



TRINITY
EPISCOPAL
CATHEDRAL

SAFE CHURCH PROCEDURES

TRINITY EPISCOPAL CATHEDRAL
SAFE CHURCH POLICY
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THEOLOGICAL STATEMENT

God created human beings in his own image;
in the image of God he created them;
male and female he created them.

Genesis 1:27

The Scriptures teach us that every human being is created in the image of God. As bearers of God's image, every person possesses an intrinsic dignity. As the work of God's hand, every person is of inestimable worth. As Christians, we believe that God calls each one of us to reflect God's love, care and respect for all of humanity. In our baptismal covenant, we promise God and one another to: Seek and serve Christ in all persons, loving your neighbor as yourself. Strive for justice and peace among all people, and respect the dignity of every human being.

From the Book of Common Prayer, page 305:

Our desire to live out our baptismal promises is challenged by the realities of a fallen world. These challenges arise because human beings tend to deny and/or distort the image of God in themselves and others. Consequently, Christian communities must recognize that some persons among us may dishonor God, themselves and others by engaging in disrespectful, and, at times, more clearly abusive behaviors. It is in the midst of such challenges that Christian communities are called to model Jesus' love of God and neighbor.

As a community of Christians, the clergy, staff and members of Trinity Episcopal Cathedral, Portland, are committed to ensuring that the Cathedral continues to be a safe physical, psychological and spiritual environment for every parishioner, employee and guest of the Cathedral. Therefore, criminal or other illegal behavior will be not tolerated. In addition to our commitment to providing an environment which clearly and firmly discourages exploitative, abusive and harmful behaviors, the Cathedral community is committed to offering an environment which actively nurtures and enhances the spiritual well-being of our parishioners, employees and guests. In order to facilitate that process, the Cathedral community has developed the following set of Trinity Episcopal Cathedral Safe Church Policies.

DEFINITIONS¹

¹

All definitions are adapted from Model Policies for Protection of Children and Youth from Abuse, Church Pension Group, April, 2004.

GROUPS

- A **child** is defined as anyone under the age of 12.
- **Designated lay leaders** include parish committee members, Faith Formation and Enrichment Program (FFEP) facilitators, youth leaders, the acolyte master, child care volunteers, lay Eucharistic ministers, and any other lay volunteers who interact regularly in a leadership position with children, youth, the elderly, vulnerable persons, or other adults in Cathedral programs and activities.
- A **youth** is defined as a person who is at least 12 years old but not yet 18 years old, or if 18 or older, is still in school, not yet having graduated high school.
- An **elderly person** is defined as anyone who is at least 65 years old. In addition to children, youth and the elderly, **vulnerable persons** are those who are mentally, physically, or emotionally challenged.

TYPES OF ABUSE

- **Economic exploitation** is the deliberate misplacement, exploitation, or wrongful temporary or permanent use of a person's belongings or money.
- **Emotional abuse, including sexual harassment**, is mental or emotional injury that results in an observable and material impairment in the abused person's growth, development or functioning.
- **Neglect** is the deliberate failure to provide for a person's needs or the deliberate failure to protect a person from harm by a person obligated to do so.
- **Physical abuse** is non-accidental injury, which is intentionally inflicted upon a person.
- **Sexual abuse perpetrated by an adult** is any contact or activity of a sexual nature that occurs between a child or youth and an adult. This includes any activity which is meant to arouse or gratify the sexual desires of the adult, child or youth.
- **Sexual abuse perpetrated by a child or youth** is any contact or activity of a sexual nature that occurs between a child or youth and another child or youth when one child or youth has power over the other child or youth. This includes any activity which is meant to arouse or gratify the sexual desires of the child and/or youth.
- **Sexual exploitation** includes any contact or activity of a sexual nature that occurs between two adults when there is no consent, when no consent is possible or one person has power over another person.

PREVENTION

The Safety Committee (hereafter the Committee) will inform all clergy, staff, designated lay leaders and members of the cathedral congregation of the preventative measures detailed in this section of the policy.

The Committee will apprise the Trinity Episcopal Cathedral community, including members and guests, of our Safe Church Policy via various media, including, but not limited to (frequency to be determined by the committee):

- Announcements during Sunday services
- Bulletin Inserts for Sunday services
- Dean's Forum
- Cathedral Conversation articles
- Handouts to Committee members
- Letters to congregation
- Website

- The Committee will provide copies of the Inappropriate Forms of Affection with Children and Youth (Appendix A) to all clergy, staff and designated lay leaders prior to the beginning of their service at the cathedral. It is expected that these guidelines will be carefully followed by members of all of these groups. All parents will be given copies of these guidelines.
- The Committee will provide copies of a Code of Conduct for Protection of Children, Youth, The Elderly and Other Vulnerable Populations (Appendix B) aimed at ensuring that the cathedral is a safe environment for children, youth, the elderly and other vulnerable populations, as well as for those who minister to them, including all clergy, staff, and designated lay leaders. These persons will be asked to carefully consider each statement in the Code of Conduct before agreeing to adhere to the statements and to begin or continue in service to the cathedral.
- A Behavioral Covenant for Persons Participating in Ministry with Children, Youth or Elderly Persons (Appendix C) will be available to the cathedral community for informational purposes. Potential employees, designated lay leaders, and all other volunteers who regularly work with children, youth, the elderly and other vulnerable populations will receive, review and sign this Behavioral Covenant prior to the beginning of their service to the Cathedral.
- All Sunday School classes will develop a code of behavior for their class room each year.

SELECTION AND SCREENING

PERSONNEL COVERED

All clerical and lay staff, and designated lay leaders are covered by the selection and screening processes detailed in this section of the policy and clerical staff is also subject to screening processes through the Diocese.

PROCEDURES FOR SELECTION AND SCREENING

Staff

All candidates for positions on the staff of the Cathedral who have completed applications, whose references have been checked and do not surface potential problem issues, and who have been selected by the Parish Administrator, will receive conditional offers. After the conditional offer has been made, the candidate will enter into and sign a behavioral covenant with the Cathedral, and the Parish Administrator will provide him/her with a copy of the Safe Church Policy and the Personnel Policies then in effect. The conditional offer is subject to completion of the following additional screening steps:

- A **public records check** (a social security number trace, a check of the county criminal court records for each address in which he/she has lived or worked in the last seven years, a search of the criminal nationwide database, a check of the sex offender registry for the state of residence, and, if necessary, a driving record check with the licensing state. The public records check will be conducted by a company which has appropriate Fair Credit Reporting Act authorizations to conduct background checks. Where practicable and appropriate, the Parish Administrator will oversee comparable record checks in all states in which the candidate has lived for the prior seven years, and any other states as determined by the Cathedral.
- The Administrator and the hiring supervisor will then meet to review the completed application, and the information gathered from references and from all the records checks.
- If no issues have come to the surface during the screening that indicate that the applicant is inappropriate for the position for which he/she is being considered, the hiring supervisor may make an offer to the candidate.
- If any questionable information surfaces, the hiring supervisor and the Administrator will consult with the Dean prior to a hiring decision.

Once the hiring decision has been made, the hiring supervisor will send a formal letter specifying salary or wage, and starting date of employment to the applicant.

The Cathedral will maintain a confidential personnel file in the Cathedral offices in a locked file drawer accessible only by the Administrator, or, in the case of an emergency, by the Dean. The cathedral will maintain individual files for each current and former member of the staff for a minimum of seven years after the date of termination, regardless of the reason for termination. At a minimum, the file will include the completed application form, the results of the records checks

when a written result is provided by a third party, a copy of the safe church training certificate, and the signed behavioral covenant.

In accordance with the personnel policies of the Cathedral, the Administrator may periodically conduct routine public records checks throughout the period of employment.

Lay Leaders

Every member of the Congregation who, after December 1, 2007, is called to serve regularly in a lay leadership capacity working with children, youth and/or elderly as described above, will:

- Participate in a “safe church” class within 6 months of working at Trinity and each 10 years thereafter, or as recommended by the Diocese.
- Agree to a public records check (a social security number trace, a check of the county criminal court records for each address in which he/she has lived or worked in the last seven years, a search of the criminal nationwide database, a check of the sex offender registry for the state of residence, and, if necessary, a driving record check with the issuing DMV). The public records check will be conducted by a company which has appropriate Fair Credit Reporting Act authorizations to conduct background checks. Where practicable and appropriate, the Parish Administrator will oversee comparable record checks in all states in which the lay leader has lived for the prior seven years, and any other states as determined by the Cathedral.
- Consent to reference checks.
- Be required to enter into, and sign a Behavioral Covenant with the Cathedral.

All lay volunteers who have been serving children and youth on a regular basis prior to December 1, 2007, are expected to agree to a Public Records Check. The Cathedral will maintain a confidential file in the Cathedral offices in a locked file drawer accessible only by the Administrator or, in the case of an emergency, by the Dean. The cathedral will maintain individual files for all current and former lay leaders for seven years after they complete their lay ministry service. At a minimum, the file will include the completed application form, the results of the records checks, when a written result is provided by a third party, a copy of the safe church training certificate, and the signed behavioral covenant.

The Administrator may periodically perform routine checks throughout the period of lay leadership. A review of the records will also be performed in the event of a change in leadership responsibilities. The behavioral covenant will be renewed and re-signed every year.

TRAINING AND SUPERVISION

PERSONNEL COVERED

All clerical and lay staff, and designated lay leaders are covered by the Training and Supervision processes detailed in this section.

PROCEDURES FOR TRAINING

All covered personnel must complete the Safe Church Training program offered by the Episcopal Diocese of Oregon as soon as possible, but no later than six months after the training is first made available after the behavioral covenant has been signed. Consistent with the policies of the Diocese, re-certification must be completed every 10 years.

To the extent the Diocese offers and requires specialized training related to the recruitment, screening, selection and supervision of persons to work with children, youth, the elderly, or vulnerable persons, the clerical and other relevant staff must complete that training program as soon as possible, but no later than six months after the training program is first made available after the behavioral covenant has been signed.

PROCEDURES FOR MONITORING AND SUPERVISION

Proposals to develop new activities or to implement an activity in the current year that has been scheduled in prior years should be submitted in writing to the Dean or the Family Ministry Director. The written proposal should address the ratio of adults to children, transportation, overnight accommodations, and age-appropriate rest-room, shower, and bathing procedures if relevant. Prior approval is required for the initiation of new activities for children, youth, the elderly, or vulnerable persons. Existing programs, which are part of the routine programming of the Cathedral Choir rehearsals, are exempt from this requirement.

Age-appropriate procedures to ensure the safety of children, youth, or vulnerable persons using restrooms at the Cathedral shall be followed for existing programs as well as for new activities.

For infants being cared for in the Child Care Room, no diapering will be performed by anyone other than the parents, guardian, or designate who shall be paged if the need arises.

The presence of two adults is the standard for leadership of any activities with children or youth. When male and female children and youth are involved in an activity, it is advisable but not required that male and female adults are present.

The standard is for one adult to be present for every five program participants in activities for children and youth, but this ratio is a target, not a requirement. Appropriate maximum numbers will be the responsibility of the responsible ministry and needs the approval of the Dean particularly for activities off site. These appropriate maximums will be guided by the age of the children or youth involved.

Where other adults cannot reasonably observe them, it is advisable but not required under all circumstances that more than one adult be with a child or youth or multiple children or youth. For example, one adult might need to take a child to the restroom, while the second adult remains with the other children, or one adult might transport a young person home from choir rehearsal.

The standard is for staff or lay leaders over the age of 21 to directly supervise other staff or lay leaders under the age of 18 and to be physically present during all activities.

REPORTABLE INCIDENTS

The following activities or behaviors are strictly prohibited, may constitute a violation of state or federal law and must be reported immediately in accordance with this policy: physical, emotional or sexual abuse; economic or sexual exploitation, or neglect.

In addition to these serious violations, there are several behaviors or activities that are considered inappropriate under this policy because they may jeopardize the health, safety or security of a member of the Cathedral or raise other concerns including the appearance of impropriety. The following are some examples of inappropriate behaviors or activities by adults under this policy ² :

- The possession, distribution, or being under the influence of illegal drugs while participating or assisting with programs or activities for children or youth.
- Being intoxicated while participating or assisting with programs or activities for children or youth.
- Dating or becoming romantically involved with a child or youth.
- Possessing any sexually explicit materials in the presence of children or youth.
- Discussing your own sexual activities, dreams or fantasies with children or youth.
- Sleeping in the same bed, tent, or room with children unless the adult is the immediate family member of all children in the bed, tent or room. (It is acceptable to have multiple adults sleep in the same room or space with groups of children or youth).
- Inappropriate dressing, undressing, bathing, or showering in the presence of children or youth when other arrangement may be made.

- Any form of physical punishment of a child or youth, including, but not limited to, spanking, slapping, pinching, hitting, or any physical force.
 - Using vulgarity or other harsh language in the presence of children or youth.
 - Participating in or allowing others to engage in hazing activities
- Engaging in inappropriate affection with children or youth. (See *Appendix A*)

RESPONSE TO ALLEGATIONS

It is the policy of Trinity Cathedral to treat any allegation or suspicion of physical, emotional or sexual abuse, economic or sexual exploitation, or neglect, very seriously. In no case will such an allegation or suspicion be treated as frivolous. The response will be prompt. The investigation will be thorough, and it may involve legal counsel, if appropriate.

Any lay leader, any member of the clergy or staff, or any member or friend of the Cathedral who observes any inappropriate behavior or any behavior which may violate this policy, and who is a mandated reporter under Oregon state law must report any alleged abuse, exploitation or neglect of a child, youth, elderly person or a vulnerable person to a law enforcement agency or the appropriate state agency. Each member of the clergy is considered a mandated reporter under Oregon state law, and therefore must report these behaviors when they observe them.

Any member of the clergy or staff, any lay leader, or any member or friend of the cathedral who observes any inappropriate behavior or any behavior which may violate this policy, whether a mandated reporter or not, is required to make a prompt report to the Dean or his/her designee.

In responding to an allegation of abuse, exploitation or neglect, the cathedral will maintain confidentiality to the extent possible, given the need to determine the truth of the allegation and prevent further abuse.

In all cases, no matter what the facts of the case may turn out to be, the cathedral's goal is appropriate action with pastoral concern for all parties involved including accuser(s), victim(s) and accused.

The Dean will immediately contact the parents or guardians if the report involves a child or youth, and will take any actions he/she deems necessary to protect the health and safety of the victim of such alleged behavior.

The Dean will conduct a preliminary investigation in response to each report and make a determination as to whether any further action should be taken. He/she

may request that the person reporting an incident complete a written report of the incident on a form provided by the cathedral. Should the Dean decide that further action is necessary or advisable, he/she may, at his/her discretion, or as required by the process outlined below, request assistance from, or consult with a Response Team which is appointed annually by the Parish Committee.

² Adapted from Model Policies for Protection of Children and Youth from Abuse, Church Pension Group, April, 2004.

THE RESPONSE TEAM

The Response Team shall consist of no fewer than two members, one male and one female. The sole responsibility of the Response Team is to assist the clergy in responding to an allegation.

The members of the Response Team will familiarize themselves with all terms of the Cathedral's Safe Church Policy including theological rationale, definitions of abuse, exploitation, neglect and misconduct and established procedures for reporting and response.

Response Team members must attend the Safe Church training offered by the Diocese or its equivalent. The Cathedral will cover the cost of such training for Response Team members.

Further, upon annual appointment or reappointment, the Response Team shall meet with clergy and other professional staff to review policies and procedures. Given the special sensitivity surrounding allegations of misconduct by clergy, the Response Team will familiarize themselves with the relevant diocesan policies and procedures for handling such cases.

PROCEDURES

When an allegation is made or suspicion of abuse arises, the following procedures will be followed:

In cases of physical, sexual or emotional abuse, or economic exploitation between adults in the congregation, the complainant may attempt to resolve the matter directly with the accused individual(s), or the complainant may seek mediation from any member of the clergy staff of the Cathedral or from the Response Team.

In cases of an allegation of sexual abuse involving a child or youth, the lay leader or clergy staff person who observed the behavior or to whom the report is made is required to complete the tasks listed below: (Note: If the allegation is against the Dean, the report shall go directly to the Bishop.)

- a. If clergy or other paid professional staff is accused, they are to be suspended from their duties with pay pending the outcome of an investigation.
- b. Lay leaders who are accused are to be removed from contact with children and youth. Further, the closest available clergy/professional staff person shall be immediately notified and shall immediately remove the accused from his/her lay leadership position. If the clergy/professional staff person to whom the allegation is reported is not the direct supervisor of the accused, the person reporting will inform the supervisor as soon as possible.
- c. Written documentation shall be made of all relevant facts and actions. Both the person reporting an allegation and the clergy/professional staff to whom that person has reported will document the procedures taken.
- d. All written documentation completed by persons other than the Dean will be forwarded to the Dean.

Procedures after this point will be administered by the Dean or person(s) appointed by the Dean, as follows:

- a. The Dean or Clergy staff will promptly notify the parents/guardians of the alleged victim and respond to their questions and concerns.
- b. The Dean or Clergy staff will determine whether the incident requires prompt notification of the Department of Children and Families. (Note: If there is any doubt, the Dean or clergy staff person is well-advised to call the DHS hotline. The DHS worker who answers will help in sorting out relevant information and will receive a formal report if required. This is important: By law, mandated reports must be made within 24 hours from initial information being received, with a written report to follow within 48 hours.)
- c. Make written documentation of persons contacted and action taken to this point.
- d. All written documentation completed by person(s) assigned by the Dean will be forwarded to the Dean.

Next steps to be taken by the Dean or person(s) appointed by the Dean include:

- a. Contacting the Response Team, who will begin the internal and pastoral care process, including:
 - Notifying the insurance carrier of the incident immediately and complying with its investigation, if any;
 - Cooperating with legal and state authorities in their investigations, if any;
 - Preparing a written statement and designating a spokesperson to respond to media inquiries. (Note: There shall be one person

designated to speak to the media, and one person only. This person and one back-up shall be trained in proper techniques for dealing with the media.)

- If a media report is expected, determining a means of informing the congregation that a complaint has been made. (Note: The purpose of this is to avoid a situation in which members of the congregation first hear reports of an incident through the media);
- Providing assistance to the alleged victim and his/her family in obtaining counseling or referral to a mental health professional, if needed;
- Responding to the needs of the families of the alleged victim and the accused to seek a redemptive solution for all involved;
- Informing all relevant parties, including paid staff members of the need for confidentiality, and;
- Considering and responding to the concerns of other parents.
- Making written documentation of persons contacted and action taken.

b. Assigning person(s) to complete written documentation will be completed by person(s) assigned by the Dean or the Dean's designee.

c. Ensuring that the clergy or staff member responsible for the affected ministerial area will respond to the pastoral care concerns of persons within that area.

For sexual exploitation of an elderly or vulnerable person, comparable procedures will be followed. The Dean or Clergy staff will determine whether the incident requires immediate notification of the Department of Social Services. For sexual exploitation of an adult that is neither elderly nor a vulnerable person by another adult, the Dean will use his/her discretion. Alleged criminal behavior will be reported to the police.

For economic exploitation, or physical or emotional abuse, the Dean will consult with the Response Team and develop a procedure for proceeding that is appropriate given the specific circumstances of the situation.

APPENDIX A

INAPPROPRIATE FORMS OF AFFECTION WITH CHILDREN AND YOUTH³

³ Adapted from Model Policies for Protection of Children and Youth from Abuse, Church Pension Group, April, 2004.

The Trinity Episcopal Cathedral community is committed to creating and promoting a positive, nurturing environment for ministries to our children and youth that protect members of these groups from abuse. Misunderstandings related to confusion about safe boundaries also can be avoided by clarifying inappropriate forms of affection; otherwise, that decision is left to each individual. Stating which behaviors are inappropriate allows all clergy, staff and designated lay leaders to comfortably show positive affection in ministry, and yet identify individuals who are not maintaining safe boundaries with children or youth. These guidelines are based, in large part, on avoiding behaviors known to be used by child molesters to groom children or youth and their parents for future abuse. They are to be carefully followed by all clergy, staff and designated lay leaders working around or with children or youth.

The following forms of affection are considered INAPPROPRIATE with children and youth in ministry settings.

- Inappropriate or lengthy embraces.
- Kisses on the mouth.
- Inappropriately holding children over three years old on the lap.
- Touching bottoms, chests or genital areas.
- Showing affection in isolated areas such as bedrooms, closets, staff only areas or other private rooms.
- Occupying a bed with a child or youth
- Wrestling with children or youth.
- Tickling children or youth.
- Any type of inappropriate massage given by a child or youth to an adult.
- Any type of inappropriate massage given by an adult to a child or youth.
- Any form of unwanted affection.
- Comments or compliments (spoken, written, or electronic) that relate to physique or body development. Examples would be, "You sure are developing," or "You look really hot in those jeans."
- Snapping bras or giving wedgies or similar touch of underwear whether or not it is covered by other clothing.
- Giving gifts or money to individual children or youth, except as part of normal programming.
- Repeated private meals with individual children or youth.

APPENDIX B

CODE OF CONDUCT FOR PROTECTION OF CHILDREN, YOUTH, THE ELDERLY AND OTHER VULNERABLE POPULATIONS⁴

⁴ Adapted from Model Policies for Protection of Children and Youth from Abuse, Church Pension Group, April, 2004.

Relationships among people are at the foundation of Christian ministry and as such are central to the life of the church. Defining healthy and safe relationships through policies and codes of conduct is not meant, in any way, to undermine the strength and importance of personal interaction in our ministries. Instead, it is to assist in more clearly defining behaviors and practices that allow the church to more fully demonstrate its love and compassion for children and youth in sincere and genuine relationships.

Relationships in ministry should, ideally, always be experienced as caring and without intention to do harm or allow harm to occur. This Code of Conduct has been adopted by Trinity Episcopal Cathedral to help the church create safe environments for children and youth and for those who minister to them. All clergy, staff and designated lay leaders are asked to carefully consider each statement in the Code before agreeing to adhere to the statements and begin service to the church.

Clergy, staff, and designated lay leaders agree to:

1. Do their best to prevent abuse and neglect among children, youth, the elderly and other vulnerable populations involved in church activities and services.
2. Abstain from physical, sexual or emotional abuse or neglect of persons from any of the above mentioned groups.
3. Comply with the Guidelines for Inappropriate Forms of Affection with Children and Youth.
4. Upon observing any inappropriate behaviors or possible policy violations with persons from any of these groups, immediately report their observations to the Dean or appointed person.
5. Acknowledge their obligation and responsibility to protect all persons in these groups and report known or suspected abuse of such persons to appropriate church leaders and state authorities in accordance with these policies.
6. Be aware that no person will be allowed to volunteer to work with these groups until the person has been known to the clergy and congregation for at least six (6) months.
7. Be aware that programs for infants and children eleven (11) years old and under will have procedures to ensure that children are released only to their parents or legal guardians or those designated by them.

8. Know that the use, possession, distribution, or being under the influence of alcohol, illegal drugs, or the misuse of legal drugs while participating in or assisting with programs or activities specifically for the above mentioned groups are prohibited.
9. Understand that parents or guardians must complete written permission forms before clergy, staff or designated lay leaders will be allowed to transport children and youth for a church sponsored activity or for any purpose on more than an occasional basis.
10. Respond to children, youth, the elderly and other vulnerable persons with respect, consideration and equal treatment, regardless of sex, race, religion, sexual orientation, culture or socio-economic status.
11. Portray a positive role model for children and youth by maintaining an attitude of respect, patience, and maturity. They will avoid even the appearance of favoritism.
12. Not date or become romantically involved with a child or youth.
13. Not have sexual contact with a child or youth.
14. Not possess any sexually oriented materials (magazines, cards, videos, films, clothing etc.) on church property or in the presence of children, youth, the elderly or other vulnerable persons, except as expressly permitted as part of a pre-authorized educational program.
15. Not use the Internet to view or download any sexually oriented materials on church property or in the presence of the above mentioned groups.
16. Not discuss their own sexual activities, including dreams and fantasies, or discussing their use of sexually oriented or explicit materials such as pornography, videos or materials on or from the Internet, with children, youth, the elderly or other vulnerable persons.
17. Not sleep in the same beds, sleeping bags, tents, hotel rooms or other rooms with children or youth unless the adult is an immediate family member of all children or youth in the bed, sleeping bag, tent, hotel room or other room. (It is acceptable to have multiple adults sleep with all the children or youth participating in one open space such as a church basement or camp lodge).
18. Not dress, undress, bathe, or shower in the presence of children, youth, the elderly or other vulnerable persons.
19. Not use physical punishment in any way for behavior management of children and youth. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force. Physical force may only be used to stop a behavior that may cause immediate harm to the individual or to a child, youth or others.

20. Not use harsh language, degrading punishment, or mechanical restraint such as rope or tape for behavior management.
21. Not participate in or allow others to conduct any hazing activities relating to children's or youth ministry or camp activities.

APPENDIX C
TRINITY EPISCOPAL CATHEDRAL
BEHAVIORAL COVENANT FOR PERSONS PARTICIPATING IN
MINISTRY WITH CHILDREN, YOUTH OR ELDERLY PERSONS

This is to certify that I, _____, have read and understood The Inappropriate Forms of Affection with Children and Youth as well as The Code of Conduct for Protection of Children, Youth, the Elderly and Other Vulnerable Populations.

I covenant with Trinity Episcopal Cathedral to carry out my ministry at the cathedral according to the standards specified in the Code of Conduct. I agree to engage in only those behaviors that are consistent with that Code of Conduct in an effort to ensure the physical, emotional and spiritual well-being of children, youth, the elderly and/or other vulnerable populations whom I serve.

I also covenant with Trinity Episcopal Cathedral to complete the Safe Church Training program offered by the Episcopal Diocese of Oregon, as well as any specialized training related to the recruitment, screening, selection and supervision of persons to work with children, youth, the elderly, or vulnerable persons, as soon as possible, but no later than six months after the training is first made available after the behavioral covenant has been signed. I also covenant to complete re-certification as required by the policies of the Diocese.

I understand that this covenant is designed to make the Cathedral a safe place for everyone, including those who serve as well as those who are served. I also agree to keep a copy of each of these documents and to review them at least once a year, and whenever I begin a new Cathedral ministry with children, youth, the elderly or other vulnerable populations.

NAME

DATE

APPENDIX D
TRINITY CATHEDRAL
APPLICATION TO PARTICIPATE IN MINISTRY WITH CHILDREN,
YOUTH⁵ OR ELDERLY PERSONS

Volunteer who will regularly work with children or youth should complete all relevant information and sign and date this form.

Full Name:(please print)_____

For what position are you applying? _____

What interests you about the position for which you are currently applying? __

What has prepared you for the position for which you are currently applying?

When did you start attending Trinity Episcopal Cathedral Cathedral?_____

Professional/Civic Reference:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime
phone: _____

How long have you known this person? _____

Relationship to you:

Personal Reference:

Name:

Address: _____

City: _____ State: _____ Zip: _____

Daytime phone: _____ Evening Phone: _____

How long have you known this person? _____

Relationship to you: _____

Family Reference:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime phone: _____ Evening

Phone: _____

How long have you known this person? _____

Relationship to you: _____

I represent that all the information provided is true to the best of my knowledge and give permission for a representative from Trinity Cathedral to contact the above listed references.

Signature _____

Date _____