

The Protection of Children and Youth and Vulnerable Adults in the Diocese of Massachusetts

March 2025

Adapted from [Model Policy for the Protection of Children and Youth](#) and the [Model Policy for the Protection of Vulnerable Adults](#), The Episcopal Church, 2018

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I. THEOLOGICAL AND ETHICAL FOUNDATIONS

“And the Word became flesh and dwelt among us, full of grace and truth; we have beheld the Word’s glory, glory as of the only Child from God.”

— John 1:14 (*An Inclusive Language Lectionary*)

God expressed the fullness of humanity in Jesus of Nazareth, whom we worship as the Word made flesh. To be human is to live with God and the whole of creation in the fullness of freedom and the challenge of responsibility. The pattern of Jesus’ life, death, and resurrection resonates unreservedly with God’s call to perfect freedom and responsibility.

In baptism, God, speaking through the Church, claims us in Christ. We become, in Christ, the community of God’s final purpose: justice and peace, love and plenty for the whole creation. This new community lives in Eucharistic fellowship with God and Creation, as a sign and instrument of God’s reconciling purpose in the world.

The Church is called to embody and advance God’s mission. Ministry is the vocation of the whole community: laypersons, deacons, priests, and bishops who together represent Christ and the Church in the world.

The obligation to seek and serve Christ in all persons and to respect the dignity of every human being is binding for all the baptized. The authority with which **leaders** — ordained persons and adults who minister with minors (**children** and **youth**), youth in leadership roles, and vulnerable adults — are entrusted, creates an inherent power imbalance in the **pastoral relationship**. This power imbalance derives from the leadership role and, in the case of clergy, the symbolic authority of an ordained person. Christian leadership is intended to provide occasions for guidance and grace, and its abuse is always and unequivocally wrong.

Ministry involves a necessary tension between a Gospel-based integrity and a Gospel-based intimacy as modeled by the life of Christ. A rigid adherence to a system of rules leads to an unproductive legalism. Yet, without the framework of the law, the intimate relationships into which Christ calls us risk distortion and harm. All the people of God are called to minister attentively within this tension. These policies are intended to provide a pattern for attentive practice of ministry.

This document is a statement for the Diocese of Massachusetts (“the Diocese”), adapted from model policies developed by The Episcopal Church, setting forth expectations for its leaders in their relationships with children and youth and vulnerable adults. The purpose of these policies is to foster the highest standards of behavior in ministry settings.

II. EXPECTATIONS AND LOCAL IMPLEMENTATION

This policy sets forth statements of general expectations and guidelines of behavior for ordained and lay people in the church when engaged in ministry with children and youth and/or vulnerable adults. This policy is mandated for all such activities sponsored by the Diocese. The purpose of these policies is to create safe and welcoming space for all children and youth and vulnerable adults in our communities, those engaged in ministry with children and youth and/or vulnerable adults, and to prevent sexual abuse.

This policy presents best practices for creating such safe space. Circumstances for particular events may make some of these best practices difficult to implement or even unworkable. As a result, additions or revisions may be made in particular circumstances so long as they meet or exceed the requirements of this policy. This requires that leadership understands this policy thoroughly enough to make appropriate judgments about particular circumstances. Any such additions or revisions must be submitted in writing for the approval of the Bishop Diocesan or the Bishop's designee. No provisions may be omitted from a policy adapted for a particular circumstance.

Diocesan governing bodies and all diocesan leaders should understand these policies and all requirements thoroughly enough to make appropriate judgments and should consult with the Office of the Bishop when unanticipated situations arise.

No policy can foresee every possible circumstance to which it may be applied. Whenever applicable, questions of civil, criminal, and/or ecclesiastical discipline and employment offenses should be addressed with the relevant authorities immediately. Please contact the Office of the Bishop for consultation and resources if assistance is needed.

III. DEFINITIONS

NOTE: These definitions reflect our understanding of terms describing gender identity and sexuality, which are evolving.

Adult: Anyone who is 18 years or older and not in high school (*see footnote to youth on page 6*).

Adult Protective Services: A social services program provided by state and local governments serving vulnerable adults and their families who are in need of assistance. Adult Protective Services receive and investigate reports of suspected abuse, neglect, and exploitation.

Bullying: Behavior that intimidates, humiliates, offends, degrades, or harms another person, whether verbal, psychological, social, physical, or otherwise.

Child: Anyone under the age of 12 years (*see footnote to youth on page 6*).

Child Protective Services: A social services program provided by state and local governments serving children and their families who are in need of assistance. Child Protective Services receive and investigate reports of suspected abuse, neglect, and exploitation.

Cisgender: An adjective describing a person whose sense of personal identity and gender corresponds with their gender or sex assigned at birth. This is an evolving term, as our understanding and language around gender identity and sexuality expands and matures.

Gender Non-Binary: An umbrella term for people who identify their gender as neither male nor female. These people might identify as both ("bigender"), neither ("agender"), a mix between the two ("genderfluid"), or they can be unsure of their gender ("genderqueer"). This is an evolving term, as our understanding and language around gender identity and sexuality expands and matures.

Intake Officer: The person(s) designated by each diocese to receive information regarding an offense for which a member of the clergy may be held accountable under *Title IV of the Constitution and Canons of The Episcopal Church*, which sets out the disciplinary process for clergy. Anyone may contact an Intake Officer to report concerns.

Leader: A person, adult or youth, who, for the benefit of another, engages in ministry without responsibility for oversight of others engaged in that same ministry. Examples include Sunday school teachers, camp counselors, and program team.

LGBTQ+: An acronym for Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, and others. It refers to people whose gender identities vary from their gender or sex assigned at birth, or whose sexual orientations differ from the heterosexual majority. The "+" is an effort to include additional gender identities. This is an evolving term, as our understanding and language around gender identity and sexuality expands and matures.

Mandated Reporter: A person who is required by state law to report reasonable suspicions of abuse, neglect, and/or exploitation of vulnerable populations to the appropriate state agency. State laws vary greatly. It is imperative to know the requirements of applicable state laws.

- **Children and Youth:** In Massachusetts, state law mandates that Members of the Clergy, including ordained or licensed leaders of any church or religious body, persons performing official duties on behalf of a church or religious body, or persons employed by a religious body to supervise, educate, coach, train or counsel a child on a regular basis report suspected abuse of children and/or youth to the Department of Children and Families (DCF). Individuals who are not mandated to report suspicion of abuse may make a report to DCF as well, even though not legally required to do so. See the DCF's *Child Abuse and Neglect Reporting: A Guide for Mandated Reporters* [here](#).
- **Vulnerable Adults:** In Massachusetts, state law does not yet mandate that Members of the Clergy report suspected elder abuse or neglect to the Executive Office of Elder

Affairs (EOEA) or abuse or neglect of disabled adults to the Disabled Persons Protection Commission (DPPC), though legislation which would include Members of the Clergy as mandated reporters has come before the legislature several times. Individuals who are not mandated to report suspicion of abuse may make a report to EOEA or DPPC as well, even though not legally required to do so. See the EOEA's guide for reporting elder abuse and neglect [here](#). See the DPPC's guide for recognizing and reporting abuse or neglect of disabled adults [here](#).

Off-Site: Any location other than the sponsoring Episcopal Church, institution, facility, or campus.

Organizations: All institutions for which the Diocese or congregations have legal or fiduciary responsibility (examples: diocesan departments, commissions, conference & retreat centers, adult day care centers, retirement communities, religious orders, congregations, schools, etc.).

Overnight: Any event that starts on one calendar day and ends on a different calendar day.

Pastoral Relationship: Any relationship (1) between a Member of the Clergy and any person to whom the Member of the Clergy provides or has provided counseling, pastoral care, spiritual direction or spiritual guidance, or from whom such Member of the Clergy has received information within the Rite of Reconciliation of a Penitent, or (2) between a lay minister and any person to whom the lay minister is offering prayer, ministry, and/or any person from whom the lay minister has received sensitive, personal, or confidential information in the course of offering ministry.

Programs: Official activities and programs sponsored by The Episcopal Church and its provinces, dioceses, and congregations (examples include: The Episcopal Youth Event, Provincial Youth Events, Happening, Teens Encounter Christ, pilgrimages, mission experiences, New Beginnings, camp programs, Acolyte Festival, etc.).

Public Records Check: A search of documents and data available to the public including criminal and civil court records, credit reports, and driving records from the department of motor vehicles. Typically, such searches are conducted by a third party with expertise in this area.

Residential Facility: Any institutional or group home setting where a vulnerable adult resides on a permanent or temporary basis such as a nursing home, rehabilitation center, assisted living facility, treatment center, or memory care facility.

Responsible Person: The person designated as being accountable for compliance with this policy for an event or program.

Sacramental Use: Consecrated or unconsecrated wine used in the setting of Eucharist.

Sexual misconduct: A broad term encompassing any behavior of a sexual nature that is committed without consent or capacity for consent or by force, intimidation, coercion, or

manipulation. Sexual misconduct can be committed by a person of any gender, and it can occur between people of the same or different gender.

Supervisor: A person who has oversight responsibilities for a ministry program and/or Leaders in a ministry program.

Title IV: A section of the *Constitution and Canons of The Episcopal Church* pertaining to clergy professional standards, accountability and ecclesiastical discipline.

Transgender: An adjective describing a person whose sense of personal identity and gender does not correspond with the gender or sex assigned to them at birth. This is an evolving term, as our understanding and language around gender identity and sexuality expands and matures.

Training: Organized activity designed to provide information and/or instructions to strengthen and enhance the recipient's understanding, capacity, and exercise of ministry.

- **Universal Training:** A standard of training that will foster a culture of safety and inclusion for all people that includes a broad overview of issues of vulnerability, power, and healthy boundaries. This training is designed to equip all people to live out their Baptismal Covenant.
- **Specialized Training:** A standard of additional training that equips people who participate in or have oversight responsibility for ministries. In addition to Universal Training, a person will have access to training that is specialized and tailored to their role and ministry function.

Vulnerable Adult:

- Any adult at or older than the age designated as an elder by applicable state law, age 60 in Massachusetts;
- Any adult who is infirm or diminished in capacity due to age, illness, or disability;
- Any adult who is ministered to in their home (by Eucharistic Visitors, Pastoral Care Visitors, Stephen Ministers, or others);
- Any adult who is wholly or partially dependent upon one or more other persons for emotional, psychological, or physical care or support, such dependency may be temporary as in the case of an accident, illness, or birth of a child; and
- Any adult who by virtue of a crisis, experiences vulnerability leading to dependency on another or lacks agency in a pastoral relationship as in the wake of death of a family member or job loss.

Youth: Anyone who is at least 12 years old, but not yet 18 years old. A youth may also be an individual who is 18 years old or older, and still in high school.¹

IV. APPLICATION AND SCREENING

The Diocese is required to screen all persons according to the standards in the *Safe Church Training Protocols* (Appendix A, p. 26) and *Protocols for Public Records Checks and Screening Protocols* (Appendix B, p. 29). For some positions, screening consists only of a Public Records Check. For other positions there are additional screening requirements of a written application, interview, and reference verification.

A. Public Records Checks

- The Diocese shall conduct public records checks according to the standards in the *Public Records Checks and Screening Protocols*. Such checks must be completed before the employee or volunteer begins interacting with children and youth and/or vulnerable adults;
- Criminal public records checks shall include all available criminal records and sex offender registries;
- A Registry of Motor Vehicles (RMV) records check is needed if transporting children and youth and/or vulnerable adults as part of, or an extension of, ministry of the Diocese or for a Diocese-sponsored event;
- A credit check is required with check signing authority; and
- Public records checks must be updated at least every three years.

B. Additional Screening Requirements

A written application, interview, and reference verification are required before serving in certain roles and ministries as specified in the *Protocols for Public Records Checks and Screening* (Appendix B, p. 29). Where required, these components are generally conducted in the following order:

- Submission of a completed written application to serve in a specified role with a clearly defined, written “job description.” The application includes verifiable personal information;
- Personal interview;
- Reference verification conducted by the Diocese to verify personal information and check references listed in the application (people who know but are not related to the applicant); and
- Maintenance of these records as described below.

¹ Ages established in accordance with generally accepted definitions in the United States. These ages may vary across the wider Episcopal Church.

Potential Leaders or Supervisors must be known and active in the Diocese or one of its congregations or affiliated organizations for at least six months before engaging in ministry with children and youth or vulnerable adults, unless they are required to have public records checks and reference checks pursuant to the ***Public Records Checks and Training Protocols*** (Appendix B, p. 29).

The Diocese will keep and maintain all application and screening records secure and confidential in the diocesan office. This includes a signature by each applicant verifying receipt of a copy of this policy, including any special procedures or variations approved for particular circumstances.

V. EDUCATION AND TRAINING

Training shall be appropriate to each person's function according to the ***Safe Church Training Protocols*** (Appendix A, p. 26).

All Leaders shall have Universal Training that fosters a culture of safety and inclusion for all people and covers a broad overview of issues of vulnerability, power, and healthy boundaries. Universal Training is designed to equip all people to live out their Baptismal Covenant. All members of The Episcopal Church shall have access to this training.

In addition to Universal Training, all Supervisors and those with oversight responsibilities for ministry programs and/or other adults who engage in ministry with children and youth and/or vulnerable adults shall have Specialized Training that is tailored to their role and ministry function.

Depending on role and responsibility, Specialized Training should include:

- Prevention, identification, and response to all forms of abuse and neglect, including, in the case of vulnerable adults, financial exploitation;
- Mandated and/or voluntary reporting of suspected abuse, neglect, and exploitation of children and youth and vulnerable adults;
- Vulnerability within the pastoral relationship;
- An introduction to gender non-binary;
- The needs of LGBTQ+ children and youth and, in the case of vulnerable adults, needs of aging LGBTQ+ individuals who often struggle to find care or residential facilities adequately equipped to meet their needs;
- The ways that children and youth and vulnerable adults can engage in self-advocacy; and
- The needs of differently-abled children and youth and vulnerable adults..

Training shall be renewed every three years.

The Diocese shall keep records sufficient to evidence compliance of clergy, lay staff and volunteers at diocesan events with this policy. Congregations are responsible for maintaining records for their lay staff and volunteers.

VI. MONITORING AND SUPERVISION OF PROGRAMS

A Responsible Person shall monitor and supervise the behavior of adults, children, and youth to ensure appropriate behavior and healthy boundaries.

All people who minister to children and youth and/or vulnerable adults must have ongoing supervision. Ongoing supervision should consist of regular check-ins by the Supervisor who may be a Member of the Clergy or a lay team leader. Such supervision shall review the scope, accountability, and responsibility of the ministry with the person engaged in the ministry. Each person engaged in such ministry should know who supervises their ministry and how to contact the Supervisor at all times.

The Diocese shall ensure that all people who minister to children and youth and/or vulnerable adults through diocesan programs and events receive prior training as to the scope, accountability, and responsibility of the ministry.

The Diocese shall maintain an up-to-date list of people with their contact information approved to minister to children and youth and/or vulnerable adults. This list shall be kept in the diocesan office.

It is best practice for those ministering to vulnerable adults to document their visits, including time, place, and any observations or concerns. Such documentation is reviewed by the Supervisor. Confidentiality among clergy and lay ministers is required and all documentation is kept confidential. This documentation promotes continuity of care and transparency in ministry.

All new activities that include pastoral relationships and/or ministry to vulnerable adults shall have a Responsible Person to monitor and supervise all events to ensure appropriate behavior and healthy boundaries.

VII. INCLUSIVENESS

No one shall be denied rights, status or access to an equal place in the life, worship, and governance of any program or activity because of race, color, ethnic origin, national origin, marital status, sex, sexual orientation, gender identity and expression, differing abilities, or socio-economic class. To the extent possible, all spaces and settings for programs, activities, and ministry shall be accessible.

The Episcopal Church seeks to support all persons by providing reasonable alternative arrangements regardless of state law to address safety and comfort.

Transgender, genderqueer, or gender non-binary persons, including children and youth, who express the need or desire for increased privacy should be provided with reasonable alternative arrangements. Reasonable alternative arrangements may include the use of a private area, or a separate changing schedule, or use of a single stall restroom. Any alternative arrangement should be provided in a way that protects the person's ability to keep their transgender status confidential. They should not be required to use a locker room or restroom that conflicts with their gender identity.

Safe bathroom/shower facilities will be provided by gender (or specific times will be assigned to the use of a single facility). Transgender, genderqueer, or gender non-binary persons should not be required to use a locker room or restroom that conflicts with their gender identity.

Adults should either have separate shower facilities or shower at other times than children and youth. Separate dressing facilities should also be provided. See section on *Overnight Programs for Children and Youth* (Section XI.B, p. 20).

VIII. CREATING SAFE SPACES FOR CHILDREN AND YOUTH

A. Unrelated Adults Required

There shall be at least two unrelated adults (at least two years older than the eldest participant) present at ministry settings and events designed for children and youth. If unanticipated circumstances result in an adult being alone with children or youth, that adult shall report those circumstances to the Supervisor as soon as possible.

Only one adult may be sufficient in well-monitored, visually accessible program space on the diocesan property, provided that another adult can maintain visual contact with the adult program leader. This can be accomplished by designating an individual to conduct frequent random checks of spaces throughout the building(s). These exceptional circumstances must be specifically described in a written document and approved by the Bishop or the Bishop's designee. See also sections on *Overnight Programs* (Section XI.B, p. 20) and *Travel with Children and Youth* (Section XI.D, p. 21).

B. Anticipating and Avoiding Inappropriate Circumstances

To create a safe space, it is necessary to anticipate and avoid circumstances in which children and youth are exposed to inappropriate consumables, materials, unmonitored adult contact, or unsupervised peer contact.

For example:

- **Alcoholic beverages.** Alcohol (sacramental or otherwise) shall not be stored in publicly accessible areas.
- **Computers and electronic devices.** Children and youth shall have adequate supervision when using electronic devices belonging to the Diocese or other

organizations. Devices shall have adequate password protection. Each user shall have their own account and password. See [*Diocesan Practices and Guidelines for Social Media and Electronic Communications*](#).

- **Persons with keys and access to locked spaces.** *Anyone with keys or electronic access* to diocesan buildings shall meet all the requirements for screening and training according to the ***Safe Church Training Protocols*** (appendix A, p. 26) and ***Protocols for Public Records Checks and Screening*** (appendix B, p. 29).
- **Unused spaces.** Spaces not in use should not be readily accessible. The Supervisor shall determine how best to meet this standard.

C. One-to-One Conversations with Children or Youth

When one-to-one conversations occur between an adult and a child or youth, another unrelated adult is either to be present or capable of visually monitoring the conversation.

Examples include:

- Planned or unplanned on-site conversations can take place in a public location, away from where others can hear but in view of other adults.
- Planned off-site conversations/meetings can take place in a public place (such as a coffee shop or restaurant) in view of other adults. A Responsible Person shall be informed about the appointment or plans in advance.

Confidentiality cannot be guaranteed if a child or youth discloses a situation pertaining to abuse, neglect, self-harm, or exploitation because of mandatory reporting laws.

Impulsive, secluded or secretive activity, online or in person with children or youth, may foster a high-risk situation, and is therefore to be avoided. See [*Diocesan Practices and Guidelines for Social Media and Electronic Communications*](#).

D. Basic Needs

No one is to be deprived of the basic human needs of food, drinking water, shelter, sleep, access to restrooms, safety, and clothing at any event.

Exceptions may be made for programs intended to teach children or youth about poverty, need, and hunger, such as an intentional fasting program. In these cases, children and youth must agree to participate in writing, and parents or guardians must give written permission that includes certification that the youth or child does not have a medical condition that would put the participant at risk by fasting or missing sleep. Participants who wish to withdraw or who are unable to complete the program must have their basic needs met immediately.

E. Violence and Weapons

- No one is to strike, hit, or otherwise physically threaten or harm anyone at any time.

- Bullying of any kind by anyone is prohibited.
- Children and youth shall not have weapons of any kind at any event or program for children or youth. Exceptions to this restriction may be made for camp programs or other specific programs with prior approval.
- Report suspected violations immediately. See *Suspected Violations of this Policy* (Section XII.D, p. 23).

F. Behavioral Standards for Adults in Ministry with Children or Youth

Adults who work with children and youth are expected to model the patterns of healthy relationships that children and youth deserve in all settings. Interactions should meet all requirements outlined above, and adults should be discouraged from initiating a private relationship with any unrelated child or youth away from sanctioned diocesan activities.

DOs

Adults are encouraged to:

- Have ongoing spiritual practices, which might include daily prayer, regular participation in corporate worship, and Bible study;
- Spend time with and listen to children and youth, and advocate for their ministry within the Body of Christ;
- Offer appropriate physical expressions of care, as long as they are welcomed by the recipient. These may include:
 - high fives and fist bumps;
 - hand-holding while walking with small children or in prayer;
 - brief touching of shoulders, hands, or arms;
 - “laying on of hands” under appropriate pastoral supervision;
 - brief hugs and arms around shoulders;
- Model appropriate affection with other adults and be accountable to the community for behavior.

DON'Ts

- Adults shall not under any circumstances:
- Provide children or youth with non-sacramental alcohol, marijuana, drugs, cigarettes, tobacco products, e-cigarettes, vapes, or pornography;
- Arrive under the influence of alcohol, marijuana (even though consumption is legal in some cases in Massachusetts), illegal drugs, or misused legal drugs at any children’s or youth event, when they are responsible for children or youth at an event, or when they are responsible for, or ministering to, a vulnerable adult;

- Consume non-sacramental alcohol, marijuana, or illegal drugs or misuse legal drugs at any children's or youth event, when they are responsible for children or youth at an event, or when they are ministering to, a vulnerable adult; ;
- Engage in illegal behavior or permit others to engage in illegal behavior;
- Engage in any sexual, romantic, illicit, or secretive relationship or conduct with any child or youth; or
- Apart from planned pre-approved educational programs, discuss their own sexual activities, fantasies, or their own use or abuse of drugs or alcohol with children or youth; or
- Engage in any sexual, romantic, illicit, or secretive relationship or conduct with any child or youth.

Anyone who suspects a violation of these policies shall take steps as outlined in *Responding to Concerns* (Section XII, p. 22).

IX. CREATING SAFE SPACES FOR VULNERABLE ADULTS

A. Best Practice: Ministry in Pairs

While not required, it is best practice for those ministering to vulnerable adults, or in the homes of others, to do so with another trained adult minister present. Those engaged in such ministries should minister in pairs.

If circumstances result in a minister being alone with a vulnerable adult, that minister shall report this to the Supervisor as soon as possible.

B. Anticipating and Avoiding Inappropriate Circumstances

To create a safe space, it is necessary to anticipate and avoid circumstances that could result in exposure of vulnerable adults to undue influence or exploitation. On-site and off-site settings for ministry with vulnerable adults and pastoral relationships and conversations should:

- Be in places where casual monitoring by others is convenient; and
- Convey safety and comfort.

C. Violence

- No one is to strike, hit, or otherwise physically threaten or harm anyone at any time.
- No one is to control or attempt to control another by bullying, intimidation, threats, verbal/emotional abuse, or isolation from others. Bullying of any kind by anyone is prohibited.

Report suspected violations immediately. See *Suspected Violations of this Policy* (Section XII.D, p. 23).

D. Behavioral Standards for Ministry with Vulnerable Adults

- All who work with vulnerable adults are expected to model the patterns of healthy relationships. To this end, lay, and ordained ministers working with vulnerable adults shall:
- Take care not to unduly influence a person to whom they minister;
- Accept only token gifts from those to whom they minister. Ministers given gifts shall report those gifts in writing to their Supervisor or Responsible Person;
- Decline to accept loans of any kind from those to whom they minister;
- Decline to agree to be named as a beneficiary or to act as an administrator or executor in a will of anyone to whom they minister; and
- Inform Supervisor or Responsible Person of anything that causes concern for the safety or wellbeing of those to whom they minister.

DOs

Adults are encouraged to:

- Have ongoing spiritual practices, which might include: daily prayer, regular participation in corporate worship, and Bible study;
- Spend time with and listen to vulnerable adults, and advocate for their ministry within the Body of Christ;
- Offer appropriate physical expressions of care, as long as they are welcomed by the recipient. These may include:
 - brief hugs;
 - pats on the shoulder or back;
 - kisses on the cheek;
 - handshakes;
 - holding hands during prayer; and
- Maintain healthy boundaries when sharing personal information.

DON'Ts

Adults shall not under any circumstances:

- Provide vulnerable adults with non-sacramental alcohol, marijuana, drugs, cigarettes, tobacco products, e-cigarettes, vapes, or pornography;
- Arrive under the influence of alcohol, marijuana (even though consumption is legal

in some cases in Massachusetts), illegal drugs, or misused legal drugs when they are responsible for, or ministering to, a vulnerable adult;

- Consume non-sacramental alcohol, marijuana, or illegal drugs or misuse legal drugs when they are responsible for, or ministering to, a vulnerable adult; ;
- Engage in illegal behavior or permit others to engage in illegal behavior;
- Engage in any sexual, romantic, illicit, or secretive relationship or conduct with any vulnerable adult.

Anyone who suspects a violation of these policies shall take steps as outlined in ***Responding to Concerns*** (Section XII, p. 22).

E. Visits to Private Residences

- The safety of all persons and healthy boundaries are essential when visiting a vulnerable adult in a private home.
- Avoid situations that might compromise privacy; common examples include:
 - Visiting behind closed bedroom doors;
 - Sitting on the bed of the person being visited; or
 - Visiting a person while they are not fully clothed.
- The best practice is to visit in teams of two or more. If it is not possible for another adult minister to be present, a member of the vulnerable adult's household should be present. If neither is possible, documentation of the time, duration of visit, general matters discussed, and any pastoral concerns shall be provided to the Supervisor or Responsible Person as soon as possible after the visit.

F. Visits to Residential Facilities

The safety of all persons and healthy boundaries are also essential when visiting a vulnerable adult in a Residential Facility. Best practices include:

- Facility staff are to be informed of the visitor's presence;
- If a visit takes place out of sight of staff, they should be notified in advance and informed when such meeting is concluded;
- The door to a resident's private room must remain open during visits;
- Visitors should be mindful that LGBTQ+ residents may not be safe to express their sexual identity or orientation, as staff members may not yet have been trained; and
- In the event of uncertainty about application of this policy, the visitor is encouraged to contact their Supervisor with the relevant queries.

X. OFF-SITE PROGRAMMING AND TRAVEL

A. Considerations for Off-Site Programming

Off-site programs, trips, and events are a welcome and often necessary means for spiritual, social, and emotional development of children and youth and vulnerable adults. They also present additional challenges for maintaining best practices for safe and healthy ministry. The expectations for safe space, as described above, should be observed off-site.

In the event of uncertainty about application of the policy, the Responsible Person should contact their Supervisor with the relevant queries.

Because of the unique risks that can't always be anticipated, it is important to obtain permissions and manage documentation as described below.

B. Prior Approvals

Prior approval by the Bishop or the Bishop's designee is required, and that approval shall be reflected in writing.

For children and youth, written parental approval is required prior to viewing any movie, whether off-site or on-site, rated "PG-13" or above, or participating in any conversation or program containing sexually explicit or violent content.

These same prior approvals are required when the site is a private residence, hosting such events as cook outs, pool parties, progressive dinners, etc.

C. Registration, Waiver, and Release Forms

All participants shall complete and sign a registration form and a waiver and release form before participating in any diocesan programs. Confidentiality must be preserved with respect to medical and other sensitive information in the forms. Such forms can encompass a program year.

- There must be a parent/guardian's signature on all release and waiver forms for minors. Digital signatures are legally acceptable in Massachusetts.
- For vulnerable adults who are unable to consent due to impairment or lack of agency, the signature of that person's guardian, spouse, or other trusted family member is required. A digital signature is acceptable.
- Completed release and waiver forms shall be maintained in a secure location on-site or online. Such forms shall be saved, in the case of vulnerable adults, for seven years, and, in the case of children and youth, for a minimum of ten years or until the participant attains the age of 25, whichever is greater.
- Permission slips shall be provided for each off-site event and shall be signed by the parent/guardian of a child or youth, or, in the case of vulnerable adults unable to consent due to impairment or lack of agency, by a guardian, spouse, or other trusted family member

- Prior permission for an individual to be photographed or recorded on film, videotape, audiotape, or other electronic media is required. For a minor to be photographed or recorded on film, videotape, audiotape, or other electronic media, permission of a parent/guardian is required.

D. First Aid and Medications

Current certification in First Aid, CPR, and Automated External Defibrillator (AED) is strongly encouraged for those who work with children and youth and/or vulnerable adults.

A first aid kit, appropriately stocked for the event and participants, shall be available in an easily accessible location.

A record must be kept for all medication or first aid given to a child or youth. If a vulnerable adult requires assistance with medications of any type, then a record must be kept for all medication or first aid given to the participant. This record shall include the participant's name, the date and time of service, the name of the person administering medication or treatment, and a description of the medication, dosage, and/or treatment given.

All medications (prescription and over the counter) belonging to minors shall be given to the Responsible Person, unless otherwise agreed upon by the parents and the Responsible Person. Exceptions may include inhalers, epi-pens, and birth-control pills. All medications (prescription and over the counter) belonging to vulnerable adults requiring assistance with medications shall be given to the Responsible Person, unless otherwise agreed upon.

Only the Responsible Person, or their adult designee, shall administer medications.

E. Camps, Conference Centers and Retreat Centers

All camps, camping programs, and conference and retreat centers of the Diocese shall follow the guidelines for off-site programming established in this policy. In addition, camps should aim to follow American Camp Association [standards](#) to the best of the camp's ability.

F. Transportation

For the health and safety of all participants, the following practices shall be followed:

- For events that originate and/or terminate at the diocesan, congregation, or organization's facility, all drivers must be at least 21 years of age and provide proof of insurance and a current driver's license, a completed volunteer driver information form, and have a satisfactory RMV records check.
- All drivers and riders must comply with state laws including seat belt and cell phone usage.
- Anyone being transported must consent to such transportation beforehand. If a person is unable to consent due to age, impairment or lack of agency, then prior approval by that person's parent, guardian, spouse, or other trusted family member is required.
- Unless transportation is provided through a professional transportation company, parents/guardians are responsible for arranging the transportation and safety of

their children and/or youth to and from the event. This responsibility includes the transportation of any other passengers in their vehicle.

- A list of those approved to provide transportation to vulnerable adults shall be maintained in the diocesan office.

G. Insurance

All trips to off-site destinations must have adequate insurance in case of emergency. Coverage requirements for a specific event shall be coordinated with [The Church Insurance Companies](#).

Short-term trip or supplemental insurance, available through [The Church Insurance Companies](#), as an added rider, must be secured at-least one month prior to travel.

It is recommended that all travelers carry evidence of personal health insurance by virtue of a copy of the actual card provided to the insured person.

Because not all individuals have access to affordable and adequate health insurance, it is recommended that health insurance be added to trip insurance.

H. International Considerations

Check in with the U.S. Department of State on travel requirements, including visas.

Make certain that every traveler's passport is valid for at least six months beyond your return date.

Determine whether or not vaccinations are required and/or recommended for entry into specific countries.

Arrange to have at least two cell phones with the group that will have active coverage in your destination(s). Make a back-up plan for communication with your Responsible Person at home.

XI. SPECIAL CONSIDERATIONS FOR OFF-SITE PROGRAMMING AND TRAVEL WITH CHILDREN AND YOUTH

A. Supervision of Children and Youth

At any gathering of children or youth, there shall be at least two unrelated adults with one being age 25 or older, preferably reflecting the sex and gender identity of the participants.

Minimum ratios of adult to child/youth shall be in accordance with American Camp Association (ACA) [guidelines](#) as follows:

- 5 years & younger — 1 adult for each 5 overnight-participants and 1 adult for each 6 day-participants
- 6–8 years — 1:6 for overnight, and 1:8 for day
- 9–14 years — 1:8 for overnight and 1:10 for day
- 15–18 years — 1:10 for overnight and 1:12 for day

Additional adults can provide skills, mentorship, support, encouragement, spiritual guidance, and joy.

When you have new leaders-in-training, the leadership teams should also have a reasonable number of experienced adult leaders to provide support.

B. Overnight Programs for Children and Youth

In overnight programming, particular attention will be given to historically excluded or unrecognized people, such as LGBTQ+ and differently-abled individuals. In a situation of unequal power and safety, preferences of these individuals merit additional consideration, accommodation, and action to ensure:

- Participant privacy;
- Maximization of social integration of all participants;
- Minimization of stigmatization of any participants;
- Equal opportunity to participate; and
- Safety of all participants.

The safe use of restrooms and showers by all participants requires attention to numerous factors, including, but not limited to: age, sex, gender identity and expression, and privacy. Adults should have separate showers or separate times for showers.

Overnight programs shall provide safe, supervised sleeping arrangements.

- No bed, cot, or sleeping bag shall have more than one person sleeping in it.
- Supervision by two unrelated adults is required in any space where one or more youth are sleeping.
- It is acceptable for all participants to sleep in the same open area when dressing rooms and bathrooms provide appropriate privacy.

Participants shall have access to three substantial meals each full day and access to sufficient water.

Participants shall be given the opportunity for at least seven hours of sleep each 24-hour period, except for programs where parental/guardian permission is given to miss sleep. In these cases, children and youth must agree to participate in writing, and parents or guardians must give written permission that includes certification that the youth or child does not have a medical condition that would put the participant at risk by missing sleep.

Participants shall have some time set aside each day for rest or free time.

C. Best Practices for Hotel Stays

- One child or youth per bed, including cots, pullouts or hideabeds, and rollaway beds;
- At least 2 children or 2 youth in each room.
- Adult supervisors or chaperones have rooms on the same floor, scattered among the rooms with children or youth, and at least one adult room is by the stairs or

elevators;

- Adult leader assigns rooms and room occupants.

D. Travel with Children and Youth

Travel with children and youth presents amazing opportunities for participants to experience the church and the world on a larger scale with vastly different perspectives of faith communities and their contexts. It also presents challenges to normal safety protocols and opportunities for creativity if managed well. The following policies will help groups prepare for a variety of potential scenarios, as well as for domestic and international travel.

Minimum ratios of adult to youth need to be greater due to the possibility of leaving an adult behind with a participant in the event of a medical emergency.

- 9–14 years — 1:5
- 15–18 years — 1:7

Regardless of group size, no group should travel with fewer than three adult chaperones.

One adult, minimum age 25, should serve as the travel administrator who is responsible for all aspects of the trip, including carrying all necessary documentation, contacts, and forms including:

- medical releases;
- community covenant;
- emergency contacts;
- itineraries; and
- cash and/or credit card capacity to address emergencies.

It is a best practice that, one adult, minimum age 25, should hold a current medical certification to manage administration of necessary and permissible medications, administer immediate and necessary first aid, and triage medical situations to determine if care of an individual needs to be taken to a higher level of care. When this is not possible, one person should be designated to supervise the administration of medications as instructed on medical release forms, and a clinic near your destination should be identified ahead of time in order to respond to health emergencies as rapidly as possible.

Acceptable medical certifications include:

- Wilderness Medical Response
- Outdoor Emergency Care
- Emergency Medical Technician/Paramedic

- Nurse — RN/LPN/Nurse Practitioner
- Physician's Assistant
- Medical Doctor

Best practice is to designate an adult to serve as back-up to the travel administrator, and as back-up for simple first aid and administration of prescriptions. These could be the same person.

A copy of all documents should be left with an accountable person at the diocesan office. That person should also serve as the local emergency contact person for communications between the traveling group and families at home.

XII. RESPONDING TO CONCERNS

A. Suspected Abuse, Neglect, or Exploitation of Children and Youth

Any adult who has reason to suspect that abuse, neglect, or exploitation of children or youth has taken place, is strongly encouraged, and all mandated reporters are required to contact the [Massachusetts Department of Children and Families](#) immediately (a list of mandated reporters, which includes clergy, is found on the linked page). In addition, persons who suspect abuse or neglect may notify local law enforcement and/or the [Office of the Child Advocate](#).

B. Suspected Abuse, Neglect, or Exploitation of a Vulnerable Adult

Anyone who has reason to suspect that abuse, neglect, or exploitation of a vulnerable adult has taken place, is strongly encouraged, and all mandated reporters are required to contact the [Executive Office of Elder Affairs](#) immediately.

C. Reporting when the Event Occurs on Diocesan or Church Property

In addition to the reporting protocols above, anyone who has reason to suspect that abuse, neglect, or exploitation of children or youth has taken place within a facility or program of the Diocese, or one of its congregations or affiliated organizations, should immediately inform one of more or the following:

- The Bishop Diocesan or the Canon to the Ordinary in the case of the diocese;
- Member of the Clergy in charge or the senior warden in the case of a congregation;
- The director, head, or other governing officer in the case of other organizations; and/or
- The Intake Officer in case a Member of the Clergy is suspected of abuse, neglect and/or exploitation, or any other form of misconduct.

D. Suspected Violations of this Policy

Anyone who suspects a violation of these policies shall immediately report the violation to the Responsible Person and to the Office of the Bishop.

The Bishop or the Bishop's designee receiving 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 unpaid ministry with the Diocese. If the Responsible Person is a lay person, they are responsible to ensure that appropriate pastoral care is provided for all.

Anyone who suspects a violation of these policies by a Member of the Clergy shall immediately report the violation to the Office of the Bishop and/or the Intake Officer. Anyone can make a report to an Intake Officer.

The Bishop, hearing reports of violations by clergy, or by laity 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, as provided by Title IV of the Constitutions and Canons and/or termination of employment or unpaid ministry with the Diocese.

E. Resources for Response

The Diocese shall provide a list of resources that can give information and assistance to anyone concerned about circumstances that may violate this policy. Such resources include:

- [The Reverend Canon William C. Parnell](#), Canon to the Ordinary
- [The Reverend Canon Christopher Wendell](#), Chief of Staff
- [The Right Reverend Julia E. Whitworth](#), Bishop of Massachusetts
- Intake Officers: [Starr Anderson](#), [The Reverend Thea Keith-Lucas](#) and [Ema Rosario-Nordalm](#).
- [Massachusetts Department of Children and Families](#)

XIII. POLICY ADOPTION, IMPLEMENTATION, AND CERTIFICATION

A. The Episcopal Church Adoption and Implementation

The Episcopal Church shall ensure that all programs and events of the Episcopal Church involving children and youth comply with the standards set out in this model policy.

The Episcopal Church shall also ensure that each diocese adopts a ***Policy for the Protection of Children and Youth*** in accordance with this model policy by January 1, 2019.

B. Diocesan Adoption, Implementation, and Certification

Diocesan Safe Church Policy: The Diocese has adopted this ***Policy for the Protection of Children and Youth and Vulnerable Adults*** that is consistent with and/or exceeds the requirements of the Episcopal Church model policy.

Model Policy for Congregations and Related Organizations: The bishop shall inform congregations and other organizations within the diocese of the contents of the diocesan policy and communicate the expectation that each congregation or organization will adopt a policy that is consistent with and/or exceeds the diocesan policy and utilize the vendor(s) approved by the diocese to conduct Public Records Checks.

Safe Church Self-Certification: The Diocese shall review its diocesan policy each year and conduct and request certification from each congregation and affiliated organization at least every three years to ensure compliance with the requirements above.

Training: The diocese shall provide access to appropriate training for all those who work with children and youth and vulnerable adults in accordance with ***Safe Church Training Protocols*** (Appendix A, p. 26). Such training shall include, at a minimum, topics identified in The Episcopal Church's model policy. All canonically resident and licensed clergy engaged in active ministry are expected to complete Safe Church training approved by the diocese every three years in order to remain in good standing. Each congregation and related organization is expected to ensure its staff, lay leaders, and volunteers who work with children and youth and/or vulnerable adults access training and have public record checks. The diocese is to offer support to congregations in Safe Church training.

C. Congregation or Organization Adoption, Implementation, and Certification

Local Safe Church Policy: Congregations and organizations are expected to adopt a ***Policy for the Protection of Children and Youth and Vulnerable Adults*** that is consistent with and/or exceeds the requirements in The Episcopal Church's model policy and the Diocesan model policy.

Congregations and organizations may adopt site-specific variations from Diocesan policies, where permitted by vestries or governing bodies, which shall be described in detail, including the circumstances under which those variations are to be permitted and their rationale. This approval shall be recorded in the minutes of the vestry or governing body. Any such additions or revisions must be submitted in writing for the approval of the Bishop Diocesan or the Bishop's designee.

The ***Policy for the Protection of Children and Youth and Vulnerable Adults*** shall be posted in an area where activities take place, and shall be given to all adults, guardians, and all paid and unpaid persons who minister to children or youth and/or vulnerable adults. These policies shall include the names and phone numbers of the member of the clergy in charge, the senior warden, and a contact person in the bishop's office.

Self-Certification: Each congregation and organization is expected to review its local policy annually and to report such self-certification to the diocese at least every three years..

Procedures to be confirmed by annual self-certification will include (but are not limited to):

- Public records checks, application forms, records of screening and reference verification of paid and unpaid persons;
- Records of compliance with ***Safe Church Training Protocols*** (Appendix A, p. 26) and ***Protocols for Public Records Checks and Screening*** (Appendix B, p. 29);
- Procedures for responding to concerns and incidents; and
- Evidence of compliance with “safe space” requirements.

Appendix A: Safe Church Training Protocols

The Diocese of Massachusetts utilizes on-line modules offered by <http://www.safeguardingonline.org/>. A table on the following two pages outlines the required and suggested modules, depending on the person's role in the congregation. The individual should take the training every three years. In addition to utilizing the on-line modules, we strongly encourage the Diocese to use the discussion guides offered with several of the modules and convene an annual conversation with all paid employees and volunteers who have taken the on-line training.

SAFE CHURCH MODULES AS OF JANUARY 2021
Who Takes What?

Role or Job Title	Keeping Your Church Safe	A Day at Day Camp	Abuse Prevention Refresher	Abuse Risk Management for Volunteers	Duty to Report: Mandated Reporter	It Happened to Me	Keeping Your Camp Safe	Keeping Your School Safe	Meet Sem	Preventing Bullying	Preventing Sexual Activity Between Adolescents	Preventing Sexual Activity Between Young Children	Preventing Sexual Exploitation - for Ministries	Preventing Sexual Exploitation - for Congregators	Preventing Sexual Harassment for Managers & Supervisors	Preventing Sexual Harassment - For Workers	Recognizing Abuse & Exploitation in Elder Serving Programs	Social Media Safety	Your Policies
All Baptized Members	S			S	S		S						S						S
Clergy	R	S	R*	R	R	S	S	S	R	S	S	R	S	R	S	R			R
Chaplains	R	S	R*	R	R	S	S	S	R	S	S	R	S	R	S	R			R
Postulants & Candidates	R	S	R*	R	R	S	S	S	R	S	S	R	S	R	S	R			R
Diocesan Lay Staff	R				S				R				R	S	R				R
Diocesan Contractors	S				S		S		S				S	S	S				S
Diocesan Lay Staff Unpaid	R				S		R		R				R	R	R				R
Church Staff	R				S		R		R				R	R	R				R
Church Contractors	S				S		S		S				S	S	S				S
Church Staff Unpaid	R				S		R		R				R	R	R				R
Adult Choir Director	R				S		R		R				R	S	R				R
Altar Guild	S				S		S		S				S	S	S				R
Bishop's Committee Members	R				S		R		R				R	R	R				R
Eucharistic Visitors	R				S		R		R				R	R	R				R
Lay Licensed Ministers	R				S		R		R				R	R	R				R
Leaders of Regular Guest Organizations	S				S		S		S				S	S	S				S
Other Church Leadership	S				S		S		S				S	S	S				R
Pastoral Care Teams	R				S		R		R				R	R	R				R

R = Required completion for license, employment or role
 R* = as part of professional development re-certification of good standing
 S = Suggested completion based on responsibilities and duties performed
 S* = if working with older children

SAFE CHURCH MODULES AS OF JANUARY 2021
Who Takes What?

Role or Job Title	Keeping Your Church Safe	A Day at Day Camp	Abuse Prevention Refresher	Abuse Risk Management for Volunteers	Duty to Report: Mandated Reporter	It Happened to Me	Keeping Your Camp Safe	Keeping Your School Safe	Meet Sam	Preventing Bullying	Preventing Sexual Activity Between Adolescents	Preventing Sexual Activity Between Young Children	Preventing Sexual Exploitation - for Ministries	Preventing Sexual Exploitation - for Congregations	Preventing Sexual Harassment - Managers & Supervisors	Preventing Sexual Harassment - For Workers	Recognizing Abuse & Exploitation in Elder Serving Programs	Social Media Safety	Your Policies
Treasurers	R		S	S	R		R						R						R
Vestry Members	R		S	S	R		R						R						R
Wardens	R		S	S	R		R						R						R
Acolyte Mentor	R		S	S	R		R			S*	S		R						S*
Camp Director	R	S		R	R	S	R	R	R	S*	S		R	S	R				S*
Camp Counselor	R	S	S	S	R	S	R	R	R	S*	S		R		R				S*
Child/Youth Choir Director	R			R	R		R	R	R	S*	S		R	S	R				S*
Choir Parents	R		S	S	R		R	R	R	S*	S		R		R				S*
Church School Teacher	R		S	R	R	S	R	R	R	S*	S		R		R				S*
Confirmation Mentor	R		S	S	R		R	R	R	S	S		R		R				S
Drivers	S		S	R	R		R	R	R	S	S		R		R	S			S
Education Director	R			R	R		R	R	R	S*	S		R	S	R				S*
Musicians Working w/ Youth	R		S	S	R		R	R	R	S*	S		R		R				S*
Nursery/Day Care Worker	R		S	R	R		R	R	R		S		R		R				R
Parish Nurse	R		S	R	R		R	R	R	S	S		R		R	S			S
Youth Group Leader	R		S	S	R		R	R	R	S	S		R		R				S
Youth Minister	R		S	R	R		R	R	R	S*	S		R		R				S*

R = Required completion for license, employment or role
 R* = as part of professional development re-certification of good standing
 S = Suggested completion based on responsibilities and duties performed
 S* = If working with older children

Appendix B: Protocols for Public Records Checks and Screening

The Diocese of Massachusetts is required to screen all employees and volunteers working with children and youth according to the following standards. For some positions, screening consists only of a public records check. For other positions there are additional screening requirements of a written application, interview, and reference verification.

It is imperative that you comply with Massachusetts law when conducting a public records check. Links to relevant websites are listed below.

A. Public Records Checks

- Such checks must be completed before the employee or volunteer begins interacting with children and youth or vulnerable adults;
- Criminal public records checks shall include all available criminal records and sex offender registries;
- A Registry of Motor Vehicles (RMV) records check is needed if transporting children and youth as part of, or an extension of, ministry of the diocese or for a diocesan-sponsored event;
- A credit check is required with check signing authority; and
- Public records checks must be updated at least every *three* years.

B. Additional Screening Requirements

Written application, interview, and reference verification are required before serving in certain roles and ministries. Where required, these components are generally conducted in the following order:

- Submission of a completed written application to serve in a specified role with a clearly defined, written “job description.” The application includes verifiable personal information;
- Personal interview;
- Reference verification conducted by the diocese to verify personal information and check references listed in the application (people who know but are not related to the applicant); and
- Maintenance of these records as described below.

Potential Leaders or Supervisors must be known and active in the diocese for at least six months before engaging in ministry with children and youth, unless they are required to have public records checks and reference checks pursuant to the Protocols.

The Diocese will keep and maintain all application and screening records secure and confidential in the congregation’s office. This includes a signature by each applicant verifying receipt of a copy of this policy, including any special procedures or variations approved for particular circumstances.

C. Approved Vendors

The Diocese of Massachusetts has engaged [ActiveScreening Faith](#) as our vendor for performing national public records checks. Congregations and related organizations are encouraged to use this vendor as well. Information about using this vendor is available from Nathaniel Fasman, our human resources generalist, at nfasman@diomass.org.

While this type of search involves a small per-search fee, ActiveScreening Faith provides a thorough check including the following information:

- National Sex Offender Records Search
- National Criminal Records Search
- Verification of Applicants SSN
- Records Search under Alias or Maiden Names
- Federal Watch List Search
- Service Alerts – Searches for Possible Criminal Records from Other Municipalities
- Motor Vehicle and other searches available for additional fee

Alternatively, congregations and organizations may choose to use Massachusetts Criminal Offender Record Information (CORI), recognizing that CORI will only check Massachusetts records.

D. Responsibilities of Employers

Employers in Massachusetts are subject to laws which govern how public records checks may be conducted. When considering applications for paid positions, it is paramount that these requirements be observed. Any employer or governmental licensing agency that submits five or more CORI requests annually shall maintain a CORI policy which must meet the minimum standards of the DCJIS model CORI policy.

This policy is applicable to the criminal history screening of prospective and current employees, subcontractors, volunteers and interns, and professional licensing applicants. For individuals in Massachusetts, where Criminal Offender Record Information and other criminal history checks may be part of a general background check for employment or volunteer work, the following practices and procedures will be followed.

Please refer to the [Episcopal Diocese of Massachusetts Policy for Public Records Checks](#). While this policy specifically addresses Massachusetts Criminal Offender Record Information (CORI), the principles articulated in the policy apply to use of other vendors for public records checks, such as [ActiveScreening Faith](#).

The table at the conclusion of this section outlines the requirements depending on the person's position in the congregation.

E. Required Public Records Checks

Role or Job Title	Criminal Offender Record Information - CORI		Sexual Offender Record Information - SORI	Role or Job Title	Criminal Offender Record Information - CORI		Sexual Offender Record Information - SORI
Clergy	R	R		Acolyte Mentor	R	R	
Chaplains	R	R		Camp Director	R	R	
Postulants & Candidates	R	R		Camp Counselor	R	R	
Diocesan Staff	R	R*		Child/Youth Choir Director	R	R	
Diocesan Contractors	R*	R*		Choir Parents	S	S	
Diocesan Staff Unpaid	R*	R*		Church School Teacher	R	R	
Church Staff	R	R		Confirmation Mentor	R	R	
Church Contractors	R*	R*		Drivers- Paid	R*	R*	
Church Staff Unpaid	R*	R*		Education Director	R	R	
Adult Choir Director	R	R		Musicians Working w/ Youth	R	R	
Altar Guild	S	S		Nursery/Day Care Worker	R	R	
Bishop's Committee Members	S	S		Parish Nurse	R	R	
Eucharistic Visitors	R	R		Youth Group Leader	R	R	
Lay Liscensed Ministers	R*	R*		Youth Minister	R	R	
Leaders of Regular Guest Organizations	S	S					
Pastoral Care Teams	R	R					
Treasurers	R	-					
Vestry Members/ Executive Committee	R*	R*					
Wardens	R*	R*					

- Treasurers are required to be adequately bonded.
- A credit check is required for any person with check signing authorization.
- Anyone employed to provide transportation for an official church event is required to have an RMV check.
- All candidates for paid positions require an application, interview and reference check.

R = Required
 S = Suggested based on responsibilities and duties
 R* = If working regularly with children, youth, or vulnerable adults