

St. Mark's Episcopal Church
Policy for the Protection of Children and Youth
Approved by unanimous vote of the Vestry, 22 April 2014

Policy for the Protection of Children and Youth

INTRODUCTION

This Policy for The Protection of Children and Youth has been adopted by St. Mark's Episcopal Church to help the church create safe environments for children and youth and for those who minister to them. All Church Personnel are asked to carefully consider each statement in the Code and within this Policy document before agreeing to adhere to the statements and continue in service to the church.

This policy consists of the following five parts and appendices A,B,C,D,E, and F.

Part I. Definitions

Part II. Code of Conduct

Part III. Safeguards for children and youth

Part IV. Guidelines for appropriate affection

Part V. Responding to problems

Appendix A: NOTICE of CONCERN

Appendix B: APPLICATION FORM, CODE OF CONDUCT AND ACKNOWLEDGMENT, RELEASE AND SIGNATURE

Appendix C: STATE CHILD ABUSE REPORTING STATUTE WEBSITES

Appendix D: STATE CRIMINAL RECORDS AND SEX OFFENDERS REGISTRY INFORMATION

Appendix E: RESOLUTION X031, HOUSE OF BISHOPS LETTER ON CHILD SEXUAL ABUSE 2003

Appendix F: RESOLUTION B008, PROTECTION OF CHILDREN AND YOUTH FROM ABUSE, 74TH GENERAL CONVENTION (2003)

Relationships among people are at the foundation of Christian ministry and as such are central to the life of the church. Defining healthy and safe relationships through policies and codes of conduct is not meant, in any way, to undermine the strength and importance of personal interaction in our ministries. Rather, it is to assist in more clearly defining behaviors and practices that allow the church to more fully demonstrate its love and compassion for children and youth in sincere and genuine relationships. Relationships in ministry should, ideally, always be experienced as caring and without intention to do harm or allow harm to occur.

Part I GENERAL DEFINITIONS

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

1. All clergy whether stipendiary, non-stipendiary, or otherwise who are engaged in ministry or service to the church.
2. All compensated personnel whether employed in areas of ministry or other kinds of service by the diocese, its congregations, schools or other agencies. This definition includes- church administrators, sextons, housekeepers, nursery attendants, musicians, and day care workers.
3. Those who contract their services to the diocese, its congregations, schools or other agencies.
4. Volunteers, including any person who enters into or offers him or herself for a church related service, or who actually assists with or performs a service, whether or not he or she has been selected or assigned to do so. This definition includes members of advisory boards, vestries, Bishop's Committees, boards of directors, and church committees.

B. CHILDREN AND YOUTH -

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

C. REGULARLY WORK WITH OR AROUND CHILDREN OR YOUTH –

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

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

12. All Church Personnel who work or assist in the nursery more than four times a year.
13. All Church Personnel who work in the nursery if they are the only person over 21 present at any time.
14. All staff, whether volunteer or compensated, at church camps.
15. Adults who participate in overnight activities with children or youth more than twice a year.

D. OCCASIONALLY WORK WITH OR AROUND CHILDREN OR YOUTH –

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

1. 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).
2. All persons who provide transportation to children or youth without other adults in the vehicle infrequently, generally no more than three times a year.
3. All persons who work or assist in the nursery four or fewer times a year, whether on an emergency basis or otherwise.
4. Adults who participate in overnight activities with children or youth once or twice a year.

E. TYPES OF ABUSE

1. Physical abuse is non-accidental injury intentionally inflicted upon a child or youth.
2. Sexual abuse perpetrated by an adult is any contact or activity of a sexual nature that occurs between a child or youth and an adult. This includes any activity which is meant to arouse or gratify the sexual desires of the adult, child or youth.
3. Sexual abuse perpetrated by another child or youth is any contact or activity of a sexual nature that occurs between a child or youth and another child or youth when there is no consent, when consent is not possible, or when one child or youth has power over the other child or youth. This includes any activity which is meant to arouse or gratify the sexual desires of any of the children or youth.
4. Emotional abuse is mental or emotional injury to a child or youth that results in an observable and material impairment in the child or youth's growth, development or psychological functioning.
5. Neglect is the failure to provide for a child or youth's basic needs or the failure to protect a child or youth from harm.
6. Economic exploitation is the deliberate misplacement, exploitation, or wrongful temporary or permanent use of a child or youth's belongings or money.

Part II. CODE OF CONDUCT FOR PROTECTION OF CHILDREN AND YOUTH

A. All Church Personnel will agree to the requirement set forth in this Part.

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

B. All Church Personnel will execute the Agreement to Comply with the Policy for the Protection of Children and Youth included in Appendix B.

Part III SAFEGUARDS FOR CHILDREN AND YOUTH

A. SCREENING AND SELECTION

1. Any and all Church Personnel who REGULARLY WORK WITH OR AROUND CHILDREN OR YOUTH shall be screened and selected utilizing at least the following:
 - a. A STANDARD APPLICATION (found in Appendix B), completed by the applicant that includes a signed authorization for the release of information to conduct background checks.
 - b. CRIMINAL RECORDS CHECK in any state where the applicant has resided during the past seven (7) years, and other states, if any, as determined by the church.
 - c. SEXUAL OFFENDER REGISTRY CHECK in any state where the applicant has resided during the past seven (7) years.
 - d. INDIVIDUAL INTERVIEW with the applicant.
 - e. REFERENCE CHECKS of persons outside the congregation who know the applicant, preferably who know how the applicant works with children.
 - f. DRIVING OR MOTOR VEHICLE RECORDS CHECK if the person may be transporting children or youth.
2. Any and all Church Personnel who OCCASIONALLY WORK WITH OR AROUND CHILDREN OR YOUTH shall be screened and selected utilizing at least the following:
 - a. A STANDARD APPLICATION (found in Appendix B), completed by the applicant that includes an acknowledgment for the release of information to conduct background checks.
 - b. INDIVIDUAL INTERVIEW with the applicant.
 - c. AT LEAST ONE REFERENCE CHECK of a person or persons outside the congregation who know the applicant, preferably who know how the applicant interacts with children.
 - d. DRIVING OR MOTOR VEHICLE RECORDS CHECK if the person will be transporting children or youth.
3. All information gathered about an applicant will be carefully reviewed and evaluated by the Rector or Senior Warden to make a determination, in consultation with others as necessary, of whether or not the person is appropriate to work with children or youth.
4. Church Personnel who work with or around children or youth must have a personnel file that is kept where other confidential church records are kept.
5. Criminal records checks and sexual offender registry checks will be conducted every five (5) years for Church Personnel who Regularly Work With or Around Children or Youth.
6. To the extent possible, no person will be permitted to supervise an immediate family member when working with or around children or youth. For the purpose of this policy, immediate family member is defined as spouse, partner, child, parent, sister, brother, similar in-law relationship, stepchild, stepparent, stepsibling, grandparent, or co-habitant.

7. Church Personnel who transfer within the Diocese of Milwaukee and apply for or are asked to or who do undertake a position working with or around children or youth are required to undergo the same screening and selection process in Section A above. This requirement maybe met through a transfer of a copy of their personnel file to the new congregation, school, agency, or program together with completion of a new application, individual interview and reference checks with the congregations, schools, agencies or other programs for which the applicant has worked with or around children or youth since the screening was last done as shown in the applicant's personnel file.

B. EDUCATION AND TRAINING REQUIREMENTS

1. Three hours of child abuse prevention education and training is required for all CHURCH PERSONNEL WHO REGULARLY WORK WITH OR AROUND CHILDREN OR YOUTH before they start their work with children or youth or, if that is not possible, one hour of child abuse awareness training before they start their work and the rest of the training within three months of starting.
2. One hour of child abuse awareness education and training is required for all CHURCH PERSONNEL WHO OCCASIONALLY WORK WITH OR AROUND CHILDREN OR YOUTH before they start their work with children or youth.
3. Church Personnel who are responsible for screening, selection and supervision of others in programs for children and youth are required to complete an additional three (3) hours of specialized education and training in screening, selection and monitoring every two years.

C. MONITORING AND SUPERVISION OF PROGRAMS

1. The monitoring and supervision of programs and activities involving children or youth is important for safeguarding children and youth and involves (a) structural guidelines or standards, (b) procedures for assuring these guidelines and standards are followed, and (c) monitoring and supervision of the behavior of the adults, children, and youth involved.
2. Church leaders must set structural guidelines or standards for the programs and activities for children and youth, which include such things as who approves new programs, how many adults need to be present and the like.
3. Church leaders must make sure the structural safeguards are followed by establishing procedures for assuring monitoring and supervision.
4. Supervisory personnel and others should monitor and supervise the behavior of adults, youth and other children with children and youth so that inappropriate behaviors and interactions can be detected and stopped. Some behaviors and interactions are potentially harmful to children or youth in and of themselves. Examples include providing alcohol or drugs to children or youth or actually having sexual contact with a child or youth. Other behaviors and interactions not necessarily harmful in and of themselves are behaviors and interactions known to be used by those who abuse children or youth to "groom" them or their parents for eventual abuse or which provide the privacy that child molesters need in order to abuse children or youth. Examples of those behaviors and interactions include holding children over the age of three on the lap, transporting a child or youth alone, and others, as described in Appendix A.2.
5. The structural guidelines and standards are covered in both this MONITORING AND SUPERVISION section and in the following section, GENERAL CONDUCT FOR THE PROTECTION OF CHILDREN AND YOUTH. The behaviors and interactions of persons with children and youth that need to be monitored and supervised are covered in the section on GENERAL CONDUCT FOR THE

PROTECTION OF CHILDREN AND YOUTH and in the GUIDELINES FOR APPROPRIATE AFFECTION.

- a. Every program for children and youth must have established ratios for adults and children. Compliance with the established ratio is required at all times, including activities that occur off church premises.
- b. Church Personnel are prohibited from being alone with a child or youth or multiple children or youth where other adults cannot easily observe them.
- c. Church Personnel over the age of 21 must directly supervise Church Personnel under the age of 18 and be physically present during all activities.
- d. 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.
- e. 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.
- f. Each program will develop age-appropriate procedures to ensure the safety of children and youth using restrooms and showers or baths.
- g. When supervising or assisting private activities such as dressing, showering or diapering infants or children, Church Personnel will remain in an area observable by other adults or work in pairs.
- h. At least two unrelated Church Personnel must supervise activities. When both boys and girls are participating in an activity off site, or outside of Church School or Nursery, male and female adults must be present.

D. GENERAL CONDUCT FOR THE PROTECTION OF CHILDREN AND YOUTH

1. The following guidelines are intended to assist Church Personnel in monitoring and supervising behaviors and interactions with children and youth to identify and stop those that may be inherently harmful to children or youth, that are the type used by child molesters to groom children, youth and their parents, or that may create the conditions where abuse can occur more easily. These guidelines should also be used to make decisions about interactions with children and youth in church sponsored and affiliated programs. They are not designed or intended to address interactions within families. When exceptions to these guidelines must be made, they should be reported to the supervisor of the Church Personnel making the exception as soon as possible.
 - a. All Church Personnel who work with children or youth must agree to comply with the St. Mark's Episcopal Church Guidelines for Appropriate Affection as defined in this Policy for the Protection of Children and Youth.
 - b. No person will be allowed to volunteer to **REGULARLY WORK WITH CHILDREN OR YOUTH** until the person has been known to the clergy and congregation for at least six months.
 - c. Programs for infants and children under six (6) years old will have procedures to ensure that children are released only to their parents or legal guardians or those designated by them.

- d. Church Personnel are prohibited from the use, possession, distribution, or being under the influence of alcohol, illegal drugs, or the misuse of legal drugs while participating in or assisting with programs or activities specifically for children or youth.
- e. Parents or guardians must complete written permission forms before Church Personnel transport children and youth for a church sponsored activity or for any purpose on more than an occasional basis.
- f. 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.
- g. One-to-one counseling with children or youth will be done in an open or public or other place where private conversations are possible but occur in full view of others.
- h. Church Personnel are prohibited from dating or becoming romantically involved with a child or youth.
- i. Church Personnel are prohibited from having sexual contact with a child or youth.
- j. Church Personnel are prohibited from possessing any sexually oriented materials (magazines, cards, videos, films, clothing etc.) on church property, or in the presence of children or youth except as expressly permitted as part of a pre-authorized educational program. Notwithstanding the foregoing, Church Personnel who reside on Church property may possess lawful sexually oriented materials within their private residences
- k. Church Personnel are prohibited from using the Internet to view or download any sexually oriented materials on church property or in the presence of children or youth. Notwithstanding the foregoing, Church Personnel may possess, view, or download lawful sexually oriented materials within their private residences.
- l. Church Personnel are prohibited from discussing their own sexual activities, including dreams and fantasies, or discussing their use of sexually oriented or explicit materials such as pornography, videos or materials on or from the Internet, with children or youth.
- m. Church Personnel are prohibited from sleeping in the same beds, sleeping bags, tents, hotel rooms or other rooms with children or youth unless the adult is an immediate family member of all children or youth in the bed, sleeping bag, tent, hotel room or other room. It is acceptable to have multiple adults sleep with all the children or youth participating in one open space such as a church basement or camp lodge.
- n. Church Personnel are prohibited from dressing, undressing, bathing, or showering in the presence of children or youth.
- o. Church Personnel are prohibited from using physical punishment in any way for behavior management of children and youth. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force. Physical force may only be used to stop a behavior that may cause immediate harm to the individual or to a child, youth or others.
- p. Church Personnel are prohibited from using harsh language, degrading punishment, or mechanical restraint such as rope or tape for behavior management.
- q. Church Personnel are prohibited from participating in or allowing others to conduct any hazing activities relating to children's or youth ministry or camp activities.

Part IV GUIDELINES FOR APPROPRIATE AFFECTION

- A. The Diocese of Milwaukee and St. Mark's Episcopal Church are committed to creating and promoting a positive, nurturing environment for our children's and youth ministries that protect our children and youth from abuse and our Church Personnel from misunderstandings. When creating safe boundaries for children and youth, it is important to establish what types of affection are appropriate and inappropriate; otherwise, that decision is left to each individual. Stating which behaviors are appropriate and inappropriate allows Church Personnel to comfortably show positive affection in ministry, and yet identify individuals who are not maintaining safe boundaries with children or youth. These Guidelines are based, in large part, on avoiding behaviors known to be used by child molesters to groom children or youth and their parents for future abuse. The following guidelines are to be carefully followed by all Church Personnel working around or with children or youth.
- B. Love and affection are part of church life and ministry. There are many ways to demonstrate affection while maintaining positive and safe boundaries with children and youth.
- C. Some POSITIVE and APPROPRIATE forms of affection are listed below:
1. Brief and infrequent touching hands, faces, shoulders and arms of children or youth
 2. Brief and infrequent placing of arms around shoulders of children or youth
 3. Brief and infrequent hugs.
 4. Brief and infrequent pats on the shoulder or upper back.
 5. Handshakes.
 6. "High-fives" and hand slapping.
 7. Verbal praise.
 8. Holding hands while walking with small children.
 9. Sitting beside small children.
 10. Kneeling or bending down for brief and infrequent hugs with small children.
 11. Holding hands during prayer.
 12. Pats on the head when culturally appropriate. (For example, this gesture should typically be avoided in some Asian communities).
- D. The following forms of affection are considered INAPPROPRIATE with children and youth in ministry settings because many of them are the behaviors that child molesters use to groom children or youth and their parents for later molestation or can be, in and of themselves, sexual abuse.
1. Inappropriate or lengthy embraces.
 2. Kisses on the mouth.
 3. Holding children over three years old on the lap.

4. Touching bottoms, chests or genital areas other than for appropriate diapering or toileting of infants and toddlers.
5. Showing affection in isolated areas such as bedrooms, closets, staff only areas or other private rooms.
6. Occupying a bed with a child or youth.
7. Touching knees or legs of children or youth.
8. Wrestling with children or youth.
9. Tickling children or youth.
10. Piggyback rides.
11. Any type of massage given by a child or youth to an adult.
12. Any type of massage given by an adult to a child or youth.
13. Any form of unwanted or inappropriate affection.
14. 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."
15. Snapping bras or giving 'wedgies' or similar touch of underwear whether or not it is covered by other clothing.
16. Giving gifts or money to individual children or youth.
17. Private meals with individual children or youth.

Part V RESPONDING TO PROBLEMS

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

1. When Church Personnel observe any inappropriate behaviors, behaviors that are inconsistent with the GUIDELINES FOR APPROPRIATE AFFECTION, or which may violate any provision of these Policies for Protection of Children and Youth from Abuse, they must immediately report their observations. Examples of inappropriate behaviors or policy violations would be seeking private time with children or youth, taking children or youth on overnight trips without other adults, swearing or making suggestive comments to children or youth, or selecting or using staff or volunteers without the required screening.
2. Such inappropriate behaviors or possible policy violations that relate to interactions with children or youth should be reported as follows –
 - a. Immediately prepare a NOTICE OF CONCERN (Appendix A), signed or unsigned.
 - b. Make a telephone call to or meet with the senior warden and rector,
 - c. Make a telephone call to or meet with the rector, if the person is the senior warden;
 - d. Make a telephone call to or meet with the senior warden if the person is the rector.
3. If no apparent resolution has occurred within 2 weeks, then the bishop should be contacted via telephone call, meeting, email, or fax., and sent the NOTICE OF CONCERN.
4. All reports of inappropriate behavior or policy violations with children or youth will be taken seriously.

B. REPORTING SUSPECTED ABUSE OF CHILDREN OR YOUTH

1. All Church Personnel are required by this policy to report known or suspected abuse of children or youth to the appropriate governmental authorities. The Rector, Wardens, and Vestry are considered legally mandated reporters under this policy.
2. To report an incident, contact - BUREAU OF MILWAUKEE CHILD WELFARE: 414-220-SAFE (7233)
3. 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.
4. 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 St. Mark's Episcopal Church so that immediate and proper steps may be taken to ensure the safety of alleged victims.
5. Reports of suspected or known abuse that involve Church Personnel may be reported to the Diocese of Milwaukee in the following ways:
 - a. A telephone call, meeting, email, or fax to the bishop;
 - b. A telephone call or meeting with the rector, if the rector is not the person being complained about.
 - c. Submit a NOTICE OF CONCERN (Appendix A), signed or unsigned, to the bishop.

6. The Diocese of Milwaukee and St. Mark's Episcopal Church will cooperate with any investigation by state authorities to the fullest extent appropriate and inform authorities that a concurrent internal investigation will be directed by the Diocese of Milwaukee.

APPENDIX A. – NOTICE of CONCERN

Instructions: If you observe any inappropriate behaviors that are inconsistent with the GUIDELINES FOR APPROPRIATE AFFECTION, or which may violate any provision of The Children and Youth Protection Policy, fill out this form and follow the reporting instructions below.		
Individual of Concern		
Date/Time of observation		
Location of observation		
Type of concern(check one)	Inappropriate behavior ? <input type="checkbox"/>	Policy violation? <input type="checkbox"/>
	Risk of abuse? <input type="checkbox"/>	Other? <input type="checkbox"/>
Describe the behavior (What happened? Where did it happen? Who was involved? Who was present?) (attach additional sheets if needed)		
Describe any action taken to address the behavior 		
Were Milwaukee Police contacted ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Were Milwaukee Child Welfare contacted ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, what was their direction? What action did they take? 		
Submitted by (please print)		
Phone	Email	
Signature		

REPORTING INSTRUCTIONS:

Fill out the form as soon as possible after the observation.

Make a telephone call to or meet with the Senior Warden and Rector.

Make a telephone call to or meet with the Rector, if the person is the Senior Warden.

Make a telephone call to or meet with the Senior Warden if the person is the Rector.

If no apparent resolution has occurred within 2 weeks, then the Bishop should be contacted via telephone call, meeting, email, and sent the NOTICE OF CONCERN.

Reviewed by:

Disposition:

Date:

APPENDIX B. APPLICATION FORM, CODE OF CONDUCT AND ACKNOWLEDGMENT, RELEASE AND SIGNATURE

<p>INSTRUCTIONS Please complete all of the questions accurately and fully. Attach additional sheets if needed. Date: _____</p>		
Name(First. Last)		
Street Address		
City, State, ZIP		
How long at this address?		
Email Address		
Home phone		Best time to contact?
Work phone		Best time to contact?
Mobile phone		Best time to contact?
Social Security #		
Driver's License		State:
Are you eligible to work in the US?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Note: If you are chosen for a paid position, you will be required to show documents verifying your employment eligibility and identity to complete the INS Form I-9 as required by the Immigration Reform and Control Act. Please list your addresses in the past five years:</p>		
What position are you applying for?		
What interests you about the position for which you are currently applying?		
What has prepared you for the position for which you are currently applying?		

EMPLOYMENT HISTORY – Please account for the past 10 (Ten) years.		
Current Employer		
Company Name		
Address		
City, State, ZIP		
Immediate supervisor name		
Immediate supervisor phone		
Position held		
Dates of employment	From:	To:
Reason for leaving position		

Previous Employer		
Company Name		
Address		
City, State, ZIP		
Immediate supervisor name		
Immediate supervisor phone		
Position held		
Dates of employment	From:	To:
Reason for leaving position		

Previous Employer		
Company Name		
Address		
City, State, ZIP		
Immediate supervisor name		
Immediate supervisor phone		
Position held		
Dates of employment	From:	To:
Reason for leaving position		

Previous Employer		
Company Name		
Address		
City, State, ZIP		
Immediate supervisor name		
Immediate supervisor phone		
Position held		
Dates of employment	From:	To:
Reason for leaving position		

Previous Employer		
Company Name		
Address		
City, State, ZIP		
Immediate supervisor name		
Immediate supervisor phone		
Position held		
Dates of employment	From:	To:
Reason for leaving position		

VOLUNTEER EXPERIENCE	Please list volunteer activities that involve contact with children.	
Organization		
Address		
City, State, ZIP		
Contact name		
Contact phone		
Duties		
Dates of involvement	From:	To:
Reason for stopping		

Organization		
Address		
City, State, ZIP		
Contact name		
Contact phone		
Duties		
Dates of involvement	From:	To:
Reason for stopping		

Organization		
Address		
City, State, ZIP		
Contact name		
Contact phone		
Duties		
Dates of involvement	From:	To:
Reason for stopping		

Organization		
Address		
City, State, ZIP		
Contact name		
Contact phone		
Duties		
Dates of involvement	From:	To:
Reason for stopping		

Organization		
Address		
City, State, ZIP		
Contact name		
Contact phone		
Duties		
Dates of involvement	From:	To:
Reason for stopping		

EDUCATIONAL HISTORY	Please include high school and any post-secondary education	
School		
Address		
City, State, ZIP		
Type of program or degree?		
Dates attended	From:	To:
Completed?		

School		
Address		
City, State, ZIP		
Type of program or degree?		
Dates attended	From:	To:
Completed?		

School		
Address		
City, State, ZIP		
Type of program or degree?		
Dates attended	From:	To:
Completed?		

PROFESSIONAL REFERENCES		
Name		
Address		
City, State, ZIP		
Day time phone:		
How long have you known this person?		
Relationship to you?		

Name		
Address		
City, State, ZIP		
Day time phone:		
How long have you known this person?		
Relationship to you?		

PERSONAL REFERENCES		
Name		
Address		
City, State, ZIP		
Day time phone:		
How long have you known this person?		
Relationship to you?		

Name	
Address	
City, State, ZIP	
Day time phone:	
How long have you known this person?	
Relationship to you?	

FAMILY REFERENCE	
Name	
Address	
City, State, ZIP	
Day time phone:	
How long have you known this person?	
Relationship to you?	

Have you ever been accused of physically, sexually or emotionally abusing a child or an adult?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'yes'. Please explain.		

AGREEMENT TO COMPLY WITH THE POLICY FOR THE PROTECTION OF CHILDREN AND YOUTH

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

I have received, read, and understood St. Mark's Policy for the Protection of Children and Youth. ____

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

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

I agree to comply with the policies for GENERAL CONDUCT FOR THE PROTECTION OF CHILDREN AND YOUTH as set forth in the Policy for the Protection of Children and Youth. ____

I agree to comply with the GUIDELINES FOR APPROPRIATE AFFECTION with children and youth included in this Policy for the Protection of Children and Youth. ____

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

I acknowledge my obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children or youth to appropriate church leaders and state authorities in accordance with the Policy for the Protection of Children and Youth.. ____

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

ACKNOWLEDGMENT, RELEASE AND SIGNATURE

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

If hired or chosen, I agree to be bound by St. Mark's Episcopal Church's policies and procedures, including but not limited to its Policy for the Protection of Children and Youth. I understand that these may be changed, withdrawn, added to or interpreted at any time at the St. Mark's Episcopal Church'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 St. Mark's Episcopal Church or myself.

Nothing contained in this application or in any pre-employment or pre-volunteering communication is intended to or creates a contract between St. Mark's Episcopal Church and me for either employment, volunteering or the providing of any benefit.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS.

Printed name: _____

Signature _____ Date _____

APPENDIX C: STATE CHILD ABUSE REPORTING STATUTE WEBSITES

ALABAMA www.dhr.state.al.us
ALASKA www.hss.state.ak.us/ocs
ARIZONA www.de.state.az.us/dcyf/cps/
ARKANSAS www.arkansas.gov/dhs/chiInfam/
CALIFORNIA www.dss.cahwet.gov/cdssweb/default.htm
COLORADO www.cdhs.state.co.us/
CONNECTICUT www.dss.state.ct.us/dss.htm
DELAWARE www.state.de.us/dhss/
DISTRICT OF COLUMBIA www.childwelfare.com/states/district_of_columbia.htm
FLORIDA www.state.fl.us/cf_web/
GEORGIA www.gahsc.org/
HAWAII www.hawaii.gov/dhs/
IDAHO www.Idahochild.org/
ILLINOIS www.state.ill.us/dcfs/index.html/
INDIANA www.in.gov/fssa/
IOWA www.dhs.state.ia.us/
KANSAS www.srskansas.org/
KENTUCKY www.childwelfare.com/states/kentucky.htm
LOUISIANA www.dss.state.la.us/
MAINE www.state.me.us/dhs
MARYLAND www.dhr.state.md.us/cps
MASSACHUSETTS www.state.ma.us/dss
MICHIGAN www.michigan.gov/fia
MINNESOTA www.dhs.state.mn.us
MISSISSIPPI www.mdhs.state.ms.us
MISSOURI www.dss.state.mo.us/dfs/csp.htm
MONTANA www.dphhs.state.mt.us
NEBRASKA www.hhs.state.ne.us
NEVADA www.dhhs.state.nv.us
NEW HAMPSHIRE www.cfsnh.org
NEW JERSEY www.state.nj.us/humanservices
NEW MEXICO www.state.nm.us/cyfd
NEW YORK www.ocfs.state.ny.us
NORTH DAKOTA www.childwelfare.com/states/north_dakota.htm
OHIO www.state.oh.us/odhs/cdc
OKLAHOMA www.okdhs.org
OREGON www.dhs.state.or.us/abuse
PENNSYLVANIA www.dpw.state.pa.us/ocyf/dpwocyf.asp
PUERTO RICO www.childwelfare.com/states/Puerto_Rico.htm
RHODE ISLAND www.dcyf.state.ri.us
SOUTH CAROLINA www.state.sc.us/dss/cps/index.html
SOUTH DAKOTA www.state.sd.us/social/CPS
TENNESSEE www.state.tn.us/humanserv
TEXAS www.tdprs.state.tx.us
UTAH www.hcdhfs.utah.gov
VERMONT www.state.vt.us/srs/
VIRGINIA www.dss.state.va.us
WASHINGTON www.wa.gov/dshs
WEST VIRGINIA www.wvdhhr.org
WISCONSIN www.dhfs.state.wi.us
WYOMING www.dfs.web.state.wy.us/

APPENDIX D: STATE CRIMINAL RECORDS AND SEX OFFENDERS REGISTRY INFORMATION

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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>.

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.

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

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.

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.

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.

VIRGINIA

AGENCY Virginia State Police

7700 Midlothian 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.

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.

Appendix E: RESOLUTION X031, HOUSE OF BISHOPS LETTER ON CHILD SEXUAL ABUSE 2003
TOPIC/TITLE: PROCEDURAL: PASTORAL LETTER PROPOSER: KEN PRICE

A PASTORAL LETTER FROM THE BISHOPS OF THE EPISCOPAL CHURCH

To be read or cause to be distributed in every parish, mission, preaching station, and church-related institution which works with children and youth.

Dear Brothers and Sisters in Christ,

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

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

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

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

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

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

We also know that offenders are predominantly male and heterosexual. We must take great care not to equate pedophilia with homosexuality in our minds or our conversation, and we must never assume that only men molest children in this way. What we have learned most recently about the repetitive nature of pedophilia makes it imperative that we take very clear steps together to do the screening necessary to ensure that our children encounter God's love among us, and that we do all in our power to protect them from the distorted perceptions of love offered by predators.

In a Mind of The House resolution passed at Kanuga in March of 2003, we committed ourselves to support the development of church-wide policies to safeguard our children; and until such time as these policies

are adopted, to revisit and revise our diocesan policies to ensure that ministries provided to the children among us will be life-giving and free from abusiveness of any kind.

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

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

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

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

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

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

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

A COLLECT FOR THE CARE OF CHILDREN

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

Bishops of the Episcopal Church

Gathered at General Convention, Minneapolis, MN

August 6, 2003, The Feast of the Transfiguration

Appendix F: RESOLUTION B008, PROTECTION OF CHILDREN AND YOUTH FROM ABUSE, 74TH GENERAL CONVENTION (2003)
 TOPIC/TITLE: CHILDREN: PROTECTION OF CHILDREN AND YOUTH FROM ABUSE
 PROPOSER: THE RT. REV. THOMAS CLARK ELY (VERMONT)

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

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

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

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

1. A screening and selection process for all clergy, lay employees and volunteers who regularly work with children or youth. Dioceses are encouraged to consider:

- a. A written application
- b. A public records check
- c. An interview
- d. Reference checks
- e. A general provision that volunteers not work with children or youth until they have been known to the clergy or congregation for at least six months

2. The articulation of behavioral standards for clergy, lay employees, and volunteers working with children or youth. Dioceses are encouraged to consider:

- a. Respect for the privacy and dignity of children and youth by not putting them in inappropriate unmonitored one-to-one situations
- b. Age-appropriate arrangements for sleeping, bathing, dressing, or showering
- c. The prohibition of dating, romantic involvements, or sexual contact with a child or youth
- d. The prohibition of any sexually oriented materials (magazines, cards, videos, films, clothing, etc.) in the presence of children and youth except as expressly permitted as part of a pre-authorized educational program
- e. Guidelines for physical contact and expressions of affection that define appropriate and inappropriate behaviors
- f. The prohibition of discussing their own sexual activities and fantasies with children or youth
- g. The prohibition of the non-sacramental use, possession, distribution or being under the influence of alcohol, illegal drugs, or the misuse of legal drugs

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

- a. The prohibition of the development or initiation of new activities for children or youth without prior approval from the appropriate decision-maker(s)
- b. The recognition that the ordinary standard is the presence of two unrelated adults for any activities involving children or youth

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

- a. Child abuse prevention for clergy, lay employees and volunteers who regularly work with children or youth
- b. Specialized training for those who recruit, screen or select persons to work with children or youth

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

- a. Inappropriate behavior with children or youth
- b. Violation of policies for the protection of children or youth
- c. Suspected abuse of children or youth; and be it further

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

Document source (original)-

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Revision History:

- V. 1 October 24, 2012 Adaptation from CPG samples by Vince Katter
- V. 2 February 20, 2013 Incorporations of comments/feedback from VC, AB, MD.
- V. 3 June 15, 2013 Reformat appendices B,C
- V. 4 November 5, 2013 Revisions per JAR suggestions.
- V. 5 April 22, 2014 Revision per Vestry vote to move church school teachers from the category of working with children and youth "occasionally" (p. 3) to "regularly" (p. 2).