



**SAFEGUARDING FIELD GUIDE  
TO ACCOMPANY THE POLICIES  
FOR THE PROTECTION  
OF CHILDREN AND YOUTH FROM ABUSE**

*Episcopal Diocese of Bethlehem*

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Approved by  
Diocesan Council  
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## **For Further Assistance**

If you have questions about how to implement the Diocesan POLICIES FOR THE PROTECTION OF CHILDREN AND YOUTH FROM ABUSE or about the procedures outlined in this SAFEGUARDING FIELD GUIDE you may contact a member of the Safeguarding subcommittee of Diocesan Council:

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# Philosophical and theological foundation for the Diocesan Safeguarding policies

## Philosophy

Ministry with children and youth, like much of the work Jesus Christ has given us to do, is a ministry of relationship. Children, youth and adult supervisors, parents, clergy and other volunteers come into contact with one another to share their lives, worship, have fun and explore how their spiritual beliefs shape their lives.

Jesus Christ calls us to loving relationships that are healthy and helpful to each other. We are to avoid taking advantage of those who are weaker or putting people in situations that are inappropriate for their age or maturity. In our ministry with children and youth, every child, youth and adult, deserves to be treated as Jesus would treat them, that is, with love, respect, and kindness. We are to seek God's purposes for one another and not our own selfish ends.

All participants in ministry to children and youth deserve to be in a safe environment, including, but not limited to, an environment that is free from harassment, abuse, and misconduct. Our Diocesan Policies for the Protection of Children and Youth from Abuse are meant to help provide such an environment.

This Field Guide is a companion to the policies to assist in their implementation.

## Theological Statement

Dear Sisters and Brothers in Christ,

One of the oldest Christian Collects helps to set the tone as we consider together the task of responding to these policies regarding the protection of children and youth from abuse. We pray, "O God, who wonderfully created, and yet more wonderfully restored, the dignity of human nature: Grant that we may share the divine life of him who humbled himself to share our humanity, your Son Jesus Christ..."

Our policies and accompanying Field Guide are our way of responding to the culture we live within with godly respect for the dignity of human nature so wonderfully created and wonderfully restored in Christ Jesus. It is our way of humbly joining with Jesus who humbled himself to share our humanity. It is our way of carrying out the Baptismal Covenant to seek and serve Christ in all persons, respecting the dignity of every human being. It is our way of holy love, our way of loving our neighbor as we love ourselves in the love of God.

Faithfully yours,

The Right Reverend Paul V. Marshall, Bishop

## History of Policies

### 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 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 develops and adopts 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.

## **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 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

## The Code of Conduct for the Protection of Children and Youth

Relationships among people are 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 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 Bethlehem and \_\_\_\_\_ [Parish] 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 the Protection of Children and Youth

- All Church Personnel agree to do their best to prevent abuse and neglect directed toward children and youth involved in church activities and services.
- All Church Personnel agree to not physically, sexually or emotionally abuse or neglect a child or youth.
- All Church Personnel agree to comply with the policies for general conduct with children and youth as defined herein.
- 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 involving children or youth, they 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 and local authorities in accordance with these policies.
- All 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.

**All Parishes and Vestries are to adopt the preceding Code of Conduct for the Protection of Children and Youth.**

## Definitions of terms

The definitions of terms A-D are found in the Policies:

**A. Church Personnel**

**B. Children and Youth**

**C. Work with Children and Youth**

**D. Representatives of Community Organizations**

**E. Types of Abuse**

1. Physical abuse is non-accidental injury, which is 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 child or youth.

4. Emotional abuse is mental or emotional injury to a child or youth that results in an observable and material impairment of the child's or youth's growth, development or psychological functioning.

5. Neglect is the failure to provide for a child's 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's or youth's belongings or money.

## Procedures for Reporting to Church Authorities

All cases of suspected abuse or violations of the Diocesan Policies for the Protection of Children and Youth from Abuse are to be reported immediately to The Archdeacon of the Diocese.

In the parish, any such report is to be received by the Rector or the Priest-in-charge

In addition, all appropriate authorities are to be advised. This includes local and state authorities.

## Diocese of Bethlehem Event and Medical Release Form For Children (through grade 5) Participating in Child Events

**This 2 page form must be completed for each participant and signed by parent or guardian**

*Please Note: All information given is confidential and is not distributed to unauthorized personnel.*

**Event and Date:** \_\_\_\_\_

Name of Participant: \_\_\_\_\_ Male ( ) Female ( )

Participant's Email: \_\_\_\_\_ Parent's Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Home Address: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Name of Parish (if applicable): \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Dentist's Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Health Insurance Company: \_\_\_\_\_

Group #: \_\_\_\_\_ Plan #: \_\_\_\_\_

**Parents or Guardians should complete the following Medical Information and Release:**

Any physical or emotional health problems the staff should know about (if more space is needed write on back of page): \_\_\_\_\_

Any allergies: \_\_\_\_\_

Any dietary restrictions: \_\_\_\_\_

Any prescribed medications to be taken during the event (if more space is needed write on back of page):

Provide name of medicine, dosage, and frequency if not listed on medication

Please provide a sufficient supply for the period of this event

\_\_\_\_\_

I give my permission for images of my child to be used in Diocesan Publications, online and in print for future events and promotions. These images may include still photographs or video images. \_\_\_\_ yes \_\_\_\_ no

Emergency contact during event (if other than above):

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Relationship: \_\_\_\_\_ 2nd Phone (if applicable): ( ) \_\_\_\_\_

In case of a medical emergency, I permit the event staff and/or adult supervisors to obtain or authorize emergency medical/dental treatment for my child. I further authorize the medical personnel selected by the diocesan staff and/or adult supervisors to administer such emergency treatment, including injections, anesthesia, or surgery as they deem necessary. I understand I will be notified of this emergency as soon as possible.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AGREEMENT TO INDEMNIFY AND HOLD HARMLESS**

This is to certify, I, as parent/guardian with legal responsibility for the participant named below, do consent and agree on his/her behalf and for myself, my heirs, assigns, and next of kin, to release and indemnify and hold harmless the Diocese of Bethlehem, its agents, employees, contractors or guests from any and all liabilities incident to the participant’s involvement in the Diocesan event as provided above. I release, waive, and discharge and agree not to sue or make any claim against the Diocese of Bethlehem for any and all claims on account of any damage to property or injury, caused or alleged to be caused by them or otherwise, in connection with the above-described event or related activities.

\_\_\_\_\_  
(please print participant’s name)

\_\_\_\_\_  
(please print name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Diocese of Bethlehem Community Life Standards  
for Children (through grade 5) Participating in Diocesan Events**

1. Everyone is expected to attend the entire event and participate in all activities.
2. All participants must follow the directions of the adult leaders.
3. Visitors are not allowed during Diocesan events for children and youth. A visitor is defined as a person who is unexpected and not registered.
4. The Diocese does not provide transportation to and from events for children and youth unless otherwise stated for a specific event. All transportation arrangements are to be made with parental permission. According to Diocesan guidelines, one child and one adult who are unrelated may not ride alone together in the car to or from diocesan events.
5. Public displays of affection that are a distraction from participation in the event are not allowed.
6. Bullying will not be tolerated.
7. Offensive language and inappropriate conversation is prohibited.
8. Potentially dangerous items (i.e. lighters, matches, pocket knives) are prohibited.
9. No one may leave the site of the event without the permission of the adult in charge of the event.

A warning will be given for breaking rules 1, 2, 3, 4 or 5.

A young person may be removed from the activity or sent home for breaking the rules 6, 7, 8 or 9, or for repeated violations of rules 1, 2, 3, 4 or 5.

The adult in charge of the event will make all decisions concerning consequences for unacceptable behavior. If the adult in charge determines that a child needs to be sent home, that child’s parents/guardian(s) will need to come immediately, or make arrangements for their child to get home immediately (at parent’s expense).

*I hereby agree to abide by all rules of this event. I fully understand the consequences of breaking these rules.*

Signature of Child Participant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

# Medical Release Form For Adults Participating in Diocese of Bethlehem Events for Children (through grade 5)

**This 2 page form must be completed and signed by each adult participant**

*Please Note: All information given is confidential and is not distributed to unauthorized personnel.*

**Event and Date:** \_\_\_\_\_

Name of Participant: \_\_\_\_\_ Male ( ) Female ( )

Participant's Email: \_\_\_\_\_ Parent's Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Home Address: \_\_\_\_\_

Name of Parish (if applicable): \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Dentist's Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Health Insurance Company: \_\_\_\_\_

Group #: \_\_\_\_\_ Plan #: \_\_\_\_\_

### Medical Information and Release:

1. Any physical or emotional health problems the staff should know about (if more space is needed write on back of page): \_\_\_\_\_
2. Any allergies: \_\_\_\_\_
3. Any dietary restrictions: \_\_\_\_\_
4. I give my permission for images of me to be used in Diocesan Publications, online and in print for future events and promotions. These images may include still photographs or video images. \_\_\_\_ yes \_\_\_\_ no

Emergency contact during event (if other than above):

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Relationship: \_\_\_\_\_ 2nd Phone (if applicable): ( ) \_\_\_\_\_

In case of a medical emergency, I permit the event staff and/or adult supervisors to obtain or authorize emergency medical/dental treatment for me. I further authorize the medical personnel selected by the diocesan staff and/or adult supervisors to administer such emergency treatment, including injections, anesthesia, or surgery as they deem necessary. I understand I will be notified of this emergency as soon as possible.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### AGREEMENT TO INDEMNIFY AND HOLD HARMLESS

This is to certify, I do consent and agree for myself, my heirs, assigns, and next of kin, to release and indemnify and hold harmless the Diocese of Bethlehem, its agents, employees, contractors or guests from any and all liabilities incident to the participant's involvement in the Diocesan event as provided above. I release, waive, and discharge and agree not to sue or make any claim against the Diocese of Bethlehem for any and all claims on account of any damage to property or injury, caused or alleged to be caused by them or otherwise, in connection with the above-described event or related activities.

\_\_\_\_\_  
(please print name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Community Life Standards for Adults**

### **Attending Diocese of Bethlehem Events for Children (through grade 5)**

1. Everyone is expected to attend the entire event and participate in all activities.
  2. All participants must follow the directions of the adult leaders.
  3. Visitors are not allowed during Diocesan events for children and youth. A visitor is defined as a person who is unexpected and not registered.
  4. The Diocese does not provide transportation to and from events for children and youth unless otherwise stated for a specific event. All transportation arrangements are to be made with parental permission. According to Diocesan guidelines, one child and one adult who are unrelated may not ride alone together in the car to or from Diocesan events.
  5. Public displays of affection that are a distraction from participation in the event are not allowed.
  6. Bullying will not be tolerated.
  7. Offensive language and inappropriate conversation is prohibited.
  8. Potentially dangerous items (i.e. lighters, matches, pocket knives) are prohibited.
  9. No one may leave the site of the event without the permission of the adult in charge of the event.
  10. Use of tobacco products, alcohol and illegal drugs is not allowed during the event.
- A warning will be given for breaking rules 1, 2, 3, 4 or 5.
  - An adult may be removed from the event for breaking the rules 6, 7, 8, 9 or 10, or for repeated violations of rules 1, 2, 3, 4 or 5.
  - The adult in charge of the event will make all decisions concerning consequences for unacceptable behavior. If the adult in charge determines that a participant needs to leave the event, that participant must make immediate arrangements to leave the event site (at own expense).

Please read the following excerpt from our Diocesan Policies for the Protection of Children and Youth from Abuse.

Guidelines for Appropriate Affection: 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: brief hugs \* pats on the shoulder or back \* handshakes \* “high-fives” and hand slapping \* appropriate verbal praise \* briefly touching hands, shoulders and arms \* arm around shoulders \* holding hands during prayer.

The following forms of affection are considered inappropriate with children and youth in ministry setting: inappropriate or lengthy embraces \* kisses on the mouth \* holding children over three years old on the lap or sitting on the laps of children or youth \* touching bottoms, chests or genital areas \* showing affection in isolated areas away from other participants \* occupying a bed (or sleeping bag) with a child or youth \* touching the knees or legs of children or youth \* wrestling \* tickling \* piggyback rides \* any type of massage given by a child or youth to an adult \* any type of massage given by an adult to a child or youth \* any form of unwanted affection \* comments or compliments (spoken, written, or electronic) that relate to physique or body development \* 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.

I have\_\_ have not \_\_ (check one) completed the Safeguarding God’s Children Training for the Diocese of Bethlehem. (Adults who chaperone Diocesan events for children and/or youth are required to complete the Safeguarding God’s Children training.)

*I hereby agree to abide by all rules of this event. I fully understand the consequences of breaking these rules.*

Signature of Adult Participant: \_\_\_\_\_ Date: \_\_\_\_\_

# Diocese of Bethlehem Event and Medical Release Form For Youth (grades 6-12) Participating in Diocesan Events

**This 2 page form must be completed for each participant and signed by parent or guardian**

*Please Note: All information given is confidential and is not distributed to unauthorized personnel.*

**Event and Date:** \_\_\_\_\_

Name of Participant: \_\_\_\_\_ Male ( ) Female ( )

Participant's Email: \_\_\_\_\_ Parent's Email \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Name of Parish (if applicable): \_\_\_\_\_  
\_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Dentist's Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Health Insurance Company: \_\_\_\_\_

Group #: \_\_\_\_\_ Plan #: \_\_\_\_\_

**Parents or Guardians should complete the following Medical Information and Release:**

Any physical or emotional health problems the staff should know about (if more space is needed, attach additional page): \_\_\_\_\_

Any allergies: \_\_\_\_\_

Any dietary restrictions: \_\_\_\_\_

Any prescribed medications to be taken during the event (if more space is needed write on back of page):

Provide name of medicine, dosage, and frequency if not listed on medication  
Please provide a sufficient supply for the period of this event

\_\_\_\_\_

I give my permission for images of my child to be used in Diocesan Publications, online and in print for future events and promotions. These images may include still photographs or video images. \_\_\_\_ yes \_\_\_\_ no

Emergency contact during event (if other than above):

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Relationship: \_\_\_\_\_ 2nd Phone (if applicable): ( ) \_\_\_\_\_

In case of a medical emergency, I permit the event staff and/or adult supervisors to obtain or authorize emergency medical/dental treatment for my child. I further authorize the medical personnel selected by the diocesan staff and/or adult supervisors to administer such emergency treatment, including injections, anesthesia, or surgery as they deem necessary. I understand I will be notified of this emergency as soon as possible.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

## AGREEMENT TO INDEMNIFY AND HOLD HARMLESS

This is to certify, I, as parent/guardian with legal responsibility for the participant named below, do consent and agree on his/her behalf and for myself, my heirs, assigns, and next of kin, to release and indemnify and hold harmless the Diocese of Bethlehem, its agents, employees, contractors or guests from any and all liabilities incident to the participant's involvement in the Diocesan event as provided above. I release, waive, and discharge and agree not to sue or make any claim against the Diocese of Bethlehem for any and all claims on account of any damage to property or injury, caused or alleged to be caused by them or otherwise, in connection with the above-described event or related activities.

\_\_\_\_\_  
participant's name (Please print)

\_\_\_\_\_  
parent/guardian (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Community Life Standards for Youth (grades 6-12) Attending Diocesan Events

1. Everyone is expected to attend the entire event and participate in all activities.
2. All participants must follow the directions of the adult leaders.
3. Visitors are not allowed during Diocesan events for children and youth. A visitor is defined as a person who is unexpected and not registered.
4. The Diocese does not provide transportation to and from events for children and youth unless otherwise stated for a specific event. All transportation arrangements are to be made with parental permission. According to Diocesan guidelines, one child and one adult who are unrelated may not ride alone together in the car to or from Diocesan events.
5. Youth may not drive participants (other youth) during youth events. All drivers during youth events must be 23 years of age or older and abide by all traffic laws.
6. Public displays of affection that are a distraction from participation in the event are not allowed.
7. Bullying will not be tolerated.
8. Offensive language and inappropriate conversation is prohibited.
9. Potentially dangerous items (i.e. lighters, matches, pocket knives) are prohibited.
10. Use of tobacco products, alcohol and illegal drugs is not allowed during the event.
11. No one may leave the site of the event without the permission of the adult in charge of the event.
12. There is a set curfew at all events. Adult participants are expected to abide by curfew times and rules as defined at the events. Except in the case of an emergency, youth participants must remain in designated sleeping areas from lights out until the time of the first scheduled event the next morning.
13. Visiting in defined sleeping areas by members of the opposite sex is prohibited. All meetings of friends of the opposite sex will occur in designated community areas.

A warning will be given for breaking rules 1, 2, 3, 4, 5, 6, 7, 8, 9 or 10

A young person may be removed from the activity or sent home for breaking rules 11, 12, or 13, or for repeated violations of rules 1, 2, 3, 4, 5, 6, 7, 8, 9 or 10

The adult in charge of the event will make all decisions concerning consequences for unacceptable behavior. If the adult in charge determines that a youth needs to be sent home, that youth's parents/guardian(s) will need to come and collect their youth immediately, or make arrangements for their youth to get home immediately (at parent's expense).

I hereby agree to abide by all rules of this event. I fully understand the consequences of breaking these rules.

Signature of Youth Participant: \_\_\_\_\_ Date: \_\_\_\_\_

## Diocese of Bethlehem Event and Medical Release Forms for Adults participating in Youth Events (grades 6-12)

**This 2 page form must be completed and signed by each adult participant**

*Please Note: All information given is confidential and is not distributed to unauthorized personnel.*

**Event and Date:** \_\_\_\_\_

Name of Participant: \_\_\_\_\_ Male ( ) Female ( )

Participant's Email: \_\_\_\_\_ Parent's Email \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Home Address: \_\_\_\_\_

Name of Parish (if applicable): \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Dentist's Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Health Insurance Company: \_\_\_\_\_

Group #: \_\_\_\_\_ Plan #: \_\_\_\_\_

### Medical Information and Release:

1. Any physical or emotional health problems the staff should know about (if more space is needed write on back of page):

2. Any allergies: \_\_\_\_\_

3. Any dietary restrictions: \_\_\_\_\_

4. I give my permission for images of me to be used in Diocesan Publications, online and in print for future events and promotions. These images may include still photographs or video images. \_\_\_\_ yes \_\_\_\_ no

Emergency contact during event (if other than above):

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Relationship: \_\_\_\_\_ 2nd Phone (if applicable): ( ) \_\_\_\_\_

In case of a medical emergency, I permit the event staff and/or adult supervisors to obtain or authorize emergency medical/dental treatment for me. I further authorize the medical personnel selected by the diocesan staff and/or adult supervisors to administer such emergency treatment, including injections, anesthesia, or surgery as they deem necessary. I understand I will be notified of this emergency as soon as possible.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### AGREEMENT TO INDEMNIFY AND HOLD HARMLESS

This is to certify, I do consent and agree for myself, my heirs, assigns, and next of kin, to release and indemnify and hold harmless the Diocese of Bethlehem, its agents, employees, contractors or guests from any and all liabilities incident to the participant's involvement in the Diocesan event as provided above. I release, waive, and discharge and agree not to sue or make any claim against the Diocese of Bethlehem for any and all claims on account of any damage to property or injury, caused or alleged to be caused by them or otherwise, in connection with the above-described event or related activities.

\_\_\_\_\_  
(please print name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Diocese of Bethlehem Community Life Standards for Adults Attending Events for Youth (grades 6-12)**

1. Everyone is expected to attend the entire event and participate in all activities.
2. All participants must follow the directions of the adult leaders.
3. Visitors are not allowed during Diocesan events for children and youth. A visitor is defined as a person who is unexpected and not registered.
4. The Diocese does not provide transportation to and from events for children and youth unless otherwise stated for a specific event. All transportation arrangements are to be made with parental permission. According to Diocesan guidelines, one child and one adult who are unrelated may not ride alone together in the car to or from Diocesan events.
5. Youth may not drive participants (other youth) during youth events. All Drivers during youth events must be 23 years of age or older and abide by all traffic laws.
6. Public displays of affection that are a distraction from participation in the event are not allowed.
7. Bullying will not be tolerated.
8. Offensive language and inappropriate conversation is prohibited.
9. Potentially dangerous items (i.e. lighters, matches, pocket knives) are prohibited.
10. No one may leave the site of the event without the permission of the adult in charge of the event.
11. Use of tobacco products, alcohol and illegal drugs is not allowed during the event.
12. There is a set curfew at all events. Adult participants are expected to abide by curfew times and rules as defined at the events. Except in the case of an emergency, youth participants must remain in designated sleeping areas from lights out until the time of the first scheduled event the next morning.
13. Visiting in defined sleeping areas by members of the opposite sex is prohibited. All meetings of friends of the opposite sex will occur in designated community areas.
14. Even married couples will abide by the separate sleeping spaces at events, and will refrain from public displays of affection.

A warning will be given for breaking rules 1, 2, 3, 4, 5, 6, 7, 8, 9 or 10

A adult may be removed from an event for breaking rules 11, 12, or 13, or for repeated violations of rules 1, 2, 3, 4, 5, 6, 7, 8, 9 or 10

The adult in charge of the event will make all decisions concerning consequences for unacceptable behavior. If the adult in charge determines that a participant needs to leave the event, that participant must make immediate arrangements to leave the event site (at own expense).

Please read the following excerpt from our Diocesan Policies for the Protection of Children and Youth from Abuse.

Guidelines for Appropriate Affection: 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: brief hugs \* pats on the shoulder or back \* handshakes \* "high-fives" and hand slapping \* appropriate verbal praise \* briefly touching hands, shoulders and arms \* arm around shoulders \* holding hands during prayer.

The following forms of affection are considered inappropriate with children and youth in ministry setting: inappropriate or lengthy embraces \* kisses on the mouth \* holding children over three years old on the lap or sitting on the laps of children or youth \* touching bottoms, chests or genital areas \* showing affection in isolated areas away from other participants \* occupying a bed (or sleeping bag) with a child or youth \* touching the knees or legs of children or youth \* wrestling \* tickling \* piggyback rides \* any type of massage given by a child or youth to an adult \* any type of massage given by an adult to a child or youth \* any form of unwanted affection \* comments or compliments (spoken, written, or electronic) that relate to physique or body development \* 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.

I have    have not    (check one) completed the Safeguarding God's Children Training for the Diocese of Bethlehem. (Adults who chaperone Diocesan events for children and/or youth are required to complete the Safeguarding God's Children training.)

*I hereby agree to abide by all rules of this event. I fully understand the consequences of breaking these rules.*

Signature of Adult Participant: \_\_\_\_\_ Date: \_\_\_\_\_

## **Doing Background Checks—Frequently Asked Questions**

### **What kinds of background checks are required?**

- Criminal records check (or FBI check)
- Sexual offenders registry check
- Child Abuse History Clearance for any state a person has live in for the last seven years.
- If a person will be driving youth, a Driving or Motor Vehicle records check is also required.

### **How do we go about doing these background checks?**

You can do the background checks yourself or have a professional organization obtain the information.

A Pennsylvania Criminal Records Check form can be downloaded from the internet, filled out and mailed in with \$10. It takes a number of days to process.

The Child Abuse History Clearance Check is always done by the church. It costs \$10. For states other than Pennsylvania, Google “State Child Abuse Registries” and download a form that shows you how to contact them.

The Sexual Offenders Registry can be accessed on line at [www.sexualoffenders.com](http://www.sexualoffenders.com) for no charge.

There are a number of companies who will do a national search for criminal records check and Sexual Offenders registry.

### **Why might we use a company to do the check, rather than do it on our own?**

If you are doing a background check for someone who has lived in Pennsylvania for the last 7 years, doing the Pennsylvania Records Check and other checks on your own makes sense.

If you have a number of people who have lived in multiple states in the last 7 years, it may speed up the process to have a company do the screening for you. They will do a national search rather than just the Pennsylvania search. The electronic search process takes only a few minutes, rather than a few weeks.

One of the advantages of some companies is that they keep electronic records of the background checks so that you do not have to keep this sensitive information in a filing cabinet in your church.

### **How do I find out what company to use?**

There a number of companies that you can find on the internet. If you want further information about a particular company, please contact the Archdeacon.

## **If we do Criminal Records Checks, why do we have to do the Child Abuse History Clearance Check too?**

These checks screen for different things. The Criminal Records Check will only show anything that has gone to court. The Child Abuse History Clearance Check looks at any allegation that has been made to Childlink, whether or not it has gone to court, and provides an assessment as to whether the information should or should not keep someone from working with children and youth.

## **What about an FBI check?**

The FBI check is a national search that requires the candidate to be fingerprinted, which is more costly and invasive than would normally be required.

## **If a background check does not come back “clean” how do we evaluate whether the person is eligible to work with children and youth?**

The Child Abuse History Clearance Check will give helpful assessments.

If there is something that concerns you, talk with the person and see if what they say about their past matches what the background check reveals.

Oxford Documents' web page has these comments:

The presence of a "red flag" (offense) should not always result in automatic rejection, especially if the candidate has admitted to the offense. When establishing criteria for evaluating criminal history, motor vehicle or credit bureau record checks, you should consider what other factors should be taken into account. Examples of circumstances you may consider when evaluating an offense include:

- nature and seriousness of the offense
- circumstances under which the offense occurred
- age of the candidate at the time of the offense
- societal conditions that may have contributed to the nature of the offense
- probability that the candidate will repeat the offense
- candidate's commitment to rehabilitation

A candidate should be denied examination, eligibility or appointment when he or she has made a false statement of any material fact or attempted any deception or fraud in any part of the selection process.

If you have further questions about a particular candidate's eligibility, please contact the Archdeacon.

## Guidelines for Interview of Potential Personnel

The following guidelines are offered by the Diocesan Council of the Diocese of Bethlehem for the use of those interviewing potential church personnel. It is the intention of these guidelines to make clear the ramifications of compliance with the Policies for the Protection of Children and Youth from Abuse.

Review the details of the policy.

May be reviewed during the interview or the interviewee may take them for review and return for discussion.

This is part of the applicant's decision-making process.

It is essential to determine whether or not the applicant is willing to abide by all of them.

One of the requirements for hiring church personnel or for assigning volunteers is to have known the applicant for at least 6 months. When bringing in someone from outside, you will need to rely on their references.

## Sample Application Form for Church Personnel

**Instructions:** This form is to be completed by all applicants for any position who will regularly be responsible for the supervision of children or youth. This form is being used to help \_\_\_\_\_ [parish] provide a safe and secure environment for those children and youth who participate in our programs and use our facilities. At the same time, we feel a need to protect our workers as well as the church itself.

Today's Date \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Physical Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How long at current address \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

Cell phone \_\_\_\_\_ E-mail \_\_\_\_\_

Best time to contact you \_\_\_\_\_

Driver's License number \_\_\_\_\_

Name on Driver's License \_\_\_\_\_ State of Issue \_\_\_\_\_

Are you legally eligible to work in this country? \_\_\_\_\_

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 address for the past seven years. (Continue on reverse of necessary)

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 current and prior employers, covering the past ten years, beginning with your current employer. (Continue on reverse of necessary)

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number \_\_\_\_\_

Immediate supervisor's name \_\_\_\_\_

Immediate supervisor's phone number \_\_\_\_\_

Position held \_\_\_\_\_

Dates of employment - from \_\_\_\_\_ to \_\_\_\_\_

Reason(s) for leaving position \_\_\_\_\_

\_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number \_\_\_\_\_

Immediate supervisor's name \_\_\_\_\_

Immediate supervisor's phone number \_\_\_\_\_

Position held \_\_\_\_\_

Dates of employment - from \_\_\_\_\_ to \_\_\_\_\_

Reason(s) for leaving position \_\_\_\_\_

\_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number \_\_\_\_\_

Immediate supervisor's name \_\_\_\_\_

Immediate supervisor's phone number \_\_\_\_\_

Position held \_\_\_\_\_

Dates of employment - from \_\_\_\_\_ to \_\_\_\_\_

Reason(s) for leaving position \_\_\_\_\_

\_\_\_\_\_

**Volunteer Experience** - Please include all experience working with children or youth.

Organization \_\_\_\_\_

Contact person \_\_\_\_\_ Phone \_\_\_\_\_

Duties \_\_\_\_\_

Dates - from \_\_\_\_\_ to \_\_\_\_\_

Organization \_\_\_\_\_

Contact person \_\_\_\_\_ Phone \_\_\_\_\_

Duties \_\_\_\_\_

Dates - from \_\_\_\_\_ to \_\_\_\_\_

Organization \_\_\_\_\_

Contact person \_\_\_\_\_ Phone \_\_\_\_\_

Duties \_\_\_\_\_

Dates - from \_\_\_\_\_ to \_\_\_\_\_

Organization \_\_\_\_\_

Contact person \_\_\_\_\_ Phone \_\_\_\_\_

Duties \_\_\_\_\_

Dates - from \_\_\_\_\_ to \_\_\_\_\_

**Education**

Name of School \_\_\_\_\_ Dates \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Type of School \_\_\_\_\_ Program completed? \_\_\_\_\_

Name of Program or Degree \_\_\_\_\_

Name of School \_\_\_\_\_ Dates \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Type of School \_\_\_\_\_ Program completed? \_\_\_\_\_

Name of Program or Degree \_\_\_\_\_

Name of School \_\_\_\_\_ Dates \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Type of School \_\_\_\_\_ Program completed? \_\_\_\_\_

Name of Program or Degree \_\_\_\_\_

**Professional/Civic References** - Particularly those who have observed you working with children or youth

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number \_\_\_\_\_ How long have you known this person \_\_\_\_\_

Relationship to you \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number \_\_\_\_\_ How long have you known this person \_\_\_\_\_

Relationship to you \_\_\_\_\_

**Personal References**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number \_\_\_\_\_ How long have you known this person \_\_\_\_\_

Relationship to you \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number \_\_\_\_\_ How long have you known this person \_\_\_\_\_

Relationship to you \_\_\_\_\_

**Family References**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number \_\_\_\_\_ How long have you known this person \_\_\_\_\_

Relationship to you \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number \_\_\_\_\_ How long have you known this person \_\_\_\_\_

Relationship to you \_\_\_\_\_

## Code of Conduct for the Protection of Children and Youth

Please 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 *General Conduct for the Protection of 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* defined in the *Policies for the Protection of Children and Youth from Abuse*.
- \_\_\_\_\_ In the event that I observe any inappropriate behaviors or possible policy violations with children or you, 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 registry or other qualifications for my employment of volunteering. I also authorize \_\_\_\_\_ (Parish) to request and receive such information.

If hired or chosen, I agree to be bound by \_\_\_\_\_ (Parish)'s policies and procedures, including but not limited to its *Policies for the Protection of Children and Youth from Abuse*, *General Conduct for the Protection of Children and Youth*, and *Guidelines for Appropriate Affection with Children and Youth*. I understand that these may be changed, withdrawn, added to or interpreted at any time at \_\_\_\_\_ (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.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

## Sample Letter to Outside Organizations using Church Facilities

Letter to be used by congregations to organizations, which use their facilities such as AA, NA, scouts, etc. Another option is to have a member of the parish in the building so that the group does not have key access.

Greetings!

It is our pleasure to open our doors to your organization. We are pleased that you want to make use of our facilities.

We are writing to ask you to join with us in our work to have this be a safe space for all of God's children. The Diocese of Bethlehem has established policies and procedures to guide us in this work.

In accordance with these policies we ask that the representative(s) of your group who has key access provide us with a background check. *[include the details of how to do that here.]*

The other work that needs to be done is to participate in an on-line training opportunity. Once that is done, we will be advised by the administrator thereof that this has been accomplished. This is necessary so that all of us who have access to the building will participate in safeguarding all children. Any organization or individual, such as piano teachers, who works with children and youth at the church needs to do all of this.

We appreciate your willingness to stand with us in our efforts to reassure children that their church is a safe place for them to be at any and all times.

Thank you for your cooperation.

Sincerely,

