

THE DIOCESE OF SOUTH DAKOTA

I. POLICIES AND PROCEDURES CONCERNING SEXUAL MISCONDUCT

1. Covenant for Sexual Responsibility..... Form A
(For Clergy)

II. POLICIES AND PRACTICES FOR PREVENTION OF CHILD ABUSE

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(For newly hired Employees or newly appointed Volunteers
who will have significant contact with youth)
2. Application for Child/Youth Workers Form C
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COVENANT FOR SEXUAL RESPONSIBILITY

For the purposes of this covenant, I, the undersigned, understand that the Diocese of South Dakota defines sexual misconduct in the following way:

- Abuse: Sexual abuse or sexual molestation of any person, including but not limited to, any sexual involvement, sexual activity, or sexual contact with a person who is a minor or who is legally incompetent.
- Harassment: Sexually oriented humor or language, questions or comments about sexual behavior or preference, unwelcome or undesired physical contact, inappropriate comments about clothing or physical appearance, or repeated requests for social engagements, in a situation where there is an employment, mentor, or colleague relationship between the persons involved.
- Exploitation: The development, or the attempted development, of a sexual or romantic relationship between a cleric or other church worker and a person with whom he/she has a pastoral and fiduciary relationship, whether or not there is consent from the individual.

Pastoral relationship means: A relationship between a cleric, employee, or volunteer and any person to whom such cleric, employee, or volunteer provides pastoral counseling, pastoral care, spiritual direction, or spiritual guidance or from whom such cleric, employee, or volunteer has received confession or confidential or privileged information.

I agree to abstain from any behavior that constitutes sexual abuse, sexual harassment, sexual coercion, or sexual exploitation of children or adults while I minister in any institution related to the Diocese of South Dakota, regardless of whether I work as a paid employee or volunteer.

I understand that if I engage in such behavior I will be subject to a disciplinary process and agree to fully participate in that process. Further, I acknowledge that such process may result in termination of employment and, if ordained, inhibition, suspension or deposition according to the Canons of the Episcopal Church.

I acknowledge that I have received the *Policy and Procedures Concerning Sexual Misconduct* of the Diocese of South Dakota, I understand it, and agree to abide by it.

Signature

Print or type full name

Witness Signature

Print or type Witness full name

Date

COVENANT FOR SEXUAL RESPONSIBILITY

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I acknowledge that I have received the policy handbook, *Policies and Practices for Prevention of Child Abuse* and *Policy and Procedures Concerning Sexual Misconduct* of the Diocese of South Dakota, I understand them, and agree to abide by them.

Signature

Print or type full name

Witness Signature

Print or type Witness full name

Date

APPLICATION FOR CHILD/YOUTH WORKERS

This application is to be completed by all applicants for any position (volunteer or compensated) involving the supervision or custody of minors. This is being used to help the Church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities. Please use separate sheets if necessary.

Date _____

Personal Information:

Name: _____
Last First Middle

Present Address: Street _____

City _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____

Email _____ Cell phone _____

1. What type of children/youth work do you prefer? _____

2. On what date would you be available? _____

3. Minimum length of commitment _____

4. Marital status (circle one):

Single Engaged Married Divorced Remarried Widowed

5. Social Security Number: _____

6. Driver's License Number _____ State _____

7. List the name and location of the educational institutions in which you have been enrolled.

8. List other names used (maiden, former, nickname, aka's) _____

9. Previous home addresses (List last two): _____

10. Name and address of Church where you are a member: _____

11. List (name and address) other churches you have attended regularly during the past five years:

12. List all previous church work involving youth (identify church, location, dates, and type of work:

13. List any gifts, callings, training, education, or other factors that have prepared you for work with children and/or youth:

14. List by name, street address, telephone number and contact person of your employers for the past 10 years:

15. Have you had any driver's license or other license (e.g., professional) suspended or revoked? _____

If so, give full details: _____

16. Have you ever been arrested or charged with driving under the influence? _____

If so, list each such arrest or charge, when and where it was made, and its outcome: _____

17. Have you ever been convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor? _____ If so, please explain: _____

18. Has any formal or informal charge, claim, or complaint ever been made that you engaged in inappropriate sexual behavior? _____ If so, give full details: _____

19. Is there any fact or circumstance about you or your background that would call into question the advisability of entrusting you with the supervision, guidance, and care of young people? _____

20. Are you able to perform the essential functions of the position with or without accommodation?

Personal References

(Not former employers or relatives)

Name: _____

Name: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

Attest Statement

Under penalty of perjury, I swear or affirm that the information given above is true, complete and correct. I understand and agree that a complete background investigation may be conducted with respect to me, and that this information may be verified by contacting persons and organizations with whom I have had contact or which may have information concerning me. I hereby release and agree to hold harmless from liability any person or organization that provides such information. I also agree to release and hold harmless the Diocese of South Dakota and _____(name of parish), their officers, employees, agents, and volunteers from any and all liability as it relates to any investigation taken by them regarding the information contained in this application, or any action by them as a result of such investigation.

Applicant's Signature _____

Date _____

Witness _____

Supervisory Position/Title _____

CONFIDENTIAL REFERENCE FORM

Your name has been given as a reference by _____
Who submitted an application to work as an employee or volunteer with one of our youth programs. We would appreciate your completing this form and returning it in the enclosed envelope so that we may make a decision on the applicant's ability to fulfill this commitment.

Please use separate sheets if necessary. All information will be confidential. Thank you.

1. How long have you known the applicant:
2. In what capacity have you known the applicant?
3. Describe the applicant's reliability and willingness to make a commitment such as this.
4. Are you aware of any problems that would limit the applicant's ability to fulfill this obligation?
_____ If yes, please explain.
5. Are you aware of any problems or concerns that should limit or preclude this individual from working with children? _____ If yes, please explain.
6. Would you recommend the applicant for placement in a setting such as our? Or, do you feel he or she may be more suited for another type of volunteer agency? Is, why?
7. Additional comments:

Signature _____ Date _____

**ACKNOWLEDGMENT OF RECEIPT
FOR VOLUNTEERS, EMPLOYEES, AND OTHERS**

I, the undersigned, acknowledge receipt of the *Policies and Practices for Prevention of Child Abuse* and *Policy and Procedures Concerning Sexual Misconduct* of the Diocese of South Dakota.

Signature

Print or type full name

Position

Name of Parish

Location of Parish

Date _____

Return a copy of this form to:
The Diocese of South Dakota
500 S. Main Avenue
Sioux Falls, SD 57104

Name of Parish

POLICY ON PRODUCTIVE WORK ENVIRONMENT

It is the policy of (Name of Parish) _____ that it will not tolerate verbal or physical conduct by any employee which harasses, disrupts, or interferes with another person's work performance or which creates an intimidating, offensive, or hostile environment.

While all forms of harassment are prohibited, it is our policy to emphasize that sexual harassment is specifically prohibited. Each supervisor has a responsibility to maintain the work place free of any form of sexual harassment. No supervisor is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts or work hours, or any other condition of employment or career development. In addition, no supervisor is to favor in any way any applicant or employee because that person has performed or shown a willingness to perform sexual favors for the supervisor.

Other sexually harassing conduct in the work place, whether committed by supervisors or non-supervisory personnel, is also prohibited. Such conduct includes:

- 1) Sexual flirtations and innuendo, touching, advances, or propositions;
- 2) Verbal abuse of a sexual nature;
- 3) Graphic or suggestive comments about an individual's dress or body;
- 4) Sexually degrading words to describe an individual; and
- 5) The display in the work place of sexually suggestive objects or pictures, including nude photographs.

Any employee who believes that the actions or words of a supervisor or fellow employee constitutes unwelcome harassment has a responsibility to report or complain as soon as possible to the Rector, or in the absence of Rector, to the Senior Warden. Remember, this parish cannot be aware of the conduct of its employees at all times and we can take no corrective measures until we know a problem exists.

All complaints of harassment will be investigated promptly and in an impartial and as confidential a manner as possible by the Rector or the Rector's designated person. In all cases, the employee is to be advised of the Rector's findings and conclusions.

Any employee or supervisor who is found after appropriate investigation to have engaged in harassment of another employee will be subject to appropriate disciplinary action, depending on the circumstances, up to and including termination.

Request for Additional Copies of Policies or Forms

Please send the following policies or forms in the following amounts:

- _____ *Policies and Procedures Concerning Sexual Misconduct*
- _____ *Policies and Practices for the Prevention of Child Abuse*
- _____ *Policy on Productive Work Environment*
- _____ *Covenant For Sexual Responsibility* (Form A)
[for clergy]
- _____ *Covenant For Sexual Responsibility* (Form B)
[For newly hired employees or newly appointed volunteers who will have significant contact with children and youth]
- _____ Application for Child/Youth Workers (Form C)
- _____ Confidential Reference Form (Form D)
- _____ *Policy On Productive Work Environment* (Form E)
[for a Parish]
- _____ Acknowledgment of Receipt by the Vestry (Form G)
- _____ Acknowledgment of Receipt by Volunteers,
Employees & Others (Form H)

Name and Address for mailing:

Return this form to:
Diocese of South Dakota
500 S. Main Avenue
Sioux Falls, SD 57104
605-338-9751
Fax: 605-336-6243

