 222-8000.

MISSOURI

AGENCY Missouri State Highway Patrol

Criminal Records and ID Division

P. O. Box 568

1510 East Elm St.

Jefferson City, MO 65102

(573) 526-6153

WEBSITE www.state.mo.us

CRIMINAL BACKGROUND CHECK

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

SEX OFFENDER REGISTRY

The Sex Offender Registry is available through your local sheriff's department.

MONTANA

AGENCY ID Bureau

P. O. Box 201403

Helena, MT 59620-1403

(406) 444-3625

WEBSITE Website is unavailable at this time.

CRIMINAL BACKGROUND CHECK

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

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (406) 444-9479.

Sex Offender Registry Sites by State

(cont.)

NEBRASKA

AGENCY Nebraska State Patrol

Attn: CID

P. O. Box 94907

Lincoln, NE 68509

(402) 471-4545

WEBSITE www.state.ne.us

CRIMINAL BACKGROUND CHECK

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

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (402) 471-8647.

NEW HAMPSHIRE

AGENCY New Hampshire State Police

James Hayes Safety Building

10 Hazen Drive

Concord, NH 03305

(603) 271-2538

WEBSITE www.state.nh.us

CRIMINAL BACKGROUND CHECK

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

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (603) 271-2663.

NEW JERSEY

AGENCY New Jersey State Police

Records and Identification Section

P. O. Box 7068

West Trenton, NJ 08625-0068

(609) 882-2000

WEBSITE www.state.nj.us

CRIMINAL BACKGROUND CHECK

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

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (609) 882-2000.

Sex Offender Registry Sites by State

(cont.)

NEW MEXICO

AGENCY Department of Public Safety

4491 Cerrillos Rd.

Santa Fe, NM 87504

(505) 827-9181

WEBSITE www.state.nm.us

CRIMINAL BACKGROUND CHECK

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

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (505) 827-9181.

NEW YORK

AGENCY Office of Court Administration

Criminal Search Intake Unit

25 Beaver Street

New York, New York 10004

(212) 428-2810

WEBSITE www.courts.state.ny.us

CRIMINAL BACKGROUND CHECK

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

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (900)288-3838.

NORTH CAROLINA

AGENCY State Bureau of Investigation

North Carolina Department of Justice

P. O. Box 29500

Raleigh, NC 27626-0500

(919) 662-4500

WEBSITE www.state.nc.us

CRIMINAL BACKGROUND CHECK

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

SEX OFFENDER REGISTRY

The online Sex Offender Registry is available at

<http://sbi.jus.state.nc.us/DOJHAHT/SOR/Default.htm>.

Sex Offender Registry Sites by State

(cont.)

NORTH DAKOTA

AGENCY North Dakota Bureau of Criminal Investigations

Criminal Records Section

4205 State Street (zip code is 58503)

P.O. Box 1054

Bismarck, ND 58502-1054

(701) 328-5500

WEBSITE www.ag.state.nd.us

CRIMINAL BACKGROUND CHECK

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

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (701) 328-5500.

OHIO

AGENCY Ohio Bureau of Criminal Identification

P. O. Box 365

London, OH 43140

(740) 845-2000

WEBSITE www.state.oh.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry is only available with a criminal background check.

OKLAHOMA

AGENCY Oklahoma State Bureau Identification

Criminal History Reporting

6600 North Harvey, Building 6, Suite 140

Oklahoma City, OK 73116

(405) 879-2528

WEBSITE www.osbi.state.ok.us

CRIMINAL BACKGROUND CHECK

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

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (405) 228-2060.

Sex Offender Registry Sites by State

(cont.)

OREGON

AGENCY Oregon State Police

Attn: Open Records

Unit 11

P.O. Box 4395

Portland, OR 97208-4395

(503) 378-3070

WEBSITE www.osp.state.or.us

CRIMINAL BACKGROUND CHECK

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

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (503) 378-3720.

PENNSYLVANIA

AGENCY Pennsylvania State Police

Records and Identification Division

1800 Elmerton Avenue

Harrisburg, PA 17110

(717) 783-5492

WEBSITE www.state.pa.us

CRIMINAL BACKGROUND CHECK

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

SEX OFFENDER REGISTRY

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

RHODE ISLAND

Agency Department of Attorney General Office

Attn: BCI

150 South Maine Street

Providence, RI 02903

(401) 421-5268

WEBSITE www.state.ri.us

CRIMINAL BACKGROUND CHECK

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

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (401) 421-5268 ext.2288

Sex Offender Registry Sites by State

(cont.)

SOUTH CAROLINA

AGENCY SLED (State Law Enforcement Division)

Attn: Records

P. O. Box 21398

Columbia, SC 29221

(803) 737-9000

WEBSITE www.sled.state.sc.us

CRIMINAL BACKGROUND CHECK

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

Criminal background records can be obtained online at

www.sled.state.sc.us.

SEX OFFENDER REGISTRY

The online Sex Offender Registry is available at www.sled.state.sc.us.

STATE CHILD ABUSE REPORTING STATUTE WEBSITE

www.state.sc.us/dss/cps/index.html

SOUTH DAKOTA

AGENCY Division of Criminal Investigation

Identification Section

500 East Capital

Pierre, SD 57501-5070

(605) 773-3331

WEBSITE www.state.sd.com

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (605) 773-3331.

TENNESSEE

AGENCY Tennessee Bureau of Investigation

Records and Identification Unit - Applicant Processing

901 R. S. Gass Blvd.

Nashville, TN 37216

(615) 744-4000

WEBSITE www.tbi.state.tn.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (615) 744-4000.

Sex Offender Registry Sites by State

(cont.)

TEXAS

AGENCY Texas Department of Public Safety

Crime Records Division

P. O. Box 4143

Austin, Texas 78765

(512) 424-5664

WEBSITE www.txdps.state.tx.us

CRIMINAL BACKGROUND CHECK

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

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline (512) 424-2279.

UTAH

AGENCY Utah Department of Criminal Identification

3888 W. 5400 South

Salt Lake City, UT 84114-8280

(801) 965-4569

WEBSITE www.bci.utah.gov

CRIMINAL BACKGROUND CHECK

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

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (801) 538-4003.

VERMONT

AGENCY Vermont Criminal Information Center

Department of Public Safety

103 South Main Street

Waterbury, VT 05671-2101

(802) 244-8727

WEBSITE www.dps.state.vt.us

CRIMINAL BACKGROUND CHECK

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

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (802) 241-5400.

Sex Offender Registry Sites by State

(cont.)

VIRGINIA

AGENCY Virginia State Police
7700 Midlophian Turnpike
Richmond, VA 23235
(804) 674-2000

WEBSITE www.virginiatrooper.org

CRIMINAL BACKGROUND CHECK

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

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (804) 674-2000.

WASHINGTON

AGENCY Washington State Patrol
Identification and Criminal History Section
P. O. Box 42633
Olympia, WA 98504-2633
(360) 705-5100

WEBSITE <https://watch.wsp.wa.gov>

CRIMINAL BACKGROUND CHECK

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

SEX OFFENDER REGISTRY

The Sex Offender Registry is available through your local sheriff's department.

WEST VIRGINIA

AGENCY West Virginia State Police
Criminal Identification Bureau
Records Section
725 Jefferson Road
South Charleston, WV 25309
(304) 746-2100

WEBSITE www.wvstatepolice.com

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline (304) 746-2133.

Sex Offender Registry Sites by State

(cont.)

WISCONSIN

AGENCY Crime Information Bureau

Record Check Unit

P. O. Box 2688

Madison, WI 53701-2688

(608) 266-5764

WEBSITE <http://wi-recordcheck.org>

CRIMINAL BACKGROUND CHECK

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

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline (800) 398-2403.

WYOMING

Agency Division of Criminal Investigation

316 West 22nd St.

Cheyenne, WY 82002

(307)777-7523

WEBSITE www.wy.state.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (307) 777-7809.

Contacts for Reporting Sexual Harassment

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

Equal Employment Opportunity Commission (EEOC)

Federal:

U.S. Equal Employment Opportunity Commission
1801 L. Street, N.W.
Washington, D.C. 20507
(202)663-4494
TTY: (202)663-4494
1-800-669-4000
<http://www.eeoc.gov>

District Offices:

Atlanta District Office:

Sam Nunn Atlanta Federal Center
100 Alabama Street, SW, Suite 4R30
Atlanta, GA 30303
1-800-669-4000
FAX: 404-562-6909
TTY: 1-800-669-6820

State Office Addressing Human Rights Issues in Private Employment

South Carolina Human Affairs Commission
P.O. Box 4490
2611 Forest Drive, Suite 200
Columbia, SC 29204
Toll-Free (800) 521-0725
Tel: (803) 737-7800
TDD: (803) 253-4125
<http://www.state.sc.us/schac/>