

Healthy Church Practices

in the

Diocese of Connecticut



August-2007

Healthy Church Practices in the Diocese of Connecticut

Statement of Intent

The Diocese of Connecticut strives to make the Episcopal Church in the Diocese of Connecticut a healthy and safe place for all to worship, work and serve our Lord. Faith flourishes when all people know that church leaders, ordained and lay, can be trusted. This document sets forth programs and practices in the diocese that offer support to ordained ministers and lay leaders in earning, maintaining and nurturing this trust.

Overview

The goal to make the Episcopal Church in the Diocese of Connecticut a healthy and safe place for everyone to worship, work and serve our Lord is ambitious. It requires a comprehensive and balanced approach. The Diocese of Connecticut gives attention and resources to the areas set out below in the Table of Contents.

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1. Calling, interviewing, and placing gifted ordained ministers to serve in this diocese

The Bishops seek to identify and recruit gifted ordained ministers to serve in this diocese. The goal is to match gifts, talents, and experience of the ordained minister with the needs, opportunities, and challenges of the parish.

The Deployment Office works with priests, search consultants, parish search committees, vestries and congregations. Referrals and recommendations for new ordained leadership come from a variety of sources including the Episcopal Church Deployment Office, a network of deployment officers in other dioceses, clergy self-referrals, and referrals from members of the congregation seeking.

Deacons are appointed by The Bishop to serve in a parish. The Bishop makes the appointment after consulting with the supervising priest well as the deacon.

The Diocese seeks the following qualities in candidates:

Holiness – Is there a lively sense of Christ’s presence in the life of this person? Do others join in recognizing what we see? How can the gifts that this person might bring to new ministry be described?

Competence – Ministry requires a variety of talents and skills. Does this person demonstrate the gifts and skills for ministry that the parish requires? Does this person’s leadership style meet parish needs? Will this person be able to build up the parish? Will this person be able to strengthen and encourage God’s people in the parish? Can these skills and talents be further developed through training and formation?

Stability of Life – Extending a call is an investment of hope and trust by the Church in a person. Does this person demonstrate personal maturity and stability that point toward fruitful future ministry?

2. Supporting ordained ministers with programs to promote personal wellness and self-care.

Wellness and self-care are personal responsibilities for all who serve in the Church. The Diocese encourages all clergy to observe generally recognized wellness practices. These include such things as:

- weekly days off, sabbatical time, and vacations as specified in letters of agreement
- participation in colleague and/or mentoring groups
- participation in some form of ongoing supervision
- spiritual direction
- retreats
- individual counseling
- regular medical exams
- regular physical exercise
- nurturing relationships with other clergy in the diocese
- attending to financial wellness

Diocesan Offerings to Support Clergy Wellness. The Diocese of Connecticut offers a variety of services and resources to support and encourage wellness and self-care for ordained ministers and their families. For a complete list of offerings and contact information consult *The Clergy and Clergy Family Wellness Manual*, which can be found on the diocesan web site at www.ctdiocese.org. The following is a partial list of some of these offerings:

- *Pastoral Situations and Emergencies* – The Bishop and diocesan staff want to be in regular pastoral contact with all clergy who serve in the diocese in times of any pastoral need, as well as in times of emergency. This is a top priority. When pastoral situations arise, the Bishops and diocesan staff are ready to assist. Please contact any of the Bishops' offices any time pastoral needs arise.

- *Ordinands' Training Program* – All newly ordained transitional deacons and priests serving within the Diocese of Connecticut are expected to participate in the Ordinands' Training Program. This program extends the process of formation begun in seminary by providing a process of reflection on the experience of the first years in ordained ministry.
- *The Transitions Program* – All priests beginning new ministries in the Diocese of Connecticut are expected to participate in the Transitions Program. This program provides support and information for priests during the first year of a new ministry.
- *Deacons' Conferences and Retreats* – The Diocese of Connecticut regularly sponsors retreats and educational conferences for deacons which specifically address diaconal ministry. Typically, events are scheduled on weekends to accommodate the usual workweek of most deacons.
- *Continuing Education* – Time and funding for continuing education are written into the letters of agreement defining ministries in the diocese. The diocese provides offerings of continuing education on an ongoing basis. In addition, the Office of the Canon to the Ordinary can assist in the planning of continuing education and provide up to 1/3 of the cost of continuing education programs.
- *Clergy Development* – Opportunities for clergy development are regularly offered by the diocese in the form of clergy days and clergy conferences. Please contact the Office of the Canon to the Ordinary for additional information.
- *Professionally-Led Clergy Supervision Groups* – These groups provide an ongoing opportunity for members to address a wide range of professional and personal issues. For information about these groups contact the Clergy and Family Assistance Program at 888-453-2327.
- *Sabbaticals (Professional Development Leave)* – Time and funding for sabbaticals are written into the letters of agreement defining ministries in the diocese. The diocese has resources to assist in the planning of sabbaticals. All clergy thinking about or planning a sabbatical must be in contact with the Canon to the Ordinary at least one year in advance of the commencement of the anticipated sabbatical.
- *Clergy and Family Assistance Program* – CFAP provides confidential services to clergy, their families, lay employees of the diocese, and their families. These services include mental health and substance abuse evaluation, referral, and treatment. Personal financial management consultation is also available. For more information call 888-453-2327.

3. Offering Safe Church Training for ordained ministers and lay ministers

In an effort to increase the physical, emotional and spiritual safety of our parishes and ministries, the Diocese offers a variety of safe church training for all members of the Church—laypersons, bishops, priests and deacons.

Comprehensive Safe Church Training is offered for ordained and lay ministers who have never attended a safe church training in this diocese. This training provides information to increase awareness of healthy practices and boundaries to enhance the safety of our parishes and ministries for children and adults. This training is offered on an ongoing basis at locations across the diocese.

Required Training for Ordained Ministers: All ordained ministers (bishops, priests and deacons) are *required* to attend the following trainings:

Comprehensive Safe Church Training within three months of establishing canonical residence or engaging in ministry within the diocese of Connecticut.

AND

Clergy Recertification Workshops every three years. These workshops are open only to clergy and are designed to bring clergy up to date on issues and trends related to safety in our parishes and ministries. These workshops will be offered every three years. (If an ordained minister is unable to attend a Clergy Recertification Workshop, he or she can fulfill this training requirement by attending basic safe church training in Connecticut, or if residing in another diocese, by attending safe church training offered in that diocese.)

Documentation of attendance at both Comprehensive Safe Church Training and Clergy Recertification Workshop by ordained ministers will be kept at diocesan house.

Recommended Training for Laity: The diocese strongly encourages safe church training on the prevention of abuse and exploitation of both children and adults for all lay ministers in positions of parish leadership, whether paid or volunteer. These educational offerings are strongly encouraged for church school teachers, anyone who sees people in their homes on behalf of the church, e.g. Eucharistic Visitors or parish visitors, Vestries and Officers, and anyone who works with children and youth. All lay persons are welcome and invited to attend safe church trainings. Each parish has the discretion to develop its own practices regarding required training of laity.

Comprehensive Safe Church Training

AND

Safe Church Recertification Workshops for Laity: These workshops are offered for lay persons who attended Comprehensive Safe Church Training three or more years ago. These workshops are designed to provide current information on issues to enhance the safety of our parishes and ministries.

Documentation of attendance of trainings by laity, whether parishioners, parish volunteers or employees, should be maintained within each parish.

Training for Diocesan Employees: All diocesan employees are required to attend Comprehensive Safe Church Training within three months of commencement of employment, or provide a current certificate of completion of Comprehensive Safe Church Training. Documentation of attendance of training will be maintained by the diocese.

4. Offering guidelines for ordained ministry and lay ministry that are clear, compassionate, and fair.

Guidelines for Ordained Ministry

The relationship of clergy and parishioner can be a powerful relationship in the lives of both, and can be integral to a parishioner's faith journey. A parishioner puts his or her trust in a cleric. In this relationship of trust, the cleric has a professional and moral responsibility to put the interest of the other person above his or her own needs. This relationship can become complex, and in some cases seriously impaired. It is the cleric's responsibility to maintain the integrity of this relationship.

The diocese offers the following Guidelines for Ministry to assist and support ordained ministers in maintaining the integrity of relationships in which they offer ministry. It is expected that all ordained clergy and lay leaders in the diocese will be familiar with and will seek to follow these guidelines. These guidelines do not include all diocesan policies or contingencies. An attempt has been made to refer to additional diocesan policies where appropriate.

Clergy are welcome to contact their bishops as they seek to follow these guidelines, particularly if they are encountering struggles in so doing. In addition, clergy may also call on members of the bishops' staff for consultation and assistance.

Clergy in the diocese of Connecticut are expected to:

1. Treat themselves with dignity and respect by taking good care of themselves. This includes:

- Regular and consistent incorporation of wellness and self-care practices in their life. (See the section above on Wellness Practices and resources listed there.)
- Setting appropriate limits with parishioners as to when they are available, and boundaries in the relationship. If a parishioner violates boundaries by going beyond what is appropriate in the clergy-parishioner relationship (e.g. seeking to romanticize the relationship, demanding inordinate amounts of attention, seeking to meet with you alone, sending you too many and/or inappropriate e-mail messages, or does anything that makes you feel uncomfortable or unsafe), firmly and clearly communicate what behavior is acceptable and what is not. Some parishioners do not change their behavior in spite of a cleric's efforts to explain why change is needed. In such cases, clergy are welcome to seek consultation by contacting the Office of Pastoral Response.
- Addressing conflicts that may arise between an ordained minister and a parishioner, group of parishioners or lay leaders, in healthy ways. This includes seeking to maintain appropriate boundaries in relationships,

communicating clearly and directly to those with whom you are in conflict, seeking nurture and support for yourself outside the parish, and possibly seeking assistance from someone trained in conflict resolution. If you are struggling with conflict in your parish, you may seek consultation by contacting the Office of Canon to the Ordinary.

2. ***Comply with diocesan policies regarding ministry with children and youth.*** There are two diocesan policies regarding ministry with children and youth. *Policies for the Protection of Children and Youth* sets forth behavioral standards for all adults engaged in ministries with children or youth throughout the diocese. This policy also sets standards for screening and selection of staff and volunteers who work with children and youth, the monitoring of programs for children and youth, and responding to concerns. Ultimately, ordained leadership in each parish is responsible for compliance with this policy within the parish. (A copy of this policy is attached as Appendix A.) The second diocesan policy regarding ministry with children or youth is *The Episcopal Diocese of Connecticut Standard of Behavior: Diocesan Youth Events*. This policy sets out in detail the behavioral standards for youth and adults participating in diocesan sponsored youth events. This policy is available on the diocesan web site at www.ctdiocese.org,

3. ***Comply with “Behavioral Standards for Ministry with Children or Youth”.***

All Adults, whether ordained or lay, shall not:

- a. provide children or youth with non-sacramental alcohol, illegal drugs or pornography,
- b. consume non-sacramental alcohol or illegal drugs or misuse legal drugs at any children’s or youth event,
- c. be under the influence of alcohol, illegal drugs or the misuse of legal drugs at any children’s or youth event,
- d. engage in illegal behavior or permit other adults or children or youth to engage in illegal behavior,
- e. engage in any sexual, romantic, illicit or secretive relationship or conduct with any child or youth,
- f. discuss their own sexual activities or fantasies with children or youth.

In addition, whenever an adult is offering any type of ministry or engaged in any type of church related activity with a child or youth there shall be at least two, unrelated adults present. These Behavioral Standards for Ministry with Children or Youth are included in the diocesan *Policies for the Protection of Children and Youth*, which are attached as Appendix A.

4. ***Refrain from dual relationships.*** Dual relationships in a church setting occur when clergy attempt to relate to a person on two levels at the same time. This can happen when clergy attempt to relate to an individual both personally and professionally (i.e., as cleric and parishioner, and at the same time in some other role such as supervisor and parish employee.) Dual relationships diminish the effectiveness of ministry. To avoid dual relationships:
 - Do not hire parishioners to serve in paid staff positions
 - Do not allow a clergy spouse, partner or family member to serve on parish staff as a lay employee, or as a parish officer or vestry member in the parish where the related clergy person serves
 - Avoid intimate personal relationships with parishioners and others to whom you minister
 - Do not sexualize any relationship with parishioners or others to whom you minister
 - Develop personal relationships with people outside of the parish to whom you do not offer ministry
5. ***Accept only token gifts*** from parishioners and others to whom you minister. Be cautious of the ramifications of accepting major gifts.
6. ***Refuse to accept loans*** of any kind from parishioners and others to whom you minister.
7. ***Refuse to agree to be named as a beneficiary*** or to act as an administrator or executor in a parishioner's will or that of anyone to whom you minister.
8. ***Maintain confidentiality*** of information shared in the pastoral relationship. This means that clergy will not tell other people personal information a parishioner shares, unless that parishioner gives permission. However, the legal obligation of **mandated reporting** requires clergy to disclose information to the appropriate state agency in specific situations, except when the cleric learns the information within the bounds of the sacrament of confession.
9. ***Comply with legally mandated reporting requirements*** regarding the suspected abuse and/or neglect of children, the elderly and vulnerable adults. In Connecticut, clergy are mandated reporters of suspected abuse and/or neglect of children, elderly and vulnerable adults. Appendix B contains resource information on mandated reporting. If you have any questions about mandated reporting, please contact the Office of Pastoral Response.

- 10. *Refrain from treating mental health or substance abuse issues*** unless you are licensed or certified, and insured to do so. Clergy are not to treat anyone who is a member or attends a parish in which the cleric is serving.
- 11. *Restrict involvement in the evaluation of mental health or substance abuse issues*** to no more than three sessions. By the third session, referral if necessary should be made to other service providers for further evaluation and/or treatment. The Clergy and Family Assistance Program director is available for consultation if a referral is required. The limit of three sessions does not apply to premarital conversations.
- 12. *Comply with the responsibilities of being an employer*** if you are the cleric in charge with paid staff. This includes making decisions regarding hiring, supervision, record keeping, and termination, either for cause or due to financial restrictions. It also includes responding to any and all allegations of misconduct by employees in a timely and appropriate manner. If you need information about the role of employer, please contact the Canon for Stewardship and Administration.
- 13. *Comply with financial practices*** as set forth by The Diocese of Connecticut and Episcopal Church. This includes conducting an annual audit of all accounts, including clergy discretionary and special ministry funds, and ensuring that the financial systems within your parish, such as money counters and those authorized to sign checks, are in accordance with the internal practices recommended by the Diocese and the Episcopal Church. (See The Diocese of Connecticut Parish and Financial Reporting Requirements and the Episcopal Church Manual of Business Methods in Church Affairs.)
- 14. *Bring resolution to relationships with parishioners when ordained ministry at a parish ends.*** When it comes time to leave a parish, it is expected that clergy will bring resolution to relationships with all parishioners in a manner that is healthy for the cleric, the cleric's family, as well as the parish. It is expected that once a cleric's service at a parish ends, he or she will no longer perform any clergy functions for any members of that parish or others affiliated with the parish, and will not worship at that parish. In addition, it is expected that the cleric will not communicate with former parishioners about matters involving the parish, and will not meet with any members of the parish for any reason during the interim period and until new ordained leadership is fully integrated into the life of the parish. For more information, consult "Leaving Well," available through the Diocesan Deployment Office.
- 15. *Participate in Diocesan Events*** – It is a diocesan expectation that clergy attend diocesan convention and other regular diocesan events such as Clergy Days and Clergy Conferences. Participation in ordinations and celebrations of new ministry are strongly encouraged.

Guidelines for Lay Ministry

Lay ministers may be engaged in ministry by serving as elected parish leaders, by serving in leadership roles in worship (chalice bearer, lecturer) or by serving in other ministries offered through the church. All lay ministers are expected to respect the dignity of others when offering ministry. Many of the guidelines offered above for ordained ministry apply to lay ministry as well. For example, lay ministers are expected to maintain appropriate confidentiality, as well as accept only token gifts, and refuse to accept loans from those to whom ministry is offered. Many of the guidelines for lay ministry are further discussed in Safe Church Training.

All adults offering ministry to children or youth are expected to comply with the Behavioral Standards for Ministry with Children or Youth. These standards are fully set out in diocesan *Policies for the Protection of Children and Youth*, which is attached as Appendix A, and reprinted, in part, in section 3 above.

5. Responding to all allegations regarding misconduct by ordained clergy with sensitivity and compassion toward all involved

The Episcopal Diocese of Connecticut seeks to respond to all allegations of clergy misconduct in an appropriate, sensitive and timely manner. This includes allegations of sexual misconduct, as well as other forms of professional boundary violations.

The fidelity of pastoral trust is essential to nurturing spiritual growth. Pastoral trust is broken when a person offering ministry engages in misconduct by acting in ways to meet his or her own needs, including sexualizing the relationship with the person to whom ministry is offered, instead of acting to meet the appropriate needs of the person receiving ministry.

Definitions:

Clergy Sexual Misconduct is defined by the Diocese of Connecticut to include any kind of sexual interaction in a pastoral or professional relationship. The sexual interaction may range from covert and subtle exploitation to the overt use of physical force. It includes sexual abuse, sexual harassment and sexual exploitation. Clergy sexual misconduct includes inappropriate sexual relationships with other clergy as well as lay persons. Clergy sexual misconduct is wrong.

The Diocese of Connecticut adopts the 70th General Convention of the Episcopal Church definitions on sexual misconduct as follows:

Sexual Abuse: Sexual involvement or conduct by a cleric or other church employee or volunteer with a person who is a minor or is legally incompetent.

Sexual Harassment: Unwelcome or unwanted sexually oriented humor or language, questions or comments about sexual behavior or preference, physical contact, inappropriate comments about clothing or physical appearance, or repeated requests for social engagements, in a situation where there is an employment, mentor or colleague relationship between persons involved.

Sexual Exploitation: A betrayal of trust in a pastoral relationship 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 or fiduciary relationship, whether or not there is apparent consent from the individual.

Raising Allegations of Clergy Misconduct: There are two ways to raise allegations of clergy misconduct. One is to bring the allegations to the bishop or his designee either in writing or through a personal meeting. In some situations, the bishop may refer the matter to the Diocesan Standing Committee, which may then refer the matter to the ecclesiastical trial court. The second way to raise allegations of clergy misconduct is to bring them directly to the Diocesan Standing Committee by providing the President of the Standing Committee with a verified written statement of the allegations as specified under the provisions of Title IV of the

Constitution and Canons of the Protestant Episcopal Church. For more information or to raise an allegation of clergy misconduct, contact the Office of Pastoral Response.

When applicable, the response to resolve allegations of misconduct will be made in accordance with the provisions of Title IV.

The diocese will seek to provide pastoral support to both the person raising allegations of misconduct and the clergy person. When appropriate, pastoral assistance to families, the congregation and church leaders will also be offered.

6. Responding to inappropriate conduct by parish employees, lay leaders and parishioners

Just as ordained ministers can violate pastoral trust, parish employees, lay leaders, and other lay ministers can also act in ways that violate trust which is essential to effective ministry.

A parish employee or lay leader can betray their position of trust by acting in ways to meet their own needs rather than to further the ministry with which they are entrusted. For example, a person could learn confidential financial information about a parishioner in the context of offering ministry and then use that information to his or her own personal advantage. Or, a lay leader might learn of another parishioner's personal crisis in the context of offering ministry and seek to sexualize the relationship with the parishioner while the parishioner is in a vulnerable state.

A parishioner who is not currently serving as a lay leader can violate the trust and safety of other parishioners or parish employees by acting inappropriately such as by sexually harassing a parish employee or, by sexually harassing a parishioner at worship services or other church related functions.

The definition of sexual misconduct, which includes sexual abuse, sexual harassment and sexual exploitation (as defined in the preceding section) apply to lay ministers as well as ordained ministers.

A betrayal of trust or inappropriate conduct by lay ministers needs an appropriate and timely response. The authority to respond to these situations lies with the ordained minister of the parish. The diocese is available for consultation on processes that may be followed to assist in the resolution of allegations as well as practices that may assist the parish in healing from a betrayal of trust by a lay minister. For more information, please contact the Office of Pastoral Response.

APPENDIX A

THE EPISCOPAL DIOCESE OF CONNECTICUT POLICIES FOR THE PROTECTION OF CHILDREN AND YOUTH ADOPTED BY THE BISHOP AND DIOCESAN EXECUTIVE COUNCIL FEBRUARY 26, 2005, revised JUNE 7, 2006 and DECEMBER 6, 2006

PREAMBLE

This policy is adopted in compliance with 2003 General Convention resolution BOO8. 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 live out our Baptismal covenant to respect the dignity of every human being.

SCREENING AND SELECTION FOR MINISTRY WITH CHILDREN AND YOUTH

The Diocese will do background checks on all clergy who are deployed or licensed to officiate within the Diocese. The Diocese will also do background checks on any diocesan employees or volunteers who regularly work with children or youth.

Parishes are required to conduct public records checks on ALL existing and future employees and all existing and future volunteers who regularly work with children or youth. Parishes shall use a company designated by the diocese to conduct public records checks and shall be conducting such checks by 1/31/07.

For all NEW employees and volunteers who begin to regularly work with children or youth after December 1, 2006, parishes are required to conduct the following components of a background check in addition to the public records check:

- a. a written application
- b. an interview
- c. reference checks

Volunteers should not be permitted to work with children or youth until they have been known to the clergy or congregation for at least six months.

BEHAVIORAL STANDARDS FOR MINISTRY WITH CHILDREN OR YOUTH

Adults shall not:

- a. Provide children or youth with non-sacramental alcohol, illegal drugs or pornography,
- b. Consume non-sacramental alcohol or illegal drugs or misuse of legal drugs at any children's or youth event,
- c. Be under the influence of alcohol, illegal drugs or the misuse of legal drugs at any children's or youth event,
- d. Engage in illegal behavior or permit other adults or children or youth to engage in illegal behavior,
- e. Engage in any sexual, romantic, illicit or secretive relationship or conduct with any child or youth,

- f. Discuss their own sexual activities or fantasies with children or youth.

Firearms and concealed weapons are prohibited at any church activity. Rectors may make special exceptions for off-duty police officers or others required to carry firearms.

MONITORING PROGRAMS AND INTERACTIONS WITH CHILDREN AND YOUTH

At all events and ministries for children and youth there shall be at least two, unrelated adults present. If unanticipated circumstances result in an adult being alone with children or youths, that adult shall immediately report those circumstances to the Rector or senior warden. It may be appropriate for a Sunday School class to have only one teacher so long as at least one other adult can maintain visual contact with the teacher.

Any new programs, trips or events that involve children or youth should be given prior approval by the Rector and the Vestry. No event for children or youth shall take place in a private residence without prior approval by the Vestry.

Adults who work with children or youth within a congregation should be discouraged from having a separate and private relationship with any unrelated child from the church away from sanctioned church youth activities.

Each parish is encouraged to conduct a "safe church audit" annually to review practices and policies within the congregation.

Parishes should adopt safe church policies, consistent with the requirements in this policy. Parish policies should be clear, should be posted in areas where activities for children and youth take place and should be given to all adults who regularly work with children or youth and to parents. Parish policies should include the names and phone numbers of the Rector or priest, senior warden, and contact person in the Bishop's office.

Parish computers should have adequate password protection.

Parishes should have clear guidelines and adequate supervision (by parish staff or authorized persons) of anyone using a parish computer to access the Internet. Be advised that any activity on a parish computer is not considered private and may be accessed by authorized persons.

EDUCATION AND TRAINING

Parishes are strongly encouraged to send parish employees and volunteers who work with children or youth to training on how to prevent child abuse and promote healthy boundaries in church settings. Each parish should maintain a record of those who have attended such training.

The Diocese shall require all clergy and employees and volunteers who work with children or youth at diocesan event to attend training on how to prevent child abuse and promote healthy boundaries in church settings. The Diocese will maintain records of those who have attended the training.

The Diocese will offer the requisite training. Individuals should be re-trained every three to four years. The Bishop's office will approve curriculum and trainers for the requisite training. Current training should be available for those who screen, train or supervise those who regularly work with children or youth.

RESPONDING TO CONCERNS

Anyone who knows of a violation of these policies shall immediately report the violation to the Rector and senior warden. Anyone who knows of a violation of these policies by a clergy person shall immediately report the violation to the Bishop's office.

Anyone who has reason to suspect that child abuse has taken place at church or in another setting, is strongly encouraged to tell their parish priest or another member of ordained clergy. Any mandated reporter who has reason to suspect that child abuse has taken place shall report it to the appropriate civil authority.

Rectors hearing reports of violations of this policy shall be responsible for providing appropriate pastoral care to all those affected and appropriate remedial and/or disciplinary action up to and including termination of employment or volunteer ministry with the church.

The Bishop, hearing reports of violations by clergy, or by adults at diocesan events, shall be responsible for providing appropriate pastoral care to all those affected and appropriate remedial and /or disciplinary action, up to and including canonical disciplinary action.

CONTACT INFORMATION

The Diocesan Office of Pastoral Response can be reached by calling 860-233-4481 or 1-800-842-0126.

The Abuse and Neglect Hotline for the Connecticut Department of Children and Families is 1-800-842-2288.

APPENDIX B

Resources on Mandated Reporting

Reporting suspected abuse or neglect of a child: Under Connecticut law clergy are mandated reporters of suspected abuse or neglect of children.

As mandated reporters clergy are required to:

1. Make an oral report to the Department of Children and Families (DCF) Hotline within 12 hours of suspecting that a child has been abused or neglected. The hotline number is 1-800-842-2288.

AND

2. Make a written report (using DCF form 136) within 48 hours of making the oral report. DCF form 136 is available on the DCF web site www.state.ct.us/dcf, or by calling the diocesan Office of Pastoral Response.

(When making a written report it is advisable to keep a copy of the report for your own records and to mail the report first class mail return receipt requested so that you have documentation that you made the report as required by law.)

Reporting suspected abuse or neglect of elderly: Under Connecticut law clergy are mandated reporters of suspected abuse or neglect of the elderly.

If you suspect that a person 60 years or older is the victim of abuse, neglect (which includes self-neglect) or exploitation you are required to make a report to the Department of Social Services.

Reports are made by calling 1-888-385-4225. For after hour emergencies call Info-Line at 211.

Reports must be made within 5 calendar days of suspecting that an elder has been abused or neglected.

Reporting suspected abuse or neglect of adults with mental retardation: Under Connecticut law clergy are mandated reporters of suspected abuse or neglect of adults with mental retardation.

As mandated reporters clergy are required to:

1. Make an oral report to the Office of Protection and Advocacy for Persons with Disabilities (P & A) within 72 hours of suspecting that an adult with mental retardation has been abused or neglected. The phone number to make such a report is 860-297-4300.

AND

2. Make a written report to P & A within 5 calendar days of making the initial report. The form for making the written report is available by calling P & A or through the diocesan Office of Pastoral Response.

Questions and concerns about mandated reporting:

You are welcome to call the Pastoral Response Coordinator as situations arise.

APPENDIX C

Resource Persons and Diocesan Offices

The Right Rev. Andrew D. Smith, Diocesan Bishop of Connecticut.....	860-233-4481
Executive Secretary, Julie Burnep	ext. 112
The Right Rev. James E. Curry, Bishop Suffragan of Connecticut.....	860-233-4481
Executive Secretary, Bonni McKenney.....	ext. 116
The Right Rev. Laura Ahrens, Bishop Suffragan of Connecticut.....	860-233-4481
Executive Secretary, Mayra Nova.....	ext.132
The Canon to the Ordinary, Rev. Marjorie Roccoberton, Deacon	860-233-4481 ext. 115
The Transition Ministry Office, Rev. Erik Larsen.....	860-233-4481 ext. 133
Administrative Assistant, Mary Hart.....	ext.108
The Pastoral Response Coordinator, Robin Hammeal-Urban	860-233-4481 ext. 122
Administrative Assistant, Mary Hart.....	ext.108
The Canon for Stewardship and Administration, John W. Spaeth	860-233-4481 ext. 101
Children’s Ministries and Christian Education Coordinator	
Sharon Pearson.....	860-233-4481 ext. 126
The Youth Ministries Coordinator, Emily Perow.....	860-233-4481 ext. 128
Clergy and Family Assistance Program, Dr. Ronald Casey	888-453-2327

APPENDIX D

Bibliography

Resources sited in *Healthy Church Practices in the Diocese of Connecticut*

Resources are listed in the order in which they are sited

The Clergy and Clergy Family Wellness Manual, available on the diocesan web site at www.ctdiocese.org.

Diocese of Connecticut Policies for the Protection of Children and Youth, available on the diocesan web site at www.ctdiocese.org or through the diocesan Office of Pastoral Response. (Also attached to this document as Appendix A.)

The Episcopal Diocese of Connecticut Standards of Behavior: Diocesan Youth Events. Available on the diocesan web site at www.ctdiocese.org or through the diocesan office of Youth Ministries.

Diocese of Connecticut Parish and Financial Reporting Requirements, available on the diocesan web site at www.ctdiocese.org, or through the diocesan Office of Stewardship and Administration.

Episcopal Church Manual of Business Methods in Church Affairs, available through the diocesan Office of Stewardship and Administration.

Leaving Well, available through the diocesan Transition Ministry Office.

Title IV of the Constitution and Canons of the Protestant Episcopal Church.