

Safe Churches
Ministry at the Beginning of the 21st
Century

**Policies for the
Protection of Children and Youth
from Abuse**

Diocese of Central Florida



Adapted from the Model Policies developed by
THE CHURCH PENSION GROUP
and
Developed in Partnership with
The Nathan Network

As Revised & Adopted, October 13, 2005

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Introduction

The Diocese of Central Florida has had a long-standing commitment to protecting our children. Even before the Church, through the Church Insurance Company, mandated training designed to help prevent Child Sexual Abuse the Diocese was providing this training. We have been active in promoting healthy and healing practices not only because we think it prudent to exercise due diligence but also because God calls us to care for these little ones. It is the right and proper thing to do.

The following policies come out of many years of work within the Episcopal Church at every level. The majority of what follows comes to us from the Church Pension Group, in partnership with The Nathan Network, which has provided *Model Policies for the Protection of Children and Youth from Abuse* to the Episcopal Church.

These policies should be adapted by the congregation, school or church related institution to provide comparable standards and training for outside groups who make use of the facilities of the church, school, or institution. Written certification from these groups shall be done on an annual basis and kept on file by the church, school or institution.

History of these Policies for the Protection of Children and Youth from Abuse

The Committee on Sexual Exploitation ("COSE") was created by resolution of the 70th General Convention in 1991 to address issues of sexual misconduct in the Episcopal Church and has continued its work through the 74th General Convention in 2003. In 1999 in preparation for the 73rd General Convention in 2000, it conducted a survey of 100% of the domestic dioceses on how dioceses were dealing with issues of sexual misconduct. The survey indicated, among other things, that a conference for those who work on issues of sexual misconduct in the church was needed.

As a result, in June 2001 COSE and the Office of Pastoral Development sponsored the first national Pastoral Standards Conference. An extraordinary gathering of one hundred twenty-five bishops, chancellors, clergy and laity from 70 dioceses attended and unanimously called for review of existing sexual misconduct policies and development of the "next generation" of policies.

COSE gathered and reviewed policies submitted by 70 dioceses with the intention of circulating as model policies those that incorporated and reflected current best practices based on the Church's experience in the area of sexual misconduct over the past decade. COSE concluded that none of the policies gathered was a truly state-of-the-art, "next generation" policy that could serve as a model for those dioceses planning on revising and updating their current policies. COSE determined that it did not have the time or resources to create new state-of-the-art, next generation policies.

Encouraged to do so by COSE, with requests from a number of dioceses to do so, to support prevention efforts, and based on its own perception of the need, The Church Pension Group undertook to develop model child sexual abuse prevention and response policies.

Just prior to the meeting of the House of Bishops in March 2003, 47 bishops attended a training session on "What Every Bishop Should Know About Pedophiles and Preventing Child Sexual Abuse in the Church" put on by the Office of Pastoral Development and The Church Pension Group. Out of this training session came a Mind of the House Resolution presented by the 47 bishops in attendance that was approved unanimously by the House of Bishops.

Among other resolves, the resolution called for development of a statement of general expectations of behavior in this church by clergy, lay employees, and volunteers, when engaged in ministry with children and youth. The resolution stated that these expectations should be specific enough to serve as clear directions and guidelines, but general enough that each diocese would expand upon or develop the specific content of policies and procedures and implementation according to the particularities of each diocese. The Bishops unanimously committed to reviewing current diocesan policies, and revising them as needed. In addition, the Bishops committed to working together to provide appropriate training, education, and materials to support each diocese in the five identified areas.

The Bishops also committed to putting forth a resolution to the 74th General Convention in 2003 as the statement of general expectations called for by the March 2003 House of Bishops Mind of the House Resolution. Resolution B008, Protection of Children and Youth from Abuse, was submitted and passed at that General Convention.

[This History section was drawn, in large part, from the Explanation section of Resolution B008 as submitted to the 74th General Convention in 2003]

Children's Charter and Safe Church Ministry at the Beginning of the 21st Century

Resolution B008 and these *Model Policies for the Protection of Children and Youth from Abuse* call the church to respond in new and intentional ways to care for, be responsible to, and create safe space for children. Foundational to Resolution B008 and the work of the Church Pension Group's partnership with The Nathan Network is the *Children's Charter for the Church* (General Convention Resolutions 1997- B005 and 2000 – D045). The *Children's Charter* holds advocacy for children as central to the mission and ministry of the church. The *Charter* calls the Church to love, shelter, protect, and defend children within its own community and in the world, especially those who are abused, neglected, or in danger.

These policies were adopted by the Diocesan Board, Diocese of Central Florida, October 13, 2005.

Acknowledgments

These *Policies for the Protection of Children and Youth from Abuse* were written in response to those expressing a need for updated or revised child sexual abuse policies based on the Church's experience with these issues over the past decade. Nearly two years in development, these *Policies* have evolved through several iterations before taking their current form.

Principal author, Dr. Monica Applewhite, is President of Religious Services for Praesidium, Inc., a Texas consulting firm specializing in the development of policies and training materials for the prevention of child sexual abuse in organizational settings.

Sally Johnson, Vice President- Risk Management and Education headed up the project team at The Church Pension Group responsible for the development of these *Policies*.

Many groups in the Church reviewed drafts or responded to presentations about the content of various iterations of these *Policies* and we are grateful for their candid and thoughtful feedback and suggestions. These included The Nathan Network Steering Committee, the national Committee on Sexual Exploitation, the Bishops and Chancellors of Province I, the Bishops and Chancellors of Province IV, the Western Chancellors, the 2003 Conference of Diocesan Administrators, the 2003 Business Management Institute, the Office of Pastoral Development of the House of Bishops. Inclusion of a group in the Acknowledgements does not imply the group's endorsement, approval, or any other action regarding these *Policies*; it simply acknowledges their participation and contributions to the development process.

Disclaimer

The Diocese of Central Florida and Church Pension Group provide these *Policies for the Protection of Children and Youth from Abuse* in partnership with the Nathan Network, in the hope that they may assist dioceses, congregations, and other Episcopal entities in developing policies for the prevention of child sexual abuse in ministries and church activities for children and youth. They are intended as a guide, not a manual. They do not cover every issue that you may want to consider in the development of such policies. Nor do they necessarily reflect in every aspect the laws of the State of Florida. The Diocese of Central Florida, the Church Pension Group and The Nathan Network are not engaged in giving legal or other professional advice or services by providing these *Policies*.

I. Code of Conduct for Protection of Children and Youth

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. This Code of Conduct has been adopted by the Diocese of Central Florida 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 the *Policies for the Protection of Children and Youth from Abuse* before agreeing to adhere to the statements and continue in service to the church.

Code of Conduct for Protection of Children and Youth

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.

Church Personnel agree to do their best to prevent abuse and neglect among children and youth involved in church activities and services.

Church Personnel agree to not physically, sexually or emotionally abuse or neglect a child or youth.

Church Personnel agree to comply with the policies for general conduct with children and youth as defined in the *Policies for the Protection of Children and Youth from Abuse*.

All Church Personnel agree to comply with the Guidelines for Appropriate Affection with children and youth.

In the event that Church Personnel observe any inappropriate behaviors or possible policy violations with children or youth, Church Personnel agree to immediately report their observations.

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 these policies.

Please reference Section IV A and B.

II. 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 paid personnel whether employed in areas of ministry or other kinds of services by the diocese, its congregations, schools or other agencies. For example, sexton, secretaries, youth minister, choir director, Christian Education Directors, school personnel.
3. Those who contract their services to the diocese, its congregations, schools or other agencies and that have regular access to children or the facilities.
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 they have been selected or assigned to do so. Volunteers include members of advisory boards, vestries, Bishop's Committees, boards of directors, Sunday school teachers, nursery attendants, acolyte leaders, youth leaders, etc.

B. Children and youth

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" or "Occasionally" Work With or Around Children or Youth

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 paid 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 volunteers who have keys giving them access to the buildings on the grounds except those who only occasionally access the buildings when little interaction with children or youth is likely (for example persons serving on the altar guild or flower guild).

4. All persons who supervise or assist with supervising children or youth, in ministries, programs or activities more often than occasionally, including church school teachers.
5. All persons who provide transportation to children or youth more often than occasionally.
6. Any paid 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 elected or appointed after December 31, 2005 who have the authority to approve the creation of ministries, programs or activities for children or youth.

Examples 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 three times a year
- All adult Church Personnel who work in the nursery
- All staff, whether volunteer or paid, at church camps
- Adults who participate in overnight activities with children or youth

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:" It is understood that these individuals will work with and under the direction of a person who "Regularly Work With or Around Children or Youth" and has received the training required under this policy.

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 infrequently, generally no more than three times a year.
3. All persons who work or assist in the nursery three or fewer times a year, whether on an emergency basis or otherwise.

D. Types of abuse

1. **Physical abuse** is non-accidental injury, which is intentionally inflicted upon a child or youth.
2. **Sexual abuse** 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. **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.
4. **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.
5. **Economic exploitation** is the deliberate misplacement, exploitation, or wrongful temporary or permanent use of a child or youth's belongings or money.
6. **Unwanted Sexual Activity** is any contact or activity of a sexual nature that occurs between children, youth, or child/youth

III. Safeguards for Children and Youth

A. Screening and Selection

1. Any and all Church Personnel who Regularly Work With or Around Children/Youth shall be screened and selected utilizing at least the following:
 - a. **A standard application** completed by the applicant that includes an authorization for the release of information to conduct background checks and the **Code of Conduct** (Appendix C).
 - 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 and predator 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.
 - g. The above shall be initiated prior to the start of service.

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** completed by the applicant that includes a release of information to conduct background checks and the **Code of Conduct** (Appendix C).
 - 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.
 - e. **Sexual offender and predator registry check** in any state where the applicant has resided during the past seven (7) years.
 - f. The above shall be initiated prior to the start of service
3. All information gathered about an applicant will be carefully reviewed and evaluated 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 church records are kept.
5. Criminal records checks and sexual offender and predator registry checks will be conducted every seven (7) 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 without other adults present when working with or around children or youth. For the purpose of this policy, immediate family member is defined as spouse, child, parent, sister, brother, similar in-law relationship, stepchild, stepparent, stepsibling, or grandparent.
7. Church Personnel who transfer within the Diocese of Central Florida and apply for or are asked to or who do undertake positions working with or around children are required to undergo the same screening and selection process in Section A above. This requirement may be met through a transfer of a copy of the 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 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 or at least within three months of starting.

C. Monitoring and Supervision of Programs

The monitoring and supervision of programs and activities involving children or youth is important for safeguarding children and youth and involves several aspects. One aspect involves having structural guidelines or standards for the programs and activities for children and youth. These include such things as who approves new programs, how many adults need to be present and the like. In addition to setting structural guidelines and standards, church leaders must make sure the structural safeguards are followed. Programs and activities have to be monitored and supervised to do that.

Another aspect of monitoring and supervision is that supervisory personnel and others 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 are not necessarily harmful in and of themselves but are the same 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 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 the like.

The structural standards guidelines and standards are covered in both the following **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**.

Every program for children and youth must have established ratios for adults and children established by the Diocesan Board (for diocesan activities), Vestry (for congregational activities), or by the Board of a church related institution. Compliance with the established ratio is required at all times, including activities that occur off church premises. Recommended guidelines follow:

1. Church Personnel are prohibited from being alone with a child or youth or multiple children or youth where other adults cannot easily observe them.
2. Church Personnel over the age of 21 must directly supervise Church Personnel under the age of 18 and be physically present during all activities.

3. Church Personnel are not permitted to develop new activities for children and youth without approval from the rector or canonical equivalent. The rector will consider whether the plan for a new activity includes adequate adult supervision.
4. Each program will develop age-appropriate procedures established by the Diocesan Board (for diocesan activities), Vestry (for congregational activities), or by the Board of a church related institution to ensure the safety of children and youth using restrooms and showers or baths.
5. 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.
6. At least two unrelated Church Personnel must supervise activities. To the extent possible when both boys and girls are participating, male and female chaperones should be present.

D. General Conduct for the Protection of Children and Youth

The following guidelines are intended to assist Church Personnel in monitoring and supervising behaviors and interactions with children and youth in order to identify and stop those that may be inherently harmful to children or youth, which are the type used by child molesters to “groom” children, youth and their parents, or which may create the conditions where abuse can occur more easily. They are also 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 will be reported to the supervisor of the person granting the exception as soon as possible.

1. All Church Personnel who work with children and youth must agree to comply with these Guidelines for Appropriate Affection (Appendix A).
2. 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.
3. 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.
4. Church Personnel are prohibited from the use, possession, distribution, or being under the influence of alcohol, illegal drugs, or the mis-use of legal drugs while participating in or assisting with programs or activities for children and youth.
5. 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.
6. 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.

7. One to one counseling with children and youth will be done in an open or public or other place where private conversations are possible but occur in full view of others.
8. Church Personnel are prohibited from dating or becoming romantically involved with a child or youth.
9. Church Personnel are prohibited from having sexual contact with a child or youth.
10. 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 and youth except as expressly permitted as part of a pre-authorized educational program.
11. 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 and youth.
12. 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.
13. Church Personnel are prohibited from sleeping in the same beds or sleeping bags with children or youth unless the adult is an immediate family member of all children or youth in the bed or sleeping bag. 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.
14. Church Personnel are prohibited from dressing, undressing, bathing, or showering in the presence of children or youth.
15. 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.
16. Church Personnel are prohibited from using harsh language, degrading punishment, or mechanical restraint such as rope or tape for behavior management.
17. 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.

IV. Responding to Problems

A. Reporting of *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 the *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 over-night trips without other adults, swearing or making suggestive comments to children or youth, or selecting 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. A telephone call or meeting with the immediate supervisor of the person and the rector,
 - b. A telephone call or meeting with a church warden if the person is the rector;
 - c. A telephone call, meeting or written notice to the Bishop or Canon to the Ordinary;
 - d. Submit a *Notice of Concern* (Appendix B) to the Immediate Supervisor, Rector and the Bishop.
3. All reports of inappropriate behavior or policy violations with children or youth will be taken seriously.

B. Reporting of *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 state authorities and to the Rector. (Appendix E)
2. Failure to report suspected abuse of children or youth is a crime. Reports may be made confidentially or anonymously. The State of Florida 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.
3. 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 their Parish so that immediate and proper steps may be taken to ensure the safety of alleged victims.
4. Reports of suspected or known abuse that involve Church Personnel may be reported to the Diocese of Central Florida in the following ways:
 - a. A telephone call, meeting or written notice to the Bishop or Canon to the Ordinary;

- b. A telephone call or meeting with the rector, if the member of the clergy is not the person being complained about.
- 5. The Diocese of Central Florida and all of our congregations and institutions 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 Central Florida.

Appendix A. Guidelines for Appropriate Affection

The Diocese of Central Florida is 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 and youth. The Guidelines are based, in large part, on avoiding behaviors known to be used by child molesters to "groom" children, youth, and their parents for future abuse. The following guidelines are to be carefully followed by all Church Personnel working around or with children and youth.

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 and youth. 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 of children or youth.
 - 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).

2. The following forms of affection are considered inappropriate with children and youth in ministry setting because many of them are the behaviors that child molesters use to "groom" children or youth for later molestation or can be, in and of themselves, 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.
 - Occupying a bed with a child or youth
 - Touching knees or legs of children or youth.
 - Wrestling with children or youth.
 - Tickling children or youth.
 - Piggyback rides.
 - Hugs from behind.

- Any type of massage given by a child or youth to an adult.
- Any type of massage given by an adult to a child or youth.
- Any form of unwanted affection.
- Comments or compliments (spoken, written, or electronic) that relate to physique or body development. Examples would be, “You sure are developing,” or “You look really hot in those jeans.”
- Snapping bras or giving “wedgies” or similar touch of underwear whether or not it is covered by other clothing.
- Giving gifts or money to individual children or youth.
- Private meals with individual children or youth in non public places.

Appendix B. Confidential Notice of Concern

Individual(s) of Concern _____

Date of occurrence _____

Time of occurrence: _____

Type of Concern:

_____ Inappropriate behavior with a child or youth

_____ Policy violation with a child or youth

_____ Possible risk of abuse

_____ Other concern: _____

Describe the situation: What happened, where it happened, when it happened, who was involved, who was present, who was notified? If reported to the State, what was their recommendation about investigating?

Has this situation ever occurred previously? _____

What action was taken? How was the situation handled, who was involved, who was questioned, were police called?

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?

Submitted by: _____ Telephone number _____

Location and address: _____

Signature: _____ Date: _____

Submitted to: _____ Date: _____

Reviewed by: _____ Date: _____

Appendix C: Sample Application Form, Code of Conduct, and Acknowledgment, Release and Signature

Instructions: Please complete all of the questions accurately and fully. Attach additional sheets if needed.

Today's Date: _____

Name: _____

Street address: _____

Driver License: State ____ Number _____

City: _____ State: _____ Zip: _____

How long at current address: _____

Phone: Home (____) _____

Work (____) _____

Best Time to Contact You: _____

E-Mail Address: _____

Are you legally eligible to work in this country?
 Yes No

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:

For what position are you applying? _____

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 complete for your prior employers, covering the past ten years.

Dates of employment (Start with most recent)	Company name and address (City, State Zip)	Immediate supervisor name and phone number	Position held	Reason for leaving position
Started ___/___/___ Ended ___/___/___				
Started ___/___/___ Ended ___/___/___				
Started ___/___/___ Ended ___/___/___				
Started ___/___/___ Ended ___/___/___				

Volunteer experience

Organization	Duties	Dates	Contact	Phone

Educational history

Name of School	Address (City, State Zip)	Type of School	Name of Program or Degree	Program completed?

References

Reference Name	Address (City, State, Zip)	Daytime Phone	How long have you known this person?	Relationship to You
Professional/Civic				
Professional/Civic				
Personal				
Personal				
Family member				

Have you ever been accused of physically, sexually or emotionally abusing a child or an adult? _____

If yes, please explain. _____

Code of Conduct for the Protection of Children and Youth

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

- I agree to do my best to prevent abuse and neglect among children 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 with children and youth defined in the *Policies for the Protection of Children and Youth from Abuse*.
- I agree to comply with the Guidelines for Appropriate Affection with 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 *Policies for the Protection of Children and Youth from Abuse*.
- 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 and predator registry or other qualifications for my employment or volunteering. I also authorize _____ Parish to request and receive such information.

If selected, I agree to be bound by _____ Parish's policies and procedures, including but not limited to its *Policies for the Protection of Children and Youth from Abuse* and **Code of Conduct for the Protection of Children and Youth**. 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

Witness

Date

Appendix D: Key Assignment Agreement

Name: _____ Address _____

Phone: _____

Position/Reason for having a key: _____

Check One:

I am _____ employee

_____ a volunteer

_____ other (specify) _____

Please initial each item below indicating your agreement:

_____ I will not lend or give this key to anyone, including a family member, nor will I make a copy.

_____ I agree promptly to return the key when I no longer have a valid use for it or when requested by the Rector/Vicar or other appropriate official.

_____ I have completed an application, including at least 3 references, and have had an interview.

_____ I agree to the Code of Conduct for the Protection of Children and Youth.

_____ I have already completed the appropriate level of training as required by this Policy.

OR _____ I agree to participate in the above training within the next 6 months.

Signature

Date

Appendix E: Florida Child Abuse Reporting Statute

39.201 Mandatory reports of child abuse, abandonment, or neglect; mandatory reports of death; central abuse hotline.--

(1)(a) Any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, as defined in this chapter, shall report such knowledge or suspicion to the department in the manner prescribed in subsection (2).

(b) Reporters in the following occupation categories are required to provide their names to the hotline staff:

1. Physician, osteopathic physician, medical examiner, chiropractic physician, nurse, or hospital personnel engaged in the admission, examination, care, or treatment of persons;
2. Health or mental health professional other than one listed in subparagraph 1.;
3. Practitioner who relies solely on spiritual means for healing;
4. School teacher or other school official or personnel;
5. Social worker, day care center worker, or other professional child care, foster care, residential, or institutional worker;
6. Law enforcement officer; or
7. Judge.

The names of reporters shall be entered into the record of the report, but shall be held confidential and exempt as provided in s. [39.202](#).

(c) A professional who is hired by or enters into a contract with the department for the purpose of treating or counseling any person, as a result of a report of child abuse, abandonment, or neglect, is not required to again report to the central abuse hotline the abuse, abandonment, or neglect that was the subject of the referral for treatment.

(d) An officer or employee of the judicial branch is not required to again provide notice of reasonable cause to suspect child abuse, abandonment, or neglect when that child is currently being investigated by the department, there is an existing dependency case, or the matter has previously been reported to the department, provided there is reasonable cause to believe the information is already known to the department. This paragraph applies only when the information has been provided to the officer or employee in the course of carrying out his or her official duties.

(e) Nothing in this chapter or in the contracting with community-based care providers for foster care and related services as specified in s. [409.1671](#) shall be construed to remove or reduce the duty and responsibility of any person, including any employee of the community-based care provider, to report a suspected or actual case of child abuse, abandonment, or neglect or the sexual abuse of a child to the department's central abuse hotline.

(2)(a) Each report of known or suspected child abuse, abandonment, or neglect by a parent, legal custodian, caregiver, or other person responsible for the child's welfare as defined in this chapter, except those solely under s. [827.04\(3\)](#), shall be made immediately to the department's central abuse hotline on the single statewide toll-free telephone number. Personnel at the department's central abuse hotline shall determine if the report received meets the statutory definition of child abuse, abandonment, or neglect. Any report meeting one of these definitions shall be accepted for the protective investigation pursuant to part III of this chapter.

(b) If the report is of an instance of known or suspected child abuse by someone other than a parent, legal custodian, caregiver, or other person responsible for the child's welfare as defined in this chapter, the call shall be immediately electronically transferred to the appropriate county sheriff's office by the central abuse hotline.

(c) If the report is of an instance of known or suspected child abuse, abandonment, or neglect that occurred out of state and the alleged perpetrator and the child alleged to be a victim live out of state, the central abuse hotline shall not accept the call for investigation, but shall transfer the information on the report to the appropriate state.

(d) If the report is of an instance of known or suspected child abuse involving impregnation of a child under 16 years of age by a person 21 years of age or older solely under s. [827.04\(3\)](#), the report shall be made immediately to the appropriate county sheriff's office or other appropriate law enforcement agency. If the report is of an instance of known or suspected child abuse solely under s. [827.04\(3\)](#), the reporting provisions of this subsection do not apply to health care professionals or other persons who provide medical or counseling services to pregnant children when such reporting would interfere with the provision of medical services.

(e) Reports involving known or suspected institutional child abuse or neglect shall be made and received in the same manner as all other reports made pursuant to this section.

(f) Reports involving a known or suspected juvenile sexual offender shall be made and received by the department.

1. The department shall determine the age of the alleged juvenile sexual offender if known.

2. When the alleged juvenile sexual offender is 12 years of age or younger, the central abuse hotline shall immediately electronically transfer the call to the appropriate law enforcement agency office. The department shall conduct an assessment and assist the family in receiving appropriate services pursuant to s. [39.307](#), and send a written report of the allegation to the appropriate county sheriff's office within 48 hours after the initial report is made to the central abuse hotline.

3. When the alleged juvenile sexual offender is 13 years of age or older, the department shall immediately electronically transfer the call to the appropriate county sheriff's office by the central abuse hotline, and send a written report to the appropriate county sheriff's office within 48 hours after the initial report to the central abuse hotline.

(g) Reports involving abandoned newborn infants as described in s. [383.50](#) shall be made and received by the department.

1. If the report is of an abandoned newborn infant as described in s. [383.50](#) and there is no indication of abuse, neglect, or abandonment other than that necessarily entailed in the infant having been left at a hospital, emergency medical services station, or fire station, the department shall provide to the caller the name of a licensed child-placing agency on a rotating basis from a list of licensed child-placing agencies eligible and required to accept physical custody of and to place newborn infants left at a hospital, emergency medical services station, or fire station. The report shall not be considered a report of abuse, neglect, or abandonment solely because the infant has been left at a hospital, emergency medical services station, or fire station pursuant to s. [383.50](#).

2. If the caller reports indications of abuse or neglect beyond that necessarily entailed in the infant having been left at a hospital, emergency medical services station, or fire station, the report shall be considered as a report of abuse, neglect, or abandonment and shall be subject to the requirements of s. [39.395](#) and all other relevant provisions of this chapter, notwithstanding any provisions of chapter 383.

(h) Hotline counselors shall receive periodic training in encouraging reporters to provide their names when reporting abuse, abandonment, or neglect. Callers shall be advised of the confidentiality provisions of s. [39.202](#). The department shall secure and install electronic equipment that automatically provides to the hotline the number from which the call is placed. This number shall be entered into the report of abuse, abandonment, or neglect and become a part of the record of the report, but shall enjoy the same confidentiality as provided to the identity of the caller pursuant to s. [39.202](#).

(i) The department shall voice-record all incoming or outgoing calls that are received or placed by the central abuse hotline which relate to suspected or known child abuse, neglect, or abandonment. The recording shall become a part of the record of the report but, notwithstanding s. [39.202](#), shall be released in full only to law enforcement agencies and state attorneys for the purpose of investigating and prosecuting criminal charges pursuant to s. [39.205](#), or to employees of the department for the purpose of investigating and seeking administrative penalties pursuant to s. [39.206](#). Nothing in this paragraph shall prohibit the use of the recordings by hotline staff for quality assurance and training.

(3) Any person required to report or investigate cases of suspected child abuse, abandonment, or neglect who has reasonable cause to suspect that a child died as a result of child abuse, abandonment, or neglect shall report his or her suspicion to the appropriate medical examiner. The medical examiner shall accept the report for investigation and shall report his or her findings, in writing, to the local law enforcement agency, the appropriate state attorney, and the department. Autopsy reports maintained by the medical examiner are not subject to the confidentiality requirements provided for in s. [39.202](#).

(4) The department shall establish and maintain a central abuse hotline to receive all reports made pursuant to this section in writing or through a single statewide toll-free telephone number, which any person may use to report known or suspected child abuse, abandonment, or neglect at any hour of the day or night, any day of the week. The central abuse hotline shall be operated in such a manner as to enable the department to:

(a) Immediately identify and locate prior reports or cases of child abuse, abandonment, or neglect through utilization of the department's automated tracking system.

- (b) Monitor and evaluate the effectiveness of the department's program for reporting and investigating suspected abuse, abandonment, or neglect of children through the development and analysis of statistical and other information.
- (c) Track critical steps in the investigative process to ensure compliance with all requirements for any report of abuse, abandonment, or neglect.
- (d) Maintain and produce aggregate statistical reports monitoring patterns of child abuse, child abandonment, and child neglect. The department shall collect and analyze child-on-child sexual abuse reports and include the information in aggregate statistical reports.
- (e) Serve as a resource for the evaluation, management, and planning of preventive and remedial services for children who have been subject to abuse, abandonment, or neglect.
- (f) Initiate and enter into agreements with other states for the purpose of gathering and sharing information contained in reports on child maltreatment to further enhance programs for the protection of children.
- (5) The department shall be capable of receiving and investigating reports of known or suspected child abuse, abandonment, or neglect 24 hours a day, 7 days a week. If it appears that the immediate safety or well-being of a child is endangered, that the family may flee or the child will be unavailable for purposes of conducting a child protective investigation, or that the facts otherwise so warrant, the department shall commence an investigation immediately, regardless of the time of day or night. In all other child abuse, abandonment, or neglect cases, a child protective investigation shall be commenced within 24 hours after receipt of the report. In an institutional investigation, the alleged perpetrator may be represented by an attorney, at his or her own expense, or accompanied by another person, if the person or the attorney executes an affidavit of understanding with the department and agrees to comply with the confidentiality provisions of s. [39.202](#). The absence of an attorney or other person does not prevent the department from proceeding with other aspects of the investigation, including interviews with other persons. In institutional child abuse cases when the institution is not operating and the child cannot otherwise be located, the investigation shall commence immediately upon the resumption of operation. If requested by a state attorney or local law enforcement agency, the department shall furnish all investigative reports to that agency.
- (6) Information in the central abuse hotline may not be used for employment screening, except as provided in s. [39.202](#)(2)(a) and (h). Information in the central abuse hotline and the department's automated abuse information system may be used by the department, its authorized agents or contract providers, the Department of Health, or county agencies as part of the licensure or registration process pursuant to ss. [402.301](#)-402.319 and ss. [409.175](#)-409.176.
- (7) On an ongoing basis, the department's quality assurance program shall review calls to the hotline involving three or more unaccepted reports on a single child, where jurisdiction applies, in order to detect such things as harassment and situations that warrant an investigation because of the frequency or variety of the source of the reports. The Program Director for Family Safety may refer a case for investigation when it is determined, as a result of this review, that an investigation may be warranted.

Appendix F: A Pastoral Letter from the Bishops of the Episcopal Church

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 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.

We need to be aware that pedophilia is a reality in our society, which can be manifest in the church, and 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 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 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 is 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 Church and contribute to our mission.

Some helpful materials will be available through your diocesan office after the first of the year. 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
August 6, 2003

Appendix G: Resolution B008 as adopted by the 74th General Convention

Resolved, 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 acknowledge 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 well-being 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.