

POLICY FOR SAFE CHURCH PRACTICES

**ST. ELIZABETH'S EPISCOPAL CHURCH
SUDBURY, MASSACHUSETTS**

September 15, 2008

MESSAGE FROM THE BISHOP

Christian formation for discipleship is rooted in the Baptismal Covenant. Two of those baptismal promises, “respecting the dignity of every human being” and “seeking and serving Christ in all people,” are at the heart of the Episcopal Diocese of Massachusetts’ commitment to promoting a safe environment for all people who enter our churches, institutions and programs. Honoring our Baptismal Covenant and obeying the statutes of the Commonwealth of Massachusetts regarding the protection of children (MA General Laws, Chapters 119, Section 51A, as amended), the protection of the elderly and disabled (MA General Laws, Chapters 19A, Section 15 and 19C, Section 6) and following the requirements of Title IV of the Constitution and Canons of the Episcopal Church will help ensure that the church is a safe haven for all of God’s people.

The contents of this manual are essential for our members to read and to know. It is a guide toward understanding the misuse of power in pastoral relationships. We denounce oppression in all forms, including sexual abuse, exploitation or harassment. Pastoral relationships are built on trust, power, and authority. When authority or power is misused a sacred obligation is broken. The purpose of this manual is to offer definitions of acceptable behavior, descriptions of necessary boundaries in our relationships, and safe church practices that help prevent the misuse of sexual power and other forms of abuse. There are guidelines for background checks, reporting misconduct, and Title IV procedures when a member of the clergy is accused of misconduct. The Diocese’s commitment to respond compassionately to victims and congregations through its pastoral response office and team is also described. Healing, justice, and restoration of right relationship are the primary goals when abuse of power or misconduct occurs. The Diocese sponsors education and training sessions to equip lay and ordained leaders, staff, volunteers, and those who work with children and youth with the formation, knowledge, and compassion they will need in their vocation and ministry in the creation of safe environments.

The information in this manual is important to the Christian formation of everyone. All of us share in the responsibility for making our church a safe haven for all people. Therefore, we urge that this information be made available to church wardens, vestries, staff, those who work with children and youth, and the parish at large.

Our collective willingness to follow the procedures in this manual with openness and truthfulness in creating a safe environment and in response to cases of misconduct will help build a stronger, more faithful church. We are grateful for the participation and cooperation of so many in the Diocese toward the work of addressing misconduct in the church.

We are thankful for the Diocese of Connecticut whose manual, [A Manual for the Health of the Church and Its People](#) (February 2001), not only provided us with a model for formatting the material in our manual but also for much of the content. May God’s compassion, wisdom and love bless us all as we continue our work together to ensure that the church is truly a sanctuary, and that the household of God is formed in God’s image and likeness as followers of Christ.

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I. INTRODUCTION

St. Elizabeth's' Safe Church Policy (the "Safe Church Policy" or the "Policy") is based on the Diocese's publication, *Safe Church Practices for Congregations*. Although the Diocese can not mandate guidelines beyond compliance with state and federal regulations, it has offered suggestions, which have been adapted here for St. Elizabeth's Episcopal Church (the "Church" or "Parish").

The aim of this policy is to make our Church a safe place, safe for those who worship, safe for those who minister, safe for those who come in need, safe for children and safe for all who seek or serve Christ. We believe that this policy helps us to live out our Baptismal covenant to strive for justice and peace among all people and to respect the dignity of every human being.

In doing Christ's work, several levels of relationships with our parishioners exist. These include pastoral relationships, both clerical and lay ministers, employer-employee or staff relationships, and volunteer relationships such as teachers, nursery care, and youth leadership positions. These relationships will be governed by these stated policies and procedures. We pledge that St. Elizabeth's will be maintained as a safe, secure place of worship in which clergy, lay ministers, teachers, volunteers, and staff will interact appropriately, sensitively, and compassionately with every human being who graces our parish with their presence.

The Policy will be implemented, monitored and updated, as needed, by the Safe Church Committee as overseen by the Rector. In the absence of a Safe Church Committee, the Rector will assume all such responsibilities for the Policy.

The Safe Church Committee will be responsible to oversee all aspects of safety of the Church, its children, employees, volunteers, and the whole congregation, as well as its buildings and grounds. Safety issues include those involving personal safety (E.g., accidents, property damage, quick emergency egress, preparation for appropriate responses to emergency situations, and issues of misconduct); security; financial safety; and all potential liabilities related to the parish. The Committee will be headed by a Warden and consist of the Rector, the Treasurer, the Vestry Liaison to Youth Mission Trips, the Coordinator of the Catechesis of the Good Shepherd Program (or his/her designee), the Coordinator of the Journey to Adulthood Program (or his/her designee), the Buildings & Grounds representative to the Vestry, and one at-large member drawn from the congregation.

II. APPLICATION OF THE SAFE CHURCH POLICY

The Policy will apply to all the following persons, defined below, and such other persons as determined by the Rector, in consultation with the Safe Church Committee:

“Cleric” or “Clergy,” which means the Rector, Assistant Rector, visiting rectors and student interns, who will also be required to comply with the Ecclesiastical Constitutions and Canons of the Episcopal Church;

“Lay Employees” or “Laity,” which means paid employees, including without limitation, the Office Staff, Music Director, and Nursery Workers;

“Volunteers,” which means unpaid church workers, including without limitation, the Wardens, Vestry, Clerk, Treasurer, Assistant Treasurer, Office Workers, Sunday School teachers, Youth Choir Director, Lay Eucharist Ministers, Choir Members, Youth and Acolyte Leaders, Parents who work with children, Ushers, Greeters and Altar Guild members; and

“Tenants,” which means all renters and others who use the church facilities, whether paying rent or not, including such groups who use the church facilities for regular or special functions. The Church will give such outside groups notice of the Policy and require their written obligations to comply with the Policy, including a representation and warranty from any long-term Tenants.

III. DEFINITIONS OF MISCONDUCT AND OTHER DEFINITIONS

Sexual Misconduct is prohibited by this Policy, as recommended by the Episcopal Diocese of Massachusetts, which says that in congregations, agencies, schools and programs of the Episcopal Diocese of Massachusetts, sexual misconduct is wrong and not to be engaged in by any church worker. This Policy adopts the same definition of Sexual Misconduct as that of The Diocese of Massachusetts 70th General Convention of the Episcopal Church, which says that “Sexual Misconduct” includes Sexual Abuse, Sexual Harassment, Sexual Exploitation and/or Sexual Coercion, each of which is separately defined below:

“Sexual Abuse” as used in this Policy, means sexual involvement or conduct by a Cleric or other Lay Employee or Volunteer with a person who is under 18 years of age or is legally incompetent, and includes the definition of “Abuse” within the Massachusetts Department of Social Services regulations (110 CMR 2.00), which means the non-accidental commission of any act *by a caretaker* upon a child under age 18 which causes, or creates a substantial risk of physical or emotional injury, or constitutes a sexual offense under the laws of the Commonwealth or any sexual contact between a caretaker and a child under the care of that individual. This definition is *not* dependent upon location (i.e., abuse can occur while the child is in an out-of-home or in-home setting). [Emphasis added] For purposes of this Policy, the word, “caretaker” will include and be applicable to Church Workers, defined below.

“Sexual Harassment,” which is prohibited by both Federal and State laws, is defined under the Massachusetts statute, which is similar to the Federal law, as follows:

- (a) sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such advances, requests or conduct is made explicitly or implicitly a term of condition or employment or as a basis for employment decision; or
- (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment. Discrimination on the basis of sex will include, but not be limited to, sexual harassment.

In a church setting with volunteers Sexual Harassment and Sexual Harassing Behavior also include:

- Unwelcome or undesired sexually oriented humor or language
- Question about sexual behavior or performance
- Inappropriate comments about clothing or physical appearance
- Repeated requests for social engagements in a situation where there is an employment, mentor, ministerial or colleague relationship between persons involved
- Written material – suggestive letters, notes, messages, or invitations

- Visual contact – staring, leering, or gesturing in an intimidating or sexually suggestive explicit manner
- Sexually explicit magazines or posters any place in the workplace
- Internet, e.g., emails, pornographic sites, screen savers
- Physical contact – touching, rubbing, pinching, brushing against another’s body, assault or creating obstacles to free movement
- Verbal – sexually explicit or suggestive comments, sexual propositions, jokes, threats, or innuendo

“**Sexual Exploitation**” means a betrayal of trust in a Pastoral Relationship, as defined below, by the development, or the attempted development, of a sexual or romantic relationship between the Cleric or other Church Worker and a person with whom she or he has a Pastoral Relationship, whether or not there is apparent Consent from the individual.

“**Sexual Coercion**” means the use of force – physical, emotional or supervisory – to gain sexual gratification.

Additional Definitions

“**Church Worker**” means any member of the Clergy, Lay Employee or Volunteer; or any member of the Laity working on behalf of the Church who is engaging in Pastoral Relationships.

“**Duty of Trust**” means a charge to place the needs of others above the needs of one’s self.

“**Fiduciary Relationship**” means a relationship of trust such that one must put the interests of the other person above his or her own.

“**Consent**” means agreement, without coercion or manipulation, in which the ability to make such agreement is unimpaired by a Power Relationship, age, drugs or alcohol, mental or physical impairment or other reasons, which may cause one person to be vulnerable to another.

“**Pastoral Relationship**” means a relationship between a Cleric, Lay Employee or Volunteer and any person to whom such Cleric, Lay Employee or Volunteer either provides counseling, pastoral care, spiritual direction or guidance or receives confessions or confidential or privileged information; this definition includes (but is not limited to) Pastoral Relationships which are current as well as those in the past and also applies to lay pastoral care, for example, Stephen Ministries, Lay Eucharistic Ministers, Lay Pastoral visitors or similar pastoral care programs.

“**Power Relationship**” means an unequal position between two persons of status, authority or responsibility, arising from, for example, one or more of the following conditions:

- -occupation
- -experience
- -physical size and/or attractiveness

- -gender, age and race
- -wealth
- -charisma

It can be negative: a top-down abuse of power primarily benefiting the one who holds it.

It can be positive: a service to benefit others.

“Dual Relationship” means one in which people attempt to relate on two levels, both personally and professionally, at the same time; for example, a dual relationship occurs whenever Church Clergy enter into an intimate relationship with a member of the congregation.

Transference: Is the client’s unconscious attachment to the counselor, positively or negatively, as the client connects to feelings and attitudes related to other important relationships in his/her early life.

Counter-Transference: Is the counselor’s unconscious response or attachment to a client, positive or negative, which connects to the counselor’s feelings and attitudes outside of the professional role and serves to gratify the counselor’s own physical and/or emotional needs.

Pedophilia: Sexual and gender identity disorder of a recurrent condition over a period of at least 6 months of intense sexually-arousing fantasies, urges or behavior involving sexual activity with a pre-pubescent child or children, generally age 13 years or younger. The perpetrator is at least age 16 years old and at least 5 years older than the child/children.¹

¹ See American Psychiatric Association DSM – IV (4th ed.)

IV. TRAINING FOR A SAFE CHURCH

A. Purpose of Safe Church Training

In an effort to increase the physical, emotional and spiritual safety of parishes, The Episcopal Diocese of Massachusetts provides Safe Church Training for adults. The training comprises one six-hour module outlining prevention and intervention in cases of abuse of children and intervention in situations of misconduct regarding adults. The purpose of this training is to increase awareness regarding Sexual Misconduct and abuse of Power Relationships, outline steps to take in preventing abuse, offer ways to intervene when Sexual Misconduct occurs and equip anyone in positions of parish leadership with ways of helping the parish heal and rebuild.

Therefore, The Episcopal Diocese of Massachusetts invites:

- wardens
- vestry members
- Lay Eucharistic Ministers B
- pastoral visitors
- youth and acolyte leaders
- choir directors
- church school teachers
- volunteers working in a parish on a regular basis and
- all employees of a congregation to participate in the training.

B. Who is Mandated to Report Abuse or Misconduct

All Clergy are mandated to take Safe Church Training.

The Parish also requires that Lay Employees and certain Volunteers who work closely with children on a regular basis (as selected by the Church in its discretion). It is strongly recommended that others who work closely with children be encouraged, but not required to receive training.

It is recommended that training be required within one year of serving in the above capacity. The Rector and vestry will be responsible for the congregation's compliance with these standards and keep on file a list of those persons who have completed the education, signed by each person attending.

Safe Church Training includes the following areas of education:

- + Power in Ministry
- + Vulnerability
- + Boundaries
- + Harassment & Exploitation
- + Abuse and Violence
- + Response and Healing

+ Diocesan Policies and Procedures

In addition, all mandated reporters (Clergy and Lay Employees), as explained further in Section IX below, and Volunteers, who may report, and who work in the parish, should be provided a summary of current child abuse statutes and reporting requirements contained in this manual, attached as Exhibit ___ to this Policy.

V. EMPLOYMENT PRACTICES – SCREENING ALL EMPLOYEES AND VOLUNTEERS

A. Hiring Applications

Applications are required for all Clergy, Lay Employees and Volunteers

- All applicants for positions as Clergy, Lay Employees or Volunteers will complete a written application to ensure consistent collection of data. All applications will be filed safely and securely, accessible only to the Rector and Safe Church Committee.
- All applicants for positions as Clergy, Lay Employees or Volunteers will sign the application as verification of the data *and* as authorization to contact references and conduct background checks.
- Volunteers will include those defined as “Volunteers” above. The rector may include or exclude other volunteers in his/her discretion.

Reference checks should include questions to verify an applicant’s and a volunteer’s past employment, performance and education.

- References should include at least two current church members on all volunteer applications.
- Contact all references either by phone or in person.
- All information gathered should be documented in writing.

Background Checks

- A designated person, who is either Clergy or a Lay Employee, will conduct background checks on all applicants for positions as Clergy or Lay Employees working with children, youth, the elderly and/or disabled;
- A designated person will conduct CORI checks on all applicants for positions as Volunteers.²
- Results of background checks on employees will be held in confidence and under lock and key accessible only to the Rector.

² CORI provides conviction and pending criminal offenses that were processed through the Massachusetts Trial Court. Call (617) 660-4600 for information. Each parish must apply directly for access to criminal offender record information and designate one person who will submit the requests and receive all reports. Parishes may also apply for a fee exemption. (*See Pages 62 through 68 for applications.*) Under recently enacted Massachusetts law any organization “primarily engaged in providing activities or programs to children 18 years of age or less” must obtain criminal offender record information on volunteers “prior to accepting any person as a volunteer.” This law emphasizes the risk associated with not requiring background checks for volunteers. Other national search firms such as Oxford Document Management System provide investigation on a broader range of databases such as motor vehicle, credit history and other state and county court systems throughout the country. Parishes may establish an account with Oxford by calling 1-800-801-9114 and can use the forms on (*See Pages 44 & 45 for costs.*)

- Results of CORI checks on volunteers will be held in confidence and under lock and key accessible only to the Rector and the CORI administrator(s)

B. Interviewing

- The Senior Warden or the Junior Warden and one member of the Safe Church Committee will conduct job interviews of all Clergy and Lay Employees. The Parish office will maintain written records of interviews, background checks, references, and other related information in secure files accessible only to the Rector, CORI administrator(s), Safe Church Committee and Personnel Committee. Interviews will be conducted in person and with more than one interviewer, who will meet either together or separately, and who will compare observations and responses. (*Pages 47 through 51* provide advice on interviewing and how to phrase questions that do not violate federal laws.)
- Interviewers will note answers to questions in writing and then summarize.
- Interviewers will explore why the applicant wants to work in the ministry of children (if applicable); review with the applicant Church procedures for mandated reporters; discuss the Church's zero tolerance for abuse of power; and, inform the applicant about the Church's policy on background investigations.

Employment and volunteer safeguards

- A person applying to be a Volunteer will attend the Church or be known to the Clergy for a reasonable amount of time, at least six months before volunteering to work with children or youth.
- Volunteers should be active enough to demonstrate a commitment to and involvement in a congregation.
- No applicant for a position as a Lay Employee or Volunteer will have a history of abusing children. Automatic disqualifiers include applicants with a criminal conviction for sexual offense involving a minor. Other disqualifying convictions include incest, rape and assaults involving minors, murder, kidnapping, child pornography, and physical abuse of a minor.
- Employees and Volunteers will each receive a copy of the Safe Church Policy and will be required to sign and submit a certificate evidencing receipt, comprehension, and agreement to abide by the Policy.
- No person is permitted to develop new church related or affiliated activities for children and youth without written approval from the Rector. Request to develop new activities should be submitted in writing to the Rector. Consideration is to include whether the plan for a new activity includes adequate adult supervision.

VI. PREVENTITIVE PRACTICES

A. Two-Adult Rule

- ❑ At least two non-related adults should be present in groups of youth and children. If circumstances arise that a child or adolescent is alone with an adult, the adult should remain within sight of another adult whenever possible. An adult should be designated as a “roving second adult” in the Church whenever children are gathered. In practice, this means, for example, roaming the halls and checking on classrooms periodically during Sunday School, being present at pageant rehearsals, and ensuring there are two adults in the room at all times during sleepovers.
- ❑ If door must be closed for the sake of confidentiality, first obtain permission of person involved in meeting. A dated memo about the meeting would be useful and more reliable than memory should that meeting later be questioned. Such a memo would not betray any privacy of a conversation.
- ❑ If you have an encounter with a child or youth where you feel there might be a misunderstanding, de-brief the encounter with the rector or supervisor and document the consultation. Where possible, discuss the matter with the child’s parent or guardian.
- ❑ Meetings should not take place in secluded areas.
- ❑ All offices and/or classrooms should have an open door or window.
- ❑ Have an open-door policy and encourage parents and guardians to stop in at unscheduled times

B. Events off Church Premises

- ❑ If children are to be taken off premises, two or more adults should accompany them, preferably both men and women.
- ❑ Two or more adults should also be present if children are to be driven home or to an outside event.
- ❑ When a church program or activity calls for someone to drive children/youth anywhere, ask drivers to complete a transportation form that provides important information about the vehicle operator and the vehicle. (*See Page 52.*)
- ❑ Written permission: Obtain parental permission in written form for participation by a child or youth in a planned event or a trip. Written permission should be date and event specific. (*See Page 54.*)

C. Overnight Events

- ❑ For overnights (lock-ins, youth mission trips, J2A pilgrimage, etc.) always have at least two adults present (more if the size of the group requires). Make parents/guardians aware of the ground rules which will govern all such events, and whenever possible have the participants sign an agreement to abide by those rules in advance of the event itself. Be clear about specifying the consequences of any infraction.
- ❑ For overnights, whether on church property or elsewhere, be sure that separate sleeping areas are provided for boys and girls, and that privacy is assured for use of bathroom facilities and for changing clothes. Adults should bathe at separate times from children.

D. Other Precautions

- ❑ If children/youth are to be picked up by someone other than a parent or known babysitter, or dropped off somewhere other than their home, the parent(s) or guardian should indicate that person's name and phone number.
- ❑ An adult leader should stay with all children/youth at the conclusion of an activity until every child/youth has been picked up. Never leave a child/youth alone waiting for a ride home.
- ❑ Use caution about any movies or videotapes. Many PG-13 rated films contain material that is inappropriate. Many congregations have a policy that R-rated films are never shown to youth/teens. If you question the appropriateness of a film, think about showing it to parents first. Even if parents do not take up your offer, it is important to have made the offer.
- ❑ It is unwise to single out a child or young person for gift giving. It is best to make gift giving a group activity, to be consistent in the giving of gifts and/or to make gifts 'from the church' or 'from your class.'
- ❑ Never meet with a child or youth outside of regularly scheduled church activities without arranging it through the parent(s) or guardian who has given consent in writing.
- ❑ Never show youth any material that displays nudity or could by any standard be called pornographic. If such material is brought by youth, confiscate it at once and consult with clergy/supervisor/trusted adult to establish the fact that it was brought to the event by a participant (and not by any adult leader/teacher).
- ❑ Never allow alcoholic beverages or illegal drugs to be brought to, or consumed during, any church-related activity for children/youth.
- ❑ If a youth comes to any church program intoxicated (from either drugs or alcohol) arrange to have the youth taken home and consult with the clergy or another authority as to further intervention.

VII. BEHAVIORAL AND LANGUAGE BOUNDARY GUIDELINES

It is important to show caring, encouragement and affection to those with whom we work and serve whether adults or children. However, our actions must be done in a positive and pastoral way that preserves a sense of protection, safety, integrity and respect for people of all ages, especially children who are more vulnerable to inappropriate behaviors.

Between adults:

- ❑ Carefully assess the person for whom you are caring. If that person might misinterpret (or misrepresent) your behavior, use consultation and/or arrange to meet them when other people are around (but out of hearing range).
- ❑ Think proactively about ways in which you can have private meetings with people while still minimizing risks.
- ❑ If you have an encounter which you think might be misunderstood, document and consult your supervisor or rector, especially if the person ‘came on’ to you in some way or if you yourself feel some element of attraction.
- ❑ Do not use sexual humor, innuendo and flirtation - some people may be especially sensitive to this, and it may not always be possible to know that in advance.
- ❑ Be prudent about self-disclosure, especially around sexual or highly personal matters. It is easy for people to misinterpret unless you know one another very well and there is a solid history of trust between you. If you simply need to ‘unload,’ use consultation, trusted colleagues or a trained professional resource.
- ❑ Touching is a vital part of ministry, and there are ways that we can assure that our gestures are understood in the spirit we intend. For example, use ‘mirroring’; i.e.,
 - if a person extends a hand, shake it (but do not hug the person)
 - if a person presents a cheek to be kissed, kiss only the proffered cheek
 - if a person puts a hand on your shoulder, return the gesture (mirror the gesture) as is; nothing more
 - use care when exchanging ‘the Peace’ - look for eye contact and body language as signals (not everyone likes to be hugged).
 - or**, if you are in doubt, offer choices non-coercively:
 - “Will we have a hug or a handshake?”
 - “Will we hold hands while we pray or sit where we are?”
 - “Would you like to meet in my office or will we take a walk (go for coffee, get a bite of lunch? etc.)”

- ❑ Develop understandings about pastoral and supervisory practices in possible situations of danger or compromise; for example, calling on people alone in their homes, meeting with people at night or when no one else is around the church, meeting with people in your home if you live alone, etc.
- ❑ Romantic involvement between a parishioner, cleric, employee or volunteer is inappropriate.

Without being reactive or going to self-protective extremes, we can foster a sense of safety and protection for ourselves and the people we care for, while still ministering in delicate situations.

With children:

Language used in conversations with children and young people should be constructive and positive. Sticks and stones can break your bones but words can break your health and spirit.

- ❑ When talking with children, conversations should be carried out in an open place where others can see whenever possible.
- ❑ Touching children should be confined to the head, back and shoulders only.
- ❑ If a child or young adult is hurt and needs examination in areas of the body covered by clothing, the exam should be done by a medical professional or, if warranted by circumstance, in the presence of two adults, one of the same sex of the child. In any event, notify the parent(s) as soon as possible.
- ❑ Hurtful words and language by adults whom children and young people trust are
 - Painful
 - Internalized in such a way as to permanently alter a child's self-image
 - Break hearts and spirits

Do Not Use

- Sarcasm
- Cutting remarks
- Unfair comparisons with others
- Put downs

Do Not Use Expressions Such As

- "Don't be a baby"
- "Grow up"

- “You are so stupid”
- “Aren’t you ashamed of yourself”
- “Can’t you do anything right”

**SOME CLUES TO
BOUNDARY VIOLATIONS**

- √ Relationship must be kept SECRET
- √ ‘Special’ attention to attire/appearance
- √ Inappropriate gifts, expression of affection
- √ Recurring sense of discomfort or dread OR inappropriate ‘rush’ of excitement, anticipation

VIII. PRESERVING BOUNDARIES IN THE MINISTERIAL RELATIONSHIP: INDIVIDUAL PERSONAL AND PROFESSIONAL HEALTH⁴

ELEVEN GUIDELINES FOR MAINTAINING MINISTERIAL BOUNDARIES

1. To counsel, or not to counsel?

DO NOT ATTEMPT counseling unless you are trained as a counselor.

DO NOT ATTEMPT to counsel victims, survivors or abusers for their abuse without special training in this area.

2. If you do decide to counsel, SET LIMITS:

AVOID counseling in any setting that might suggest dating or other social interaction.

LIMIT the length and number of the sessions.

3. Sexual feelings:

BE AWARE of any sexual feelings vis-à-vis congregants, clients, employees, volunteers, students, and staff. If the feelings occur, ACKNOWLEDGE these feelings to yourself, to a supervisor and/or in consultation session - NOT TO THE INDIVIDUAL WHO IS THE OBJECT OF THOSE FEELINGS, NOR TO ANY OTHER CONGREGANT/STAFF MEMBER.

DO NOT ATTEMPT to sexualize the relationship.

4. Sexualized behavior:

DO NOT ATTEMPT to sexualize any ministerial relationship.

If a congregant/staff member engages in sexualized behavior towards you, DO NOT RESPOND in kind:

MAINTAIN your ministerial role,
REAFFIRM the ministerial relationship and
CONSULT with a colleague, consultant or supervisor.

5. Stress management and self-care:

PROVIDE FOR your own physical, psychological and spiritual self-care, recreational time, time off to care for self or family, retreats, educational leave, etc. As a check to see whether you are doing this, LIST activities you engage in outside your congregation.

⁴ Source: Center for the Prevention of Sexual and Domestic Violence, Copyright 1992, 1997.

6. Dual relationships:

DO NOT ENTER INTO a dual relationship in which you are both minister and lover/partner to a congregant, client, employee, student, staff member, etc. (If you both decide to pursue an intimate relationship, end the ministerial relationship.)

AVOID dual relationships with congregants, clients, employees, students, staff, etc. in which you serve an individual in two ministerial capacities. For example, if you supervise employees and serve as their minister; if you are a priest in a seminary where you also teach. Discuss the inherent problems and possible consequences with the individual(s) involved, establish whatever boundaries you can to limit the duality, mutually decide upon strategies for protecting the ministerial relationship and be open about the duality.

7. Personal relationships and intimacy needs:

ATTEND TO your personal and familial relationships. Maintain and nurture them. As a check, LIST the relationships you have with people who are not members of your congregation. (Again, institutions have an obligation to support this -- e.g., through policies supporting maternity/paternity leave, elder and child care, bereavement leave; by keeping ministers' workloads reasonable.)

8. Avoiding workaholism and burnout:

BE CLEAR about your job description and the accompanying expectations. (Obviously, institutions must take the first step by providing job descriptions and specifying expectations.)

When you encounter situations beyond your expertise – CONSULT and REFER. If your workload seems unreasonable or unmanageable, discuss this with a supervisor or a consultant and see what can be done.

9. Supervision and evaluation:

ASK A SUPERVISOR to periodically review your position and your work with you, if your supervisor does not do this on his/her own initiative.

10. In order to avoid isolation:

MAINTAIN contacts with colleagues.

CONSULT regularly.

11. Spiritual practice:

PRAYER and MEDITATION

IX. REPORTING OF MISCONDUCT WITHIN A CONGREGATION

Children are the most vulnerable segment of our population and child abuse and neglect affect children of all ages in equal numbers. There are many causes and circumstances that lead to abuse or neglect. However, there should be only one collective concern for adults and that is to protect this population against physical and emotional injury, Sexual Abuse and neglect. (*See Page 55.*)

It is the responsibility of adults who come into contact with children to report suspected abuse or neglect to the Massachusetts Office of Health and Human Services (formerly Department of Social Services). HHS is the Massachusetts State agency charged with protecting children and strengthening families. HHS responds to reports 24 hours a day and offers a wide range of services through contracted agencies appropriate to each circumstance. If HHS determines that a situation is an emergency, the investigation is completed within 24 hours. If the Department determines a child has been abused or neglected, HHS will take immediate and appropriate steps to protect the child from further abuse or neglect and will provide services to the family. Likewise, if serious abuse or neglect has occurred, HHS is mandated under Massachusetts General Law (Chapter 119, §51B) to notify the District Attorney, who has the authority to file criminal charges. HHS will also notify the mandated reporter who filed the report of its decision. If the report is supported, the Department provides the family with services to reduce the risk of harm. Even if the report is unsupported, the Department will offer family services on a voluntary basis.

A. Who is a mandated reporter:

- All Clergy must report to the police about any abuse and or neglect of children.
 - The only exception for clergy would be reports heard in confession pursuant to “The Reconciliation of a Penitent” found in The Book of Common Prayer, according to the use of The Episcopal Church, pgs. 447-452, 1979 edition.
- Lay Employees who supervise, educate, coach, train or counsel children on a regular basis must report to the police about any abuse and or neglect of children and should also report to the Clergy.
- All other Lay Employees and Volunteers should report to the Clergy any abuse and or neglect of children. In turn, the Rector or mandated reporter must file the report.
- Lay Employees and Clergy, who are mandated reporters, must notify the Rector of any report that is filed directly with the police or HHS about suspected child abuse or neglect.

B. When to report:

- Massachusetts law requires that mandated reporters immediately make an oral report to the local police office and to the local office of the Department of Social Services when, in their professional capacity, they have reasonable cause to believe that there has been suspected or known child abuse or neglect of a child under 18. The report should be made regardless of where the suspected abuse has occurred or by whom. Absolute proof is **not** required.

C. How to report:

- ❑ Call the local HHS area office Monday through Friday. A list of all HHS offices and phone numbers can be found on *pages 56 through 58*.
- ❑ Call the Child-At-Risk-Hotline after hours, weekends or holidays at (800) 922-8169.
- ❑ Within **48 hours** of the oral report, you must follow-up with a written report. (*See Page 60.*) The form for filing the report can be obtained from the local HHS Area Office or downloaded from the web at www.mass.gov/dss. (*See Page 59.*)

The Rector and/or parish employees should contact the local HHS office to become familiar with the procedures and endeavor to develop a relationship with a contact person who is or can become familiar with the work of the Diocese and parishes in the area of safe church procedures. In this way, reporting will be quicker and the process smoother.

D. Following the report:

- ❑ The Rector may notify and meet as soon as possible with the person suspected of abuse or neglect, regardless of whether the individual is an employee, volunteer, parishioner or a member of the victim's family. If advisable, the Rector may want to include a warden in this initial meeting.
- ❑ If the allegation of abuse is against someone who is a paid employee or volunteer, the Rector will suspend that individual's contact with children, the elderly or disabled until all investigations are complete.
- ❑ Any effort on the part of the Rector or others to investigate an allegation of child Sexual Misconduct should be done in cooperation with HHS and not conducted independently.
- ❑ The Rector should notify the Diocesan Bishop of any reports made to the HHS without identifying the names of those involved.
- ❑ The insurance company should be notified of any possible claim of abuse or neglect by the Rector, a paid employee or volunteer.
- ❑ Seek legal counsel.
- ❑ All contact and conversations concerning alleged abuse or neglect should be documented and kept in a locked filing cabinet. These matters are sensitive to the injured and alleged abuser and should remain confidential until such time as it is deemed necessary or appropriate to share information with specified individuals within the parish.

E. Protection of reporters:

- ❑ Under G.L. c.199, §51A, non-mandated reporters who report in good faith, have reasonable cause to believe that a child is suffering or has died as a result of abuse or neglect, and if they did not inflict said abuse, will not be liable in any civil or criminal action.
- ❑ Mandated reporters are protected from liability and "in any civil or criminal action by reason of such report." [emphasis added]
- ❑ Any employer who discharges, discriminates or retaliates against such a person will be liable to such person for treble damages, costs and attorney's fees.

F. Reporting abuse or neglect of the elderly and disabled:

Even though this manual is primarily concerned with reporting of abuse or neglect of children, it is equally important that all parish personnel (clergy, employees and volunteers) be mindful of harmful conduct against the elderly and disabled. These two populations can also be vulnerable to mistreatment. The statutes of the Commonwealth of Massachusetts covering protection for the elderly and disabled are Massachusetts General Laws, Chapter 19A and 19C respectively.

Any signs or evidence of abuse or neglect against the elderly should be reported to the Elder Abuse Hotline (800) 992-2275. Signs or evidence of neglect or abuse against a disabled person should be reported to the Disabled Persons Protection Commission at (800) 426-9009.

X. REPORTING CLERGY MISCONDUCT

Canon 1. Sec. 1 of Title IV of the Constitutions and Canons of the Episcopal Church lists the Offenses for which clergy (Bishops, Priests or Deacons) will be liable for Presentment and Trial. Some of these Offenses include: Crime, Immorality, Violation of the Rubric of the Book of Common Prayer, any act that violates Ordination vows, conduct unbecoming a member of the clergy, etc.

This section sets forth the procedures for reporting Sexual Abuse, harassment or exploitation by a member of the clergy (hereinafter “clergy misconduct”).

If an allegation concerns Sexual Misconduct or other misconduct by a clergy person as defined under Title IV, it should be reported immediately.

❖ **How to report:**

An allegation of abuse or clergy misconduct should be made to one of the Bishops or to the Office of Pastoral Response at the Diocesan Center. An allegation can be brought in a number of ways, including:

- ❑ in writing
- ❑ through a personal meeting
- ❑ through a phone call.

❖ **Who reports:**

Allegations of clergy misconduct may be raised by:

- ❑ the alleged victim
- ❑ a parent or guardian of an alleged minor victim or an alleged victim who is under a disability
- ❑ a spouse or adult child of an alleged victim.

❖ **Receiving the allegation:**

Upon receiving an allegation, the Bishop and/or a Case Manager from the Office of Pastoral Response will follow up with the victim/complainant, arrange an initial meeting or phone conversation to discuss the allegation and to better understand the nature of the complaint. In addition:

- ❑ The Case Manager, in consultation with the Bishop, may appoint an Advocate to help the complainant understand all options under Title IV of the Canons.
- ❑ The Case Manager will work with the complainant to explore what characteristics he or she might want in an Advocate, such as gender, lay or ordained, geographic location, language, etc.

- ❑ When appropriate, the Case Manager will coordinate with HHS or other civil authorities.

The Case Manager will see that all allegations regarding clergy misconduct are handled sensitively and appropriately.

❖ **Role of an Advocate:**

It is the role of an Advocate to work with the victim/complainant and to listen to him/her, to answer questions about the disciplinary process of the Church and to help formulate a detailed accounting of the misconduct, which could include:

- ❑ what the misconduct consisted of
- ❑ when it occurred (date and time)
- ❑ who else was present or where other people were
- ❑ surrounding circumstances such as –
 - why the complainant and clergy person were together at the location where the misconduct occurred
 - who else may know about the alleged misconduct and how they learned of the misconduct.

The Advocate, with the help of the Office of Pastoral Response, may assist the complainant by providing referrals for services such as counseling and pastoral care.

❖ **Notifying clergy:**

The Office of the Bishop will contact the clergy person/respondent soon after learning of an allegation of misconduct, inform him/her that there has been an allegation and set up a meeting with the Bishop, the clergy person and the Case Manager. The Bishop will also contact a cleric if there has been a rumor of misconduct, even if an allegation has not been formally made.

- ❑ The clergy person will be offered a Consultant prior to the meeting and may have that Consultant present at the meeting.
- ❑ The Case Manager will work with the clergy person/respondent to explore what characteristics he or she might want in a Consultant, such as gender, lay or ordained, geographic location, language, etc.
- ❑ The Bishop will coordinate contact between the clergy person/respondent and HHS if the allegation is of child abuse or neglect of a child under the age of 18.

❖ **Role of a Consultant:**

It is the role of a Consultant to work with the clergy person/respondent, to listen to him/her and to answer questions about the disciplinary process of the Church.

❖ **Rights of the clergy person/respondent:**

Before entering into a discussion of the accusations, the Bishop or his/her representative should advise the clergy person/respondent of his/her rights, including:

- ❑ the right to be informed of the nature of the allegation,
- ❑ the right not to make any statement regarding the allegation,
- ❑ the right not to testify against himself or herself,
- ❑ the right to an attorney and to have that person present, and
- ❑ that any statements made may be used as evidence against him/her.

❖ **Disposition of allegations:**

After consultation with the clergy person and after hearing both sides of the issue, the Bishop may:

- ❑ Dismiss the matter if there is insufficient evidence to support the allegation and advise the clergy person/respondent of that decision.
 - If the allegation involves child Sexual Misconduct, the Bishop should await the findings of HHS before dismissing the matter.
- ❑ Impose a Temporary Inhibition against the clergy person.
- ❑ Impose a sentence after voluntary submission by the clergy person.

❖ **Temporary Inhibition:**

A Temporary Inhibition imposes restrictions on the ministry of a Priest or Deacon and can be issued by the Bishop. A Bishop can issue a Temporary Inhibition without prior notice to the clergy person. A Temporary Inhibition can be issued only

- ❑ when the allegations would constitute grounds for a Charge of an Offense (such as clergy misconduct) **and** the allegations are supported by sufficient facts.
- ❑ The Temporary Inhibition must -
 - be in writing
 - set forth the reasons for its issuance
 - be specific in its terms
 - define the Offense(s)
 - describe the acts that are to be inhibited
 - be promptly served on the Priest or Deacon to be inhibited, and becomes effective immediately upon being served. (See Title IV.1.2.(b).)

- ❑ After being issued a Temporary Inhibition, the Priest or Deacon may request a hearing before the Standing Committee, which hearing will occur as soon as possible but not later than fourteen (14) days after receipt of the request. By a two-thirds vote, the Standing Committee may dissolve or modify the Temporary Inhibition.

❖ **Voluntary Submission to Discipline:**

A Priest or Deacon, with the consent of the Bishop, may voluntarily submit to the discipline of the church. In such cases, the clergy person voluntarily waives all rights to a trial and agrees to accept a sentence imposed and pronounced by the Bishop. The cleric is informed of the sentence to be imposed **before** waiving his or her rights.

The Voluntary Submission must be documented in writing and contain:

- ❑ The name of the priest or deacon;
- ❑ Reference to the Canon that specifies the Offense committed;
- ❑ General information sufficient to identify the Offense;
- ❑ A statement that the Priest or Deacon is aware of the sentence to be imposed and the effect of that sentence;
- ❑ Signature of the Priest or Deacon after having an opportunity to consult with and get advice from legal counsel of the clergy person's choosing;
- ❑ If the priest or deacon has consulted with legal counsel, identification of legal counsel.

The Priest or Deacon cannot appeal a sentence imposed pursuant to Voluntary Submission to Discipline. The sentence is final.

Voluntary Submission to Discipline can happen anytime before the Ecclesiastical Trial Court makes a decision as to whether misconduct or an Offense has occurred. Once the Trial Court has made its decision, a Priest or Deacon can no longer voluntarily submit to discipline.

❖ **Sentences/Disciplines a Bishop can impose:**

There are three types of sentences that can be imposed after waiver and voluntary submission.

- ❑ **Admonition:** A censure or reprimand that is a public and formal reproof of the conduct of the cleric.
- ❑ **Suspension:** Temporary removal from ordained ministry and all exercises conferred by Ordination. This generally terminates a clergy person's Pastoral Relationship with a parish. The suspension may contain pastoral directives from the Bishop for which the cleric must comply during the period of suspension.
- ❑ **Deposition:** Permanent removal from ordained ministry and termination of all ecclesiastical and secular related offices and authority conferred by Ordination.

The Diocese and Standing Committee will follow the procedures and protocol contained within Title IV of the Constitutions and Canons of the Episcopal Church (Ecclesiastical Discipline) when pursuing disciplinary actions.

Definition of “**PARTICIPANTS**” in Title IV Proceedings

- ❑ Bishop: The diocesan Bishop is the Ecclesiastical Authority responsible for the discipline of deacons and priests under Title IV of the National Church Canons.
- ❑ Office of Pastoral Response: The individuals in this office are called Case Managers and work with the Bishop to ensure that all allegations of clergy misconduct are handled sensitively and appropriately and in accordance with Title IV of the National Church Canons.
- ❑ Pastoral Response Team: A group of individuals who are available to assist congregations in transition, those that require intervention to resolve conflicts or when there have been allegations of clergy misconduct.
- ❑ Congregational Policy Group: A group that meets to assist in developing policies and procedures that will be used for interventions, education and training.
- ❑ Complainant: A person who raises an allegation of clergy misconduct. This person can be an adult who is the alleged victim, a parent or guardian if the alleged victim is a minor or disabled or the spouse or adult child of an alleged victim.
- ❑ Advocate: A support person for the complainant. The advocate’s role is to help the complainant understand the church’s disciplinary process, assist him or her in participating in the process and be a companion throughout the process.
- ❑ Respondent: The priest or deacon who is alleged to have engaged in misconduct.
- ❑ Consultant: A support person for the respondent. The consultant’s role is to help the respondent understand the church’s disciplinary process, assist him or her in participating in that process and be a companion throughout the process.

Summary of Title IV
Bringing allegations to the Bishop

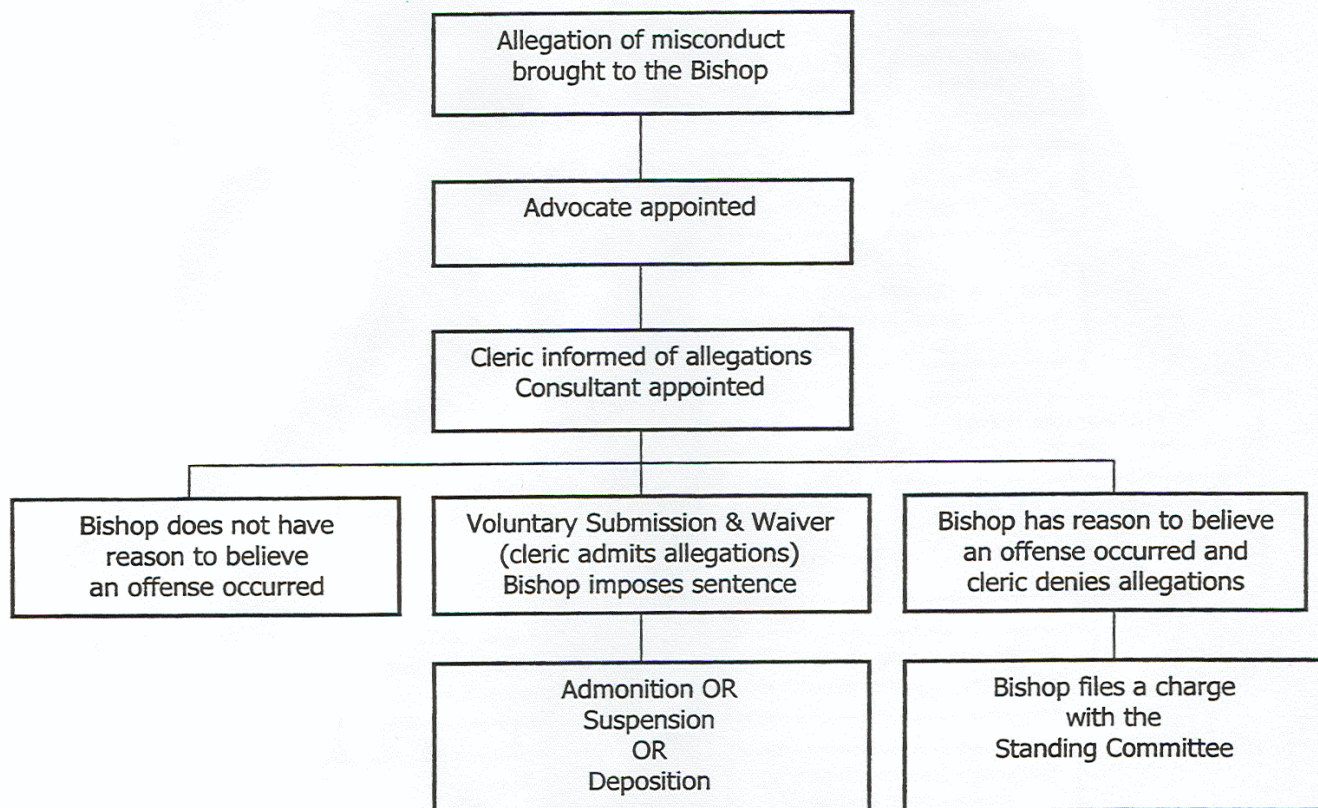


Chart Origination: Robin Hammeal-Urban
Diocese of Connecticut

XI. REFERRING A CHARGE TO THE STANDING COMMITTEE AND ECCLESIASTICAL TRIAL

❖ The First Step

Bringing an allegation to the Standing Committee is done through a formal Charge and begins the process of seeking an Ecclesiastical Trial. Title IV of the Constitutions and Canons of the Episcopal Church sets forth a time line for each step of the process. The Standing Committee, acting as a Review Committee, is like a Grand Jury.

❖ Bringing a charge to the Standing Committee:

A person brings an allegation to the Standing Committee by giving the Committee a formal Charge. A Charge is sent to the Chair of the Standing Committee, in writing, and clearly sets forth the facts of the alleged Offense. The Charge must be signed and verified in front of a notary or attorney and notarized.

❖ Who makes a charge:

There are various people or groups of people who may bring a Charge to the Standing Committee; in some cases it depends upon the Offense.

(See Title IV.3A. 3 a-h.) Some examples:

- ❑ A Charge specifying Offenses of Crime, Immorality or Conduct Unbecoming a Member of the Clergy may be made by the alleged victim, a parent or guardian of an alleged victim who is a minor or disabled or the spouse or adult child of an alleged victim.
 - Generally, the victim would inform the Bishop and/or Case Manager first in matters of clergy misconduct and an Advocate would be assigned.
- ❑ In cases when the Bishop has sufficient reason to believe that a clergy person has committed an Offense and “the interests and good order and discipline of the church require investigation by the Standing Committee,” the Bishop may inform the committee in writing of the facts (IV.3.5). In this situation, the Standing Committee proceeds as if a Charge had been filed.
- ❑ A Charge may be made by a majority of the lay Members of the Vestry of a parish of the clergy person/respondent.

❖ Receiving the charge:

The Canon recounts the steps involved once the Standing Committee receives a Charge. These steps include:

- ❑ Informing the Bishop and the clergy person/respondent of the Charge.

- ❑ Convening the Committee within 30 days to consider the Charge.
- ❑ Sending the Charge to the Church Attorney if the facts alleged in the Charge constitute an Offense.

❖ **Investigation by attorney:**

Within sixty days after receipt of the statement from the Standing Committee, the Church Attorney conducts an investigation and provides a confidential report to the Standing Committee.

- ❑ The report includes findings of the investigation.
- ❑ A “recommendation as to the matter in the interest of justice and good order and discipline of this church” (IV.3.13.).

The Committee must share the report with the Bishop.

❖ **All evidence considered:**

The Standing Committee will convene within thirty days after receiving the report from the attorney to consider the report and decide whether or not to issue a Presentment. The Committee may also:

- ❑ Consider other writings or sworn statements pertaining to the matter.
- ❑ Receive additional evidence.
- ❑ Offer the respondent, the alleged victim or other persons a chance to be heard.

❖ **Presentment issued:**

A Presentment is the document that officially charges a clergy person with an Offense. A majority vote by all members of the Standing Committee is required to issue a Presentment. The standard of proof of the charges in the Presentment is Reasonable Cause.

- ❑ The Presentment must contain a separate accusation for each Offense and clearly sets forth the facts supporting each accusation, if there is more than one.
- ❑ The Presentment is in writing, dated and signed by the President of the Standing Committee.
- ❑ The original of the Presentment is filed with the President of the Ecclesiastical Trial Court.
- ❑ A copy of the Presentment is served upon the Bishop, the respondent, the complainant(s), the church attorney, the alleged victim(s) and the Ecclesiastical Authority of the Diocese in which the respondent is licensed, canonically resident and resides.

❖ **Presentment not issued:**

If the Standing Committee decides not to issue a Presentment, the decision must be in writing and will include an explanation of its decision.

- ❑ A copy is served upon the Bishop.
- ❑ The Bishop files the decision with the Secretary of the Diocese, the respondent, the church attorney, each complainant and the alleged victim.

❖ **Ecclesiastical Trial:**

Please refer to Title IV, Sec. 4 of the Constitutions and Canons of the Episcopal Church for the specific steps involved when this body receives a Presentment.

HEALING CONGREGATIONS

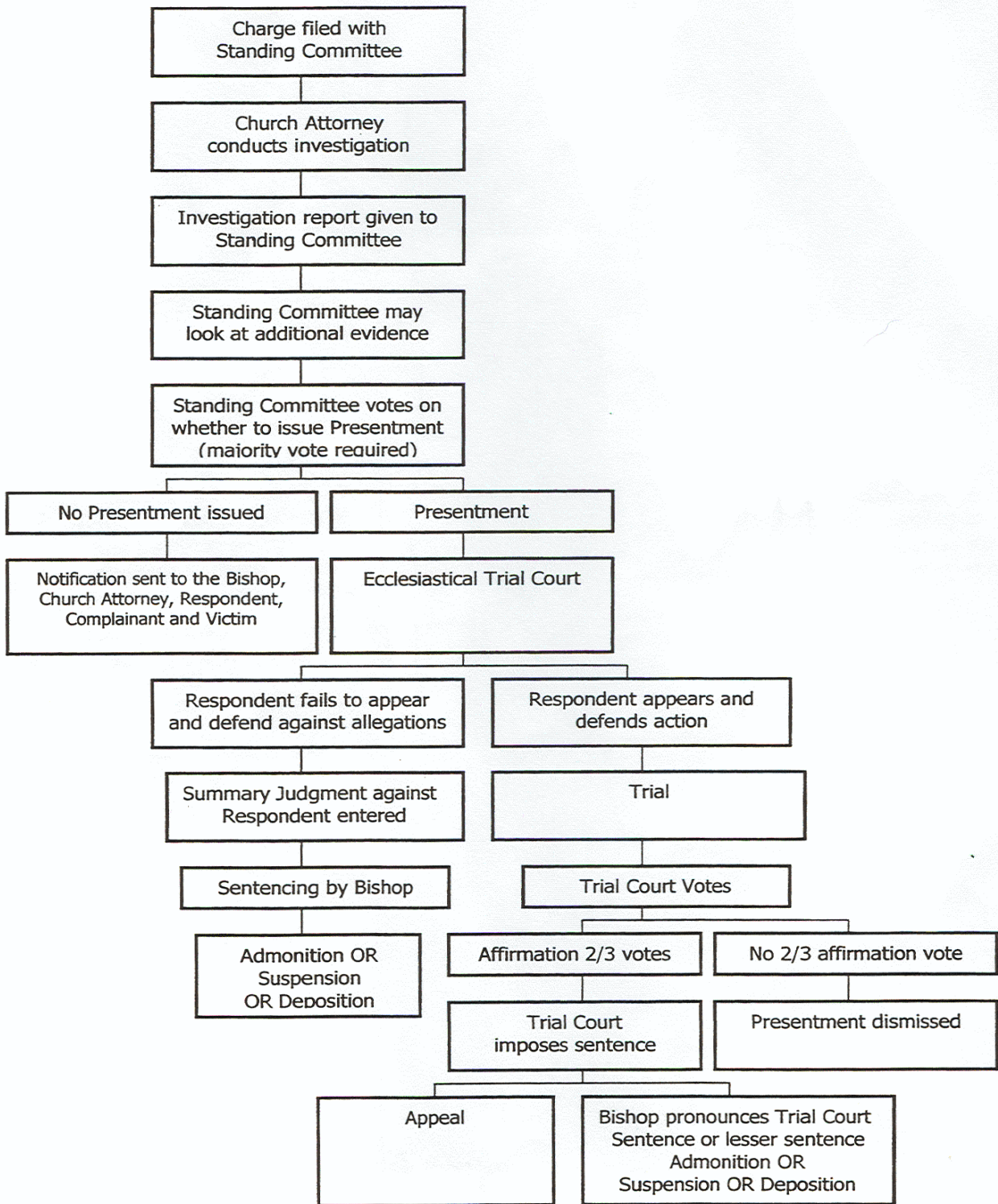
The Diocese is committed to providing appropriate assistance to congregations when there has been a charge of clergy misconduct. Those affected can include:

- ❑ Congregation
- ❑ Vestry
- ❑ Cleric's family (spouse, partner, children)
- ❑ Victim's family (spouse, partner, children)
- ❑ Diocese as a whole
- ❑ Friends
- ❑ Peer clergy
- ❑ Community-at-large
- ❑ Children in the parish

Prior to the above meeting, the Office of Pastoral Response will meet with the appropriate Bishop to review matters that have been referred to this office and are pending Title IV matters. In addition, others who may have been assigned to work with a parish may be asked to join the meeting for an update.

When an intervention is requested or mandated, the Bishop, staff and lay leaders of the congregation will assess the type and nature of intervention required and will deploy the appropriate people from the Pastoral Response Team, the Office of Pastoral Response, volunteers, paid consultants and/or Diocesan staff members. The Pastoral Response Team is a group of volunteers (lay and clergy) that have been trained in helping parishes in transition, especially those where the cleric has left or been removed.

Summary of Title IV
Bringing allegations to Standing Committee



XII. MAKING AN ORAL REPORT OF CHILD ABUSE OR NEGLECT

When you telephone a HHS Office to make a report of possible child abuse or neglect, you will be asked to give, to the fullest extent possible, the following information.

- ❑ The name, address, present whereabouts, sex, and date of birth or estimate age of the reported child or children and of any other children in the household.
- ❑ The names, addresses, and telephone numbers of the child's parents or other persons responsible for the child's care.
- ❑ The principle language spoken by the child and the child's caretaker.
- ❑ Your name, address, telephone number, profession and relationship to the child. (Non-mandated reporters may request anonymity.)
- ❑ The full nature and extent of the child's injuries, abuse, or neglect.
- ❑ Any indication of prior injuries, abuse or neglect.
- ❑ An assessment of the risk of further harm to the child and, if a risk exists, whether it is imminent.
- ❑ If the above information was given to you by a third party, the identity of that person, unless anonymity is requested.
- ❑ The circumstances under which you first became aware of the child's alleged injuries, abuse or neglect.
- ❑ The action taken if any, to treat, shelter or assist the child.

Remember that mandated reporters must follow up a verbal report with a written report within 48 hours.

XIII. SIGNS AND SYMPTOMS OF CHILD ABUSE

Listed below are behaviors that children who are experiencing abuse or neglect **may** exhibit. The symptoms do not mean that abuse or neglect has occurred, but they are indicators that the possibility of a problem exists. Likewise, the list does not represent every behavior that could occur but is intended to provide examples. If there are questions or concerns about a child, it is appropriate to discuss those concerns in a confidential manner with the rector, supervisor or member of the vestry before taking any formal action.

- Bruising or burns that cannot be explained, especially those to the face, lips and mouth
- Unusual bruising patterns that reflect the shape of an instrument, (e.g., belt marks)
- Injuries on the body where children usually do not get hurt, (e.g., neck)
- Self-destructive behavior
- Evidence of discomfort with physical contact
- Unprovoked cruelty to animals
- Fear of adults previously comfortable with
- Running away from home
- Sleeplessness and fear of going to bed
- Knowing words of sexual concepts beyond age-appropriate levels
- Sex play involving dolls or animals
- Memory loss
- Eating disorders
- Changes in school behavior
- Depression or anxiety, including withdrawal
- Alcohol use
- Lack of adequate or proper clothing
- Lack of adequate school attendance
- Regular fatigue
- Stealing food
- Frequent absences
- Reports of no caretaker at home
- Inability to play
- Antisocial behavior
- Speech disorders
- Delayed physical development
- Habit disorders, (e.g., biting, rocking, sucking)
- Difficulty walking
- Frequent complaints of stomachaches or headaches
- Frequent urinary infections
- Poor self-esteem
- Suicidal feelings
- Promiscuity

XIV. FORMS AND EXHIBITS

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, creed, gender, national origin, age, disability, marital or veterans' status, sexual orientation, or any other legally protected status.

General Information

Name _____ Male ___ Female ___

Home Address

Street/PO Box _____

City _____ State _____ Zip Code _____

Phone _____ E-Mail _____

Education

High School City State Graduation Year

College Major Years Attended Degree Granted

Past Employment

Employer Address Position Dates

Specialized Skills and Knowledge

Software Applications: _____

Languages: _____

Other Skills: _____

List professional, trade, business or civic activities and offices held:

References

Please provide references that include the name of your supervisor for your prior employment. References can also include parishioners of your parish or individuals who have known you from other professional organizations or long-time friends or colleagues.

Name _____ Relationship _____
Name of Company _____
Street/PO Box _____
City _____ State _____ Zip Code _____
Phone _____ E-mail _____

Name _____ Relationship _____
Name of Company _____
Street/PO Box _____
City _____ State _____ Zip Code _____
Phone _____ E-mail _____

Name _____ Relationship _____
Name of Company _____
Street/PO Box _____
City _____ State _____ Zip Code _____
Phone _____ E-mail _____

Name _____ Relationship _____
Name of Company _____
Street/PO Box _____
City _____ State _____ Zip Code _____
Phone _____ E-mail _____

Name _____ Relationship _____
Name of Company _____
Street/PO Box _____
City _____ State _____ Zip Code _____
Phone _____ E-mail _____

Have you even been convicted of a felony? Yes ___ No ___

If yes, please explain _____

Have you even been convicted of a misdemeanor within the past 5 years other than for first offenses for the following: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace? Yes ___ No ___

If yes, please explain _____

Attestation

To the best of my knowledge all statements on this application are correct. I understand that if I have given false information on this application I may be subject to termination. I authorize investigation of all statements contained in this application for employment, as well as my background to include, but not be limited to, public records and criminal files.

I agree to hold harmless from liability any person or organization that provides such information and hold harmless St. Elizabeth's Church, the officers, employees, agents and volunteers from any and all liability as it relates to any investigation taken by them regarding the information contained in this application. Employment will be considered pending the results of the background investigation or verification of information supplied by you.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time with or without cause and that the Employer may discharge the Employee at any time with or without cause.

Signature _____ Date _____

Volunteer Application

Date of Application: _____

Name _____
Last **First** **Middle**

Present Address:

Street

Town or City **State** **Zip Code**

Phone # (____) _____ (____) _____
Daytime **Evening**

1. The ministry for which you are applying:

2. On what date would you be available? _____ (for new applications)

3. How long have you been a member of the parish: _____

4. Names and addresses of other churches you have attended regularly during the past ten years.
If you did volunteer work in those churches, please include the name of your supervisor or the priest-in-charge at the time and the type of volunteer work you performed.

Name: _____

Address: _____

Telephone: _____ Contact: _____

Volunteer work _____ Supervisor: _____

Name: _____

Address: _____

Telephone: _____ Contact: _____

Volunteer work: _____ Supervisor: _____

Name: _____

Address: _____

Telephone: _____ Contact: _____

Volunteer work: _____ Supervisor: _____

5. Please list any gifts, callings, training, skills, education or other factors that have prepared you for the work you are planning to do in the parish.

6. List your educational background:

High School	City	State	Graduation Year
-------------	------	-------	-----------------

College	Major	Years Attended	Degree(s) Granted
---------	-------	----------------	-------------------

7. List your employment history:

Name of Company	State	Position	Years employed
-----------------	-------	----------	----------------

8. Have you ever been convicted of a felony? Yes ___ No ___

If yes, please explain:

9. Have you even been convicted of a misdemeanor within the past 5 years other than for first offenses for the following: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace? Yes ___ No ___

If yes, please explain:

10. References: (These could include current/past employers, past rectors, friends and colleagues but not relatives.)

Name _____

Name _____

Address _____

Address _____

Phone _____

Phone _____

Name _____

Name _____

Address _____

Address _____

Phone _____

Phone _____

Please list two parishioners from this parish that you have known the longest since becoming a member of the congregation.

Name: _____

Name: _____

ATTESTATION

I swear and affirm that the information given on this questionnaire is true, complete and correct. I understand that a complete background investigation will be conducted with respect to me and that this information may be verified by contacting persons and organizations with whom I have had contact. I agree to hold harmless from liability any person or organization that provides such information and hold harmless the _____, (Name of Parish) the officers, employees, agents and volunteers from any and all liability as it relates to any investigation taken by them regarding the information contained in this application. Final approval for work as a volunteer will be pending the results of the background investigation and verification of information supplied by me.

Volunteer/Parishioner's Signature: _____ Date: _____

Application reviewed by: _____ Date of Review: _____

Background Investigation Authorization Form

(Please Read Carefully Before Signing)

The Fair Credit Reporting Act (Amended 1997) has stipulation that we inform you that a background investigation may be processed as part of our screening and selection process. This investigation may include inquiries to gather legal information regarding your personal characteristics, mode of living, character and general reputation. This information, if gathered, is used to verify that specific information that you provided on an application, resume or during the interview process. Upon your written request, within a reasonable timeframe, the nature and scope of the report, if one is made, will be provided. In addition, if a report is processed, you have a right to request a copy of the report from the consumer reporting agency that provided same report.

The items of personal information requested below are needed to process your background investigation. This information is intended solely for that purpose and will not be used in a discriminatory manner by the parties noted below in the making of appropriate business decisions.

Social Security # _____ - ____ - _____ **Your Date of Birth** _____ - _____ - _____
(Month, Day, Year)

Driver's License # _____ **State of Issue** _____

List all your addresses for the past 7 years, starting with most recent: (Must include present address)

Street Address	City	State	County	Zip Code	From Mo./Yr.	To Mo./Yr.
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Have you ever been convicted of a felony? Yes___ No___ **If Yes, Please explain:**

Have you ever been convicted of a misdemeanor within the past 5 years other than for first offenses for the following (drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes___ No___ **If Yes, Please explain:**

Other names you have used, including maiden names and the date(s) your name(s) changed:

I authorize INSERT NAME OF PARISH, and/or Oxford Document Management and their agents to investigate my background as it pertains to employment, appointment or volunteering considerations. This may include information contained in public records which could include credit history, criminal files at the county, state and federal jurisdiction levels, motor vehicle records and investigations of employment history and performance and educational credentials. I hereby release all persons, companies or corporations furnishing such information from liability and responsibility. A photo static copy of this document can be substituted for the original. This document will be valid for a period of 1 (one) year from the date of my signature.

Signature of Potential Employee: _____ *Date:* ____/____/____

Printed Full Name of Applicant _____

Background Service Request Fax Cover Sheet

TO: Oxford Document Management Company

Phone: (763) 971-0124 Fax: (763) 971-0126
(800) 801-9114 (800) 951-9114
Email: info@oxforddoc.com

FROM:

(Insert Name of Parish)
Street: _____
Town: _____

Date: ____/____/____

SENDER:

(Insert Name of Parish Employee)
Phone: _____ # of Pages _____
Fax: _____ # of Applicants _____
Email Address: _____

SEARCHES REQUESTED: (Please mark all that apply)

<input type="checkbox"/> Credit	Category: <input type="checkbox"/> Staff <input type="checkbox"/> Other
<input type="checkbox"/> Social Security # Trace	
<input type="checkbox"/> Criminal (County)	Position Applied for:
<input type="checkbox"/> Criminal (Statewide – BCA)	_____
<input type="checkbox"/> Criminal (Federal Districts)	_____
<input type="checkbox"/> Motor Vehicle	_____
<input type="checkbox"/> Education	

Final Reports are to be sent back to the sender by: Mail Fax

SPECIAL INSTRUCTIONS: Lay Candidates

(Sender is to attach completed Background Investigation Authorization Forms for each candidate and employment applications/resumes if education is ordered)

ODM Fee Schedule – Public Records Checks

(Confidential)

Note: Additional names used by your candidates (i.e. maiden, alias’s) may result in additional cost. Contact ODM for an explanation.

Criminal History: (County Jurisdictions)	\$15.00 Each
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(USA - 3,072 Possible Counties) Searches for felony and misdemeanor records are performed physically in the Clerk of Court Office of the courthouse in each specific county requested by our national network of researchers (i.e. Real Time/In Person!). Searches are based on the candidate’s name and residential address history gathered from the “Authorization to Conduct Background Investigation” forms, applications, credit reports or Social Security Number Traces. Searches can also be based on an admitted offense by the candidate that occurred in a county never resided in. The highest level of accuracy exists at the county level in almost all cases. Data reported could include the offenses and disposition dates, case #s, original charges, active warrants, dismissals, convictions, and sentences and conditions; if any, that applied to each case.

Criminal History: (Statewide Jurisdictions)	\$15.00 (MN), \$85.00 (NY), \$40.00 (Others - if available)
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(USA – 50 Existing Repositories) Searches are based on the same criteria followed in conducting county level searches. Not all statewide repositories can be accessed and many systems limit the information available (i.e. Felonies or conviction records only.) In many cases the data available is incomplete, and would be significantly less detailed than that at the county level jurisdiction.
See page 3 for a list of available states, expected turnaround times and restrictions (subject to change).
Fee noted above does include all State disbursement fees.

Criminal History: (Federal District Jurisdictions)	\$15.00 Each
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(USA – 91 Districts) Searches are conducted on-line and are based on the same criteria as noted above. Data reported could include civil information (alleged violations of federal statutory or constitutional rights) and criminal records and complaints brought by the federal government itself (such as mail fraud, interstate drug trafficking, bank robbery, civil rights violations, major crimes crossing state lines, etc.). Federal District court records are not passed on to county/state jurisdictions.

Criminal History: (National Background Directory®)	\$20.00
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The NBD is a national database of over 126 million criminal offense records from 38 states. Information compiled in the database is derived and updated from the following sources: State Sex Offender Registries, State Department of Corrections, State Probation and Parole, and various law enforcement and court record resources. Given the limitations of the data in the database and frequency of updating, we recommend that you only use the NBD as a supplement to our “real-time” criminal history record searches.

**** Please read detailed description which accompanies this Fee Schedule ****

Social Security Number (SSN) Trace:**\$8.00 Each**

Traces involve securing basic information from national credit bureaus to assist in verifying and validating name(s) used, address history and the year and state where the SSN was issued. Some past employment history may also be reported. Warning messages are also issued if the SSN given by the candidate is invalid, previously assigned to another individual, or death benefits have already been processed. Traces are extremely helpful in preparing the groundwork for conducting criminal record searches.

Credit Report:**\$15.00 Each**

Accessed via the Equifax national credit bureau database. Reveals an individual's creditor and account payment history, and any record of bankruptcies, tax liens, foreclosures, repossessions, collection items, etc. Credit Reports also help us validate the candidate's name, other names used, address history and Social Security Number information. Credit Reports provide a good snapshot of how the candidate handles their financial responsibilities and may reveal financial stress.

Motor Vehicle Record: (Statewide)**\$15.00 Each**

(USA – 50 states) Searches are conducted through each state's Department of Motor Vehicles. Searches are based on several criteria, which could include the candidate's name, social security number, date-of-birth and driver's license number. Data reported could include verification of the candidate's name, address, date-of-birth, validity of the license, past violations, revocations and suspensions

Education:**\$15.00 Each**

(USA – 4000+ Higher Education Institutions) Verification of a candidate's educational credentials. Data is collected via direct contact with the Registrar's Office, Student Records, Transcript Departments, Student Archives and state agencies. Data reported could include dates of attendance, graduation date, type of degree/diploma/certificate/GED received and major and minor fields of study.

Applicant Copy:**\$10.00 Each**

Several states (CA, MN, OK) mandate that a resident applicant have a right to request a copy of the consumer report that you may order. The opportunity for initiating this request must be included in your background investigation form. ODM will provide a copy of the report and mail it directly to the applicant.

Special Requests:**Rate to be determined**

ODM may be able to assist you with other investigative service capabilities. Do not hesitate to contact us and we will determine what assistance we can provide and at what appropriate rate.

NOTE: Fees are subject to change with or without notice. Contact ODM to verify current fees.

Oxford Document Management strives in good faith to obtain information from sources deemed reliable. This information, however, is secured from and managed by fallible sources (human and otherwise), and as a result, Oxford Document Management cannot be either an insurer or a guarantor of the accuracy of the information reported. The employees of Oxford Document Management are not allowed to render opinions regarding information reported.

Statewide Jurisdictions available (SUBJECT TO CHANGE)

<u>State</u>	<u>Turnaround (business days)</u>	<u>Restrictions/Requirements</u>
Alabama	1-2 days	
Arkansas	3 days	Felonies only
Colorado	1-2 days	
Connecticut	1-2 days	
Delaware	1-2 days	
District of Columbia	1-2 days	
Florida	1-2 days	
Georgia	1-2 days	Signature Required
Hawaii	1-2 days	Convictions only
Illinois	1-2 days	Convictions only, Signature Required
Indiana	14-21 days	
Iowa	1-2 days	
Kansas	7-10 days	Convictions only
Kentucky	1-3 days	
Maine	10-14 days	Convictions only
Maryland	2-3 days	
Massachusetts	14 days	
Michigan	1-3 days	Convictions only
Minnesota	1-2 days	
Mississippi	2-3 days	Signature Required
Missouri	2-3 days	Convictions only
Montana	2-3 days	
Nebraska	2-3 days	
New Jersey	1-3 days	
New Mexico	1-3 days	
New York	2-3 days	
North Carolina	1-3 days	
North Dakota	1-3 days	
Ohio	1-3 days	
Oklahoma	1-3 days	
Oregon	1-3 days	
Pennsylvania	1-3 days	Convictions only
Rhode Island	2-3 days	
South Carolina	1-3 days	Convictions only
South Dakota	1-3 days	
Tennessee	1-3 days	
Texas	1-3 days	
Virginia	3-7 days	
Washington	1-3 days	Signature Required
Wisconsin	1-3 days	
Wyoming	1-3 days	Signature Required

Statewide searches are not presently available to us, or require fingerprints in: Alaska, Arizona, California, Idaho, Louisiana, Nevada, New Hampshire, Utah, Vermont, and West Virginia.

ADVICE ON INTERVIEWING

A face-to-face interview is a central part of screening. If, during the interview, concerns arise about the fitness of the person for the position, tell them you will make a decision and contact them. Then, consult with clergy or trusted authorities about the concerns. A good question to ponder is, 'Would I want this person to serve in a position of trust with my child'?

Establish a list of questions that you would ask all applicants or volunteers. Keep notes on how they respond. Interview notes should be kept in a secure location.

Interviewing Suggestions:

Generally, when interviewing an applicant or volunteer, you will want in any event to be looking for such traits as:

- openness: a genuine interest in and concern for young people
- dependability
- self-confidence
- self-awareness
- good health and a high energy level
- sense of humor and the ability to relax
- ability to tolerate conflict and discord
- cooperative team spirit: ability to express viewpoints honestly and accept compromise
- emotional stability and good impulse control
- ability to make quick, sound decisions, often independently.

Specific Interviewing Issues for Sexual Misconduct Concerns:

When observing and interviewing an applicant, watch for the following:

- unresolved, negative childhood experiences
- unrealistic expectations of young people
- poor ability to plan ahead or to anticipate the need to intervene
- inflexibility or punitive tendencies
- low self-esteem, isolation, or a tendency to internalize problems
- unstable, evasive or overly anxious behavior
- difficulty in expressing emotions appropriately
- inability to relate to youth except as peers
- lack of personal support system
- over investment in children for personal needs.

Personal experience of child abuse does not, per se, disqualify anyone but should be carefully considered along with other data.

Processing the Application:

At the time the applicant or volunteer has been accepted for the position, you may request that the applicant:

- Provide copies of the degrees or credentials that they have listed on the application. Sometimes individuals claim to have credentials that they do not have. This is a measure of integrity.
- Complete an I-9 form that provides proof of identity and eligibility to work. If the person is a volunteer, request at least a copy of a driver's license as identification.
- Go over child abuse reporting obligations with you. At this time, you should also give incoming staff or volunteers a copy of the Safe Church manual.

Massachusetts Commission Against Discrimination Preemployment Inquiries

Categories	Employers May Ask	Employers May Not Ask
Age	<p>Are you a minor (under the age of 18)? May I have proof that you are 18 or over?</p> <p>Questions on age are allowed if based on a bona fide occupational qualification previously granted by the Commission or if necessary to satisfy provisions of state or federal law; certain public safety provisions presently have age limits for hiring and retiring.</p>	<p>When were you born?</p> <p>How old are you?</p>
Ancestry or National Origin	No questions.	What is your language, ancestry or national origin?
Birthplace	No questions.	Where were you born? Where was your husband/wife born? Where were your parents (or other relatives) born?
Citizenship	Are you a citizen?	Are your parents/husband/wife citizens? Are you/your parents/husband/wife naturalized or native-born citizens? When did you/they become citizens?
Character	Are you honest? Are you trustworthy?	Do you belong to a church? Do you go to church regularly?

<u>Categories</u>	<u>Employers May Ask</u>	<u>Employers May Not Ask</u>
Criminal Records	Have you ever been convicted of a felony? Within the last five years, have you ever been convicted of or released from incarceration for a misdemeanor that was not a first offense for drunkenness, simple assault, speeding, a minor traffic violation, an affray or disturbing the peace?	Have you ever been arrested? Have you ever been convicted of a misdemeanor?
Dependents	No questions.	Do you have any children? Do you intend to have children? What child care arrangements have you made?
Education	What school, college or vocational program did you attend? Graduate?	The answer to “When did you attend or graduate?” should not be used to determine an applicant’s age.
Experience	What is your work experience?	The answer to a question about date of work should not be used to determine an applicant’s age.
Handicap	No questions except for Affirmative Action purposes only.	Do you have any handicaps? What kind of handicap do you have? How severe is your handicap?
Marital Status	What is your marital status? But only if both sexes are asked.	What is your maiden name? Or questions that apply to only one sex.
Military Service	Are you a U.S. veteran? What is your U.S. military service history?	Are you receiving a service-connected disability?

Categories	Employers May Ask	Employers May Not Ask
Organizations	Are you a member of any organization that advocates overthrowing the U.S. government by violent means?	Do you belong to the NAACP? B'nai B'rith? Or any organization the nature, name or character of which indicates the religion, race or national origin of its members.
Race	No questions except for Affirmative Action purposes only.	What is your race? Or that a photo accompanies applications.
Relatives	No questions.	Where does your wife, husband, mother, father, or any other relative work or conduct business?
*Religion	No questions.	What religious denomination, church, synagogue do you belong to? What are your religious obligations? What religious holidays do you observe?
Sex	No questions unless Commission has granted a bona fide occupational qualification (BFOQ) for the position, except for Affirmative Action purposes only.	No questions unless Commission has granted a BFOQ.

*Both the Massachusetts Fair Employment Practices Law and Title VII of the 1964 Civil Rights Act prohibit discrimination based on specific factors that include religion. There are limited exceptions for churches in employing persons to do their work. Churches can require that applicants/employees for specific positions be Episcopalian, (e.g., all DRE's, all schoolteachers). Some general discussion about religion and how it relates to the parish, the position and the applicant's work is appropriate. Otherwise, it is recommended that qualified non-Episcopalians be considered for employment, (e.g., bookkeeper, sexton, etc.). For these positions, it is illegal to discuss religion.

TRANSPORTING CHILDREN AND YOUTH IN A MOTOR VEHICLE

_____ (Parish)

All persons who will transport children/youth within the scope of a church program are to complete this form. Completed forms should be kept on file in a secure place and should be updated regularly.

Attached to this form should be copies of:

- ✓ Current Driver's License
- ✓ Proof of Insurance
- ✓ Current Vehicle Registration

Name: _____

Address: _____

Telephone: _____ Home _____ Work _____

Your Vehicle:

Make and Model _____

Year _____

1. Is your vehicle in good repair, and equipped with safety restraints, including those for infants and young children if you will be transporting them?

2. If there is another vehicle you might use in the course of transporting children/youth, please describe its condition in the same way as in Question #1:

3. Do you have a valid driver's license: Yes___ No___

4. Have you ever been convicted of a felony: Yes___ No___

If yes, please explain: _____

5. Have you ever been convicted of a misdemeanor within the past 5 years other than for first offenses for the following: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace? Yes___ No___

If yes, please explain: _____

In transporting children/youth, I agree to:

- ✓ Obey all traffic regulations including speed limits and safety restraint requirements.
- ✓ Transport only the number of persons my vehicle is equipped to carry.
- ✓ Drive only when I am not under the influence of alcohol or other intoxicating drugs.

Signed

Attestation

Under penalty of perjury, I swear or affirm that the information given above is true, complete and correct. I understand and agree that a complete background investigation may be conducted with respect to me, and that this information may be verified by contacting persons and organizations with whom I have had contact or which may have information concerning me. I hereby release and agree to hold harmless from liability any person or organization that provides such information. I also agree to release and hold harmless the _____ (Name of Parish), the officers, employees, agents and volunteers.

Applicant's Signature _____

Date _____

Registration/Release Form

Event: _____
Name of participant _____
Address _____ City _____ State _____ Zip _____
Home phone (____) _____ E-mail address _____
Parish and City _____
Parent /Guardian _____ Phone number (____) _____
Emergency contact _____ Phone (____) _____ Relationship _____

1. All participants agree to meet and enforce all behavior expectations set by the design team.
2. All participants agree to follow the schedule set for this event.
3. All participants agree to be available to assist and support the event staff whenever necessary.
4. All participants agree to watch out for and act with respect toward one another - including property, opinions and feelings.
5. Adult sponsors agree to be responsible for the youth they are sponsoring.
6. Adult sponsors agree to remember this event is for the youth and act accordingly.

Completion of this registration also implies the applicant's commitment to the following non-negotiables:

1. No drugs, weapons, tobacco (smoke/chew), or alcohol allowed.
2. No inappropriate sexual activity.
3. Youth/adult should not leave event or be alone without knowledge of adult leader and parents.
4. No leaving premises without permission of both local and adult leaders.
- 5.

Non-compliance with these norms will result in the immediate expulsion of the participant at the discretion of the event leader. Participant's return home will be at the expense of the parent/guardian.

All persons participating in this event must sign below to register and to indicate your agreement to abide with the norms and non-negotiables presented above.

Signature of Participant _____ Date _____

Signature of Adult Sponsor _____ Date _____

Printed name of Adult Sponsor _____

HHS Area Office Directory

Ask for Protective Screening Unit 1

WEST

Pittsfield	413-236-1800
Greenfield	413-775-5000
Holyoke	413-493-2600
Robert Van Wart Center East Springfield	413-205-0500
Springfield	413-452-3200

CENTRAL

Leominster	978-466-1500
Whitinsville	508-234-1000
Worcester	508-929-2000

NORTHEAST

Lowell	978-275-6800
Lawrence	978-557-2700
Haverhill	978-469-8800
Cape Ann, Salem	978-825-3800
Lynn	781-477-1600

METRO

Malden	781-388-7100
Framingham	508-424-0100
Cambridge, Somerville	617-520-8700
Arlington	781-641-8500
South Weymouth	781-682-0800

SOUTHEAST

Attleboro	508-431-9500
Brockton	508-894-3700
Fall River	508-235-9800
New Bedford	508-910-1000
Cape Cod and Islands	508-760-0200
Plymouth	508-732-6200

BOSTON

Hyde Park	617-360-2500
Dimock Street, Roxbury	617-989-2800
William E. Warren Center South End	617-574-8400
Park Street, Dorchester	617-822-4700
Chelsea	617-660-3400



Massachusetts Department of Social Services

Central Office

Massachusetts Department of Social Services

Harry Spence, Commissioner
24 Farnsworth Street
Boston, MA 02210

- ☎ (617) 748-2000 operator
- ☎ (617) 748-2400 auto attendant
- ☎ FAX (617) 261-7435

Website: www.dsskids.org

Region 1

WESTERN Regional Office

1537 Main Street, 2nd Floor
Springfield, MA 01103
☎ (413) 452-3350
☎ FAX (413) 781-4482

PITTSFIELD Area Office

53 Eagle Street, 2nd Floor
Pittsfield, MA 01201
☎ (413) 236-1800
☎ 1-800-292-5022
☎ FAX (413) 445-4507

GREENFIELD Area Office

One Arch Place, 1st Floor
Greenfield, MA 01301
☎ (413) 775-5000
☎ 1-800-842-5905
☎ FAX (413) 773-5773

NORTHAMPTON

Social Service Center

1 Prince Street
Northampton, MA 01060
☎ 1-800-841-2692 auto attended
☎ FAX (413) 586-6776

HOLYOKE Area Office

261 High Street
Holyoke, MA 01040
☎ (413) 493-2600
☎ 1-800-698-3935
☎ FAX (413) 533-9355

ROBERT VAN WART CENTER

112 Industry Avenue
Springfield, MA 01104
☎ (413) 205-0500
☎ FAX (413) 205-0650

SPRINGFIELD Area Office

1537 Main Street, 4th Floor
Springfield, MA 01103
☎ (413) 452-3200
☎ FAX (413) 739-5851

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Region 2

CENTRAL Regional Office

340 Main Street, Suite 720
Worcester, MA 01608
☎ (508) 929-2130
☎ FAX (508) 754-0420

NORTH CENTRAL Area Office

215 Hamilton Street
Leominster, MA 01453
☎ (978) 466-1500
☎ 1-800-479-6111
☎ FAX (978) 466-5960

SOUTH CENTRAL/BLACKSTONE

VALLEY Area Office

185 Church Street
Whitinsville, MA 01588
☎ (508) 234-1000
☎ FAX (508) 234-4110

WORCESTER Area Office

340 Main Street, Suite 525
Worcester, MA 01608
☎ (508) 929-2000
☎ FAX (508) 754-9803

Region 3

NORTHEAST Regional Office

Everett Mills
15 Union Street, 2nd Floor
Lawrence, MA 01840
☎ (978) 557-2700
☎ FAX (978) 557-9231

LOWELL Area Office

33 East Merrimack Street
Lowell, MA 01852
☎ (978) 275-6800
☎ PSU (978) 275-6900
☎ FAX (978) 452-5896

LAWRENCE Area Office

Everett Mills
15 Union St., 2nd Floor
Lawrence, MA 01840
☎ (978) 557-2500
☎ FAX (978) 683-7455

HAVERHILL Area Office

3 Ferry Street
Bradford, MA 01835
☎ (978) 469-8800
☎ FAX (978) 469-8990

CAPE ANN Area Office

45 Congress Street, Building 4
Salem, MA 01970
☎ (978) 825-3800
☎ (978) 825-3900
☎ FAX (978) 825-9091

LYNN Area Office

20 Wheeler Street
Lynn, MA 01902
☎ (781) 477-1600
☎ PSU (781) 593-5755
☎ FAX (781) 592-3380





Region 4

METRO Regional Office

30 Mystic Street
 Arlington, MA 02474
 ☎ (781) 641-8200
 ☎ FAX (781) 648-6909

MALDEN Area Office

22 Pleasant Street
 Malden, MA 02148
 ☎ (781) 388-7100
 ☎ FAX (781) 324-2209

FRAMINGHAM Area Office

63 Fountain Street
 Framingham, MA 01702
 ☎ (508) 424-0100
 ☎ FAX (508) 872-8340

CAMBRIDGE/SOMERVILLE Area Office

810 Memorial Drive
 Cambridge, MA 02139
 ☎ (617) 520-8700
 ☎ FAX (617) 354-0243

ARLINGTON Area Office

30 Mystic Street
 Arlington, MA 02474
 ☎ (781) 641-8500
 ☎ 1-800-769-4615
 ☎ FAX (781) 646-5172

COASTAL Area Office

541 Main Street
 South Weymouth, MA 02190
 ☎ (781) 682-0800
 ☎ FAX (781) 337-4587

Region 5

SOUTHEAST Regional Office

141 Main Street
 Brockton, MA 02401
 ☎ (508) 894-3700
 ☎ FAX (508) 559-7878

ATTLEBORO Area Office

67 Mechanic Street
 Attleboro, MA 02703
 ☎ (508) 431-9500
 ☎ 1-800-441-3143
 ☎ FAX (508) 226-6706

BROCKTON Area Office

110 Mulberry Street
 Brockton, MA 02302
 ☎ (508) 894-3700
 ☎ PSU (508) 588-2281
 ☎ FAX (508) 559-7695

FALL RIVER Area Office

1567 North Main Street
 Fall River, MA 02720
 ☎ (508) 235-9800
 ☎ FAX (508) 672-5404

NEW BEDFORD Area Office

100 North Front Street
 New Bedford, MA 02740
 ☎ (508) 910-1000
 ☎ FAX (508) 990-7321

CAPE COD AREA OFFICE

500 Main Street
 Hyannis, MA 02601
 ☎ (508) 760-0200
 ☎ 1-800-352-0711
 ☎ FAX (508) 790-3006

PLYMOUTH Area Office

61 Industrial Park Road
 Plymouth, MA 02360
 ☎ (508) 732-6200
 ☎ 1-800-423-2338
 ☎ FAX (508) 747-1239

Region 6

BOSTON Regional Office

Esquire Building
 50b Park Street
 Dorchester, MA 02122
 ☎ (617) 822-4840
 ☎ FAX (617) 882-4849

HYDE PARK Area Office

1530 River Street
 Hyde Park, MA 02136
 ☎ (617) 360-2500
 ☎ FAX (617) 360-2650

DIMOCK STREET Area Office

30 Dimock Street
 Roxbury, MA 02119
 ☎ (617) 989-2800
 ☎ FAX (617) 445-9147

PARK STREET Area Office

The Esquire Building
 50 Park Street
 Dorchester, MA 02122
 ☎ (617) 822-4700
 ☎ FAX (617) 282-1019

HARBOR Area Office

45 Spruce Street
 Chelsea, MA 02150
 ☎ (617) 660-3400
 ☎ FAX (617) 884-0215

NEW CHARDON ST. SHELTER

41 New Chardon Street
 Boston, MA 02114
 ☎ (617) 720-3611
 ☎ FAX (617) 723-7486

Massachusetts
 Department of
 Social Services

Caring for kids



Massachusetts
Department of
Social Services

Report of Child(ren) Alleged to be Suffering from Serious Physical or Emotional Injury by Abuse or Neglect

Massachusetts law requires an individual who is a mandated reporter to immediately report any allegation of serious physical or emotional injury resulting from abuse or neglect to the Department of Social Services by:

1. Immediately reporting by oral communication; **and**
2. Completing and sending this written report to the appropriate Department of Social Services' office within **48 hours** of making the oral report.

Please complete all sections of this form. If some data is unknown, please signify. If some data is uncertain, place a question mark after the entry.

▼ DATA ON CHILDREN REPORTED

Name	Current Location / Address	Sex	Age or Date of Birth
_____	_____	<input type="checkbox"/> Male <input type="checkbox"/> Female	_____
_____	_____	<input type="checkbox"/> Male <input type="checkbox"/> Female	_____
_____	_____	<input type="checkbox"/> Male <input type="checkbox"/> Female	_____
_____	_____	<input type="checkbox"/> Male <input type="checkbox"/> Female	_____
_____	_____	<input type="checkbox"/> Male <input type="checkbox"/> Female	_____

▼ DATA ON MALE GUARDIAN OR PARENT

Name: _____
First Last Middle

Address: _____
Street and Number City / Town State Zip Code

Phone #: _____ Age: _____

▼ DATA ON FEMALE GUARDIAN OR PARENT

Name: _____
First Last middle

Address: _____
Street and Number City / Town State Zip code

Phone #: _____ Age: _____

▼ DATA ON REPORTER / REPORT

Report Date: _____ Mandatory Report Voluntary Report

Reporter's Name: _____
First Last middle

(If the reporter represents an institution, school or facility, please indicate)

Reporter's Address: _____
Street and Number City / Town State Zip code

Phone #: _____

Has reporter informed caretaker of report Yes No

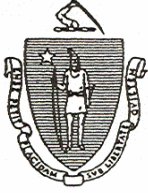
▼ What is the nature and extent of injury, abuse, maltreatment, or neglect, including prior evidence of same?
(Please cite the source of this information in not observed firsthand.)

▼ What are the circumstances under which the reporter became aware of the injuries, abuse or maltreatment, or neglect?

▼ What action has been taken thus far to treat, shelter, or otherwise assist the child(ren) to deal with the situation?

▼ Please give other information that you think might be helpful in establishing the cause of the injury
and /or the person(s) responsible for it. If known, please provide the name(s) of the alleged perpetrator(s)?

Signature of Reporter:



Mitt Romney
Governor

Kerry Healey
Lieutenant Governor

The Commonwealth of Massachusetts Executive Office of Public Safety Criminal History Systems Board

200 Arlington Street
Chelsea, Massachusetts 02150
Tel: (617) 660-4600
TTY Tel: (617) 660-4606
Fax: (617) 660-4613
www.mass.gov/chsb

Edward A. Flynn
Secretary of Public Safety

Barry J. LaCroix
Executive Director

INDIVIDUAL AGREEMENT OF NON-DISCLOSURE AND AUTHORIZATION FOR CORI CHECK

I understand that any person who willfully requests, obtains or seeks to obtain criminal offender record information (CORI) under false pretenses, or who willfully communicates or seeks to communicate CORI to any agency or person except in accordance with the provisions of M.G.L. c. 6, §§ 168 through 175, inclusive, shall for each offense be fined up to five thousand dollars (\$5,000.00), or imprisoned in a jail or house of correction for up to one year, or both.

I also understand that a criminal record check will be conducted on me by the Criminal History Systems Board (CHSB) as a prerequisite to my having authorization for access to CORI.

Signed this _____ day of _____, 200__.

Signature

Last name

First name

Middle initial

Maiden name

Alias

Date of Birth (MM/DD/YY)

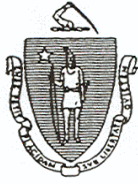
Social Security Number (requested but not required)

Job title

Agency/Business name

Agency Code (if agency is already certified)

Address



The Commonwealth of Massachusetts
 Executive Office of Public Safety
 Criminal History Systems Board

Mitt Romney
 Governor

Kerry Healey
 Lieutenant Governor

200 Arlington Street
 Chelsea, Massachusetts 02150
 Tel: (617) 660-4600
 TTY Tel: (617) 660-4606
 Fax: (617) 660-4613
 www.mass.gov/chsb

Edward A. Flynn
 Secretary of Public Safety

Barry J. LaCroix
 Executive Director

CORI CERTIFICATION APPLICATION

This application should be filled out if you are seeking a greater degree of access to Criminal Offender Record Information (CORI) than is available through a Request for Publicly Accessible Massachusetts CORI. Please contact this agency if those forms do not accompany this CORI Certification Application.

An Agreement of Non-Disclosure is attached to this application. All persons within your organization who will have access to CORI must sign an Agreement of Non-Disclosure prior to receiving CORI from this agency. Please forward signed Non-Disclosure forms for as many individuals in your organization who will receive CORI. Copies of the form may be made as necessary. As additional persons within your organization require access to CORI, additional Agreements of Non-Disclosure must be executed.

Please complete this application and mailed to the Criminal History Systems Board, 200 Arlington Street, Suite 2200, Chelsea, MA 02150, ATTN: CORI Unit. Incomplete applications will be returned.

Applications will be processed in the order in which they are received.

Name of applying organization: _____

Contact person and title: _____

Address: _____

E-mail Address: _____

Telephone No.: _____ Fax No: _____

1. This organization is applying as a:
- criminal justice agency, pursuant to M.G.L. c. 6 § 172(a);
 - statutorily mandated agency or individual required to have access to CORI; pursuant to M.G.L. c. 6 § 172(b); and/or
 - an agency or individual where the public interest in access to CORI clearly outweighs individual security and privacy interests, pursuant to M.G.L. c. 6 § 172(c).

2. Please describe your organization, together with its function and mission in relation to this application.
3. Please list any statutory and/or regulatory authorities that require your agency or organization do CORI checks.
4. Please list any federal or state licenses, including license number, your organization may have (e.g. Department of Mental Retardation License to Operate Residential Facilities or Group Homes and/or Department of Public Health License to Maintain a Convalescent or Nursing Home).
5. Please list all job titles you wish to screen with brief job descriptions and primary duties for each. If titles, descriptions, and duties are not provided herein with specificity, your application will be considered incomplete, and you may be required to provide additional information.
6. Where would this service or activity normally occur?
7. Please describe your present screening practices. Please state whether you have ever requested publicly accessible criminal records as part of your screening practices.
8. Please explain why your organization is seeking access to CORI and why publicly accessible criminal records are insufficient for these purposes.

9. Please describe your current policy regarding hiring someone with a criminal history.

10. Please describe all incidents, if any, which occurred or may occur, that you feel may have been prevented if you had received CORI.

11. Additional comments and/or concerns the agency would like CHSB to consider when reviewing the application for access to CORI information.

I hereby affirm that the information contained in this application and in support thereof is true to the best of my knowledge and belief.

Signature of Authorized Individual

Dated

CORI Request Fees

Pursuant to new legislation effective July 1, 2004 amending M.G.L.c.6, §172A, the fees for CORI requests are amended to the following:

Non-governmental certified agencies: \$15.00
Personal Requests for CORI: \$25.00
Third Party Authorization/Advocate: \$25.00
Public Request for CORI: \$30.00
Attorney Request (court order) for CORI: \$30.00
Governmental certified agencies: \$ 0.00
Fee-waived agencies: \$ 0.00

Effective July 1, 2004, CORI requests submitted without the appropriate fee will be returned to the requestor. All fees must be made payable by check or money order to the Commonwealth of Massachusetts. All organizations are liable for payment and any late fees that may result from non-payment. All fees collected are deposited into the Commonwealth's General Fund, and are not refundable for any reason.

Fee Exemption Process for Certified Agencies

If the applicant is not a government agency, is already certified, and meets the requirements listed below, a fee exemption may be requested from this agency. The request should be submitted on agency letterhead and specifically address all three of the criteria listed below. Enclose any documentation that supports the request.

Although government agencies are fee-exempted, private entities that have contracts with the government or receive government funding are not necessarily considered governmental agencies for this purpose. Also, not-for-profit agencies are not necessarily entitled to a fee exemption as a result of their tax status, and must apply for consideration.

The Board has determined that a fee exemption will serve the public interest only where:

1. the agency or entity requesting the fee exemption provides services to the elderly, children, victims of crime, medically infirm persons, or the physically or mentally challenged; and
2. more than 50% of the staff of the agency or entity are uncompensated volunteers; and
3. the agency or entity requesting the fee exemption charges no fee for its services or charges a nominal fee that may be waived.

SAMPLE ANSWERS FOR EXEMPTION FEE REQUEST

Our parish, (*name of parish*), has developed policies and procedures to help keep our youth, children and the elderly safe. It is vital that everyone who attends services or events at our parish be able to do so without fear of being harmed. The decision was made to require background checks of all paid staff, as well as all volunteers, as one way of ensuring that those who enter our doors do so in the spirit of Christ and with the intention of serving as a resource to the parish, our programs and the community at large. Because our budget does not allow for this additional expense, (*name of parish*) is seeking an exemption to the fee and below are answers to the criteria.

1. Our parish is not an “agency” whose primary work is providing direct services to the elderly, children, etc. However, we do provide activities for the elderly and children through our parish programs, and we welcome and provide whatever assistance we can to people who are victims of crime or are infirmed in some way. Some of our programs involve participation in the community, and we look for ways of reaching out to those in need, whether they are members of our parish, the neighborhood or the community at large.
2. Like many non-profit organizations, our operating budget is limited and we rely primarily on volunteers for our programs within our congregation and our outreach efforts. Our actual paid staff totals _____ people, which include the rector of the parish.
3. Our parish does not request reimbursement from staff or volunteers who serve the mission of our parish through their time and talent.

Agency Code
Fee Code

CORI REQUEST FORM

The _____ has been certified by the Criminal History Systems Board for access to conviction and pending criminal case data. As a (prospective) employee/volunteer for the position of _____, I understand that a criminal record check will be conducted for conviction and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge.

(Prospective) Employee/Volunteer Signature

(PROSPECTIVE) EMPLOYEE/VOLUNTEER INFORMATION (PLEASE PRINT)

LAST NAME FIRST NAME MIDDLE NAME

MAIDEN NAME OR ALIAS (IF APPLICABLE) PLACE OF BIRTH

DATE OF BIRTH SOCIAL SECURITY NUMBER MOTHER'S MAIDEN NAME
(Requested but not required)

CURRENT ADDRESS: _____

FORMER ADDRESS: _____

SEX: _____ HEIGHT: _____ FT _____ IN. WEIGHT: _____ EYE COLOR: _____

STATE DRIVER'S LICENSE NUMBER: _____

***The above information was verified by reviewing the following form of government issued photographic identification: _____

REQUESTED BY: _____
SIGNATURE OF CORI AUTHORIZED EMPLOYEE

CHSB USE ONLY

RECORD ATTACHED: _____ NO RECORD: _____