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**INCARDINATION PACKET**

# DIOCESE OF THE WEST

The Progressive Episcopal Church

## STATEMENT OF CONFORMITY

I, Rev Diana Rousseau, solemnly promise that I will you be loyal to the doctrine, discipline, and worship of God as this Church has received them, and that I will, in accordance with the canons of this Church, obey my bishop and other ministers who may have authority over me and my work and I do solemnly engage to conform to the doctrine, discipline, and worship of The Progressive Episcopal Church.

Signed

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

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RETURN THIS FORM TO THE GENERAL SECRETARY



# DIOCESE OF THE WEST

The Progressive Episcopal Church

## A COLLECT FOR THE CARE OF CHILDREN

Almighty God, you have blessed us with the joy and care of children: Give us calm strength and patient wisdom as we bring them up, that we may teach them to love whatever is just and true and good, following the example of our Savior Jesus Christ. Amen. (BCP 829)

## CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN AND YOUTH

The following guidelines are intended to assist Church Personnel in monitoring and supervising behaviors and interactions with children and youth to identify and stop those that may be inherently harmful to children or youth, that are the type used by child molesters to groom children, youth and their parents, or that may create the conditions where abuse can occur more easily.

These guidelines should also be used to make decisions about interactions with children and youth in church sponsored and affiliated programs. They are not designed or intended to address interactions within families. When exceptions to these guidelines must be made, they should be reported to the supervisor of the Church Personnel making the exception as soon as possible.

1. All Church Personnel who work with children or youth must agree to comply with the Guidelines for Appropriate Affection.
2. No person will be allowed to volunteer to REGULARLY WORK WITH CHILDREN OR YOUTH until the person has been known to the clergy and congregation for at least six months.
3. Programs for infants and children under six (6) years old will have procedures to ensure that children are released only to their parents or legal guardians or those designated by them.
4. Church Personnel are prohibited from 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 children or youth.
5. Parents or guardians must complete written permission forms before Church Personnel transport children and youth for a church sponsored activity or for any purpose on more than an occasional basis.
6. Church Personnel will respond to children and youth with respect, consideration and equal treatment, regardless of sex, race, religion, sexual orientation, culture or socio-economic status. Church Personnel will 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.
7. One-to-one counseling with children or youth will be done in an open or public or other place where private conversations are possible but occur in full view of others.
8. Church Personnel are prohibited from dating or becoming romantically involved with a child or youth.
9. Church Personnel are prohibited from having sexual contact with a child or youth.

10.Church Personnel are prohibited from possessing any sexually oriented materials (magazines, cards, videos, films, clothing etc.) on church property or in the presence of children or youth except as expressly permitted as part of a pre-authorized educational program.

11.Church Personnel are prohibited from using the Internet to view or download any sexually oriented materials on church property or in the presence of children or youth.

12.Church Personnel are prohibited from discussing 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 or youth.

13.Church Personnel are prohibited from sleeping 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.

14.Church Personnel are prohibited from dressing, undressing, bathing, or showering in the presence of children or youth.

15.Church Personnel are prohibited from using 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.

16.Church Personnel are prohibited from using harsh language, degrading punishment, or mechanical restraint such as rope or tape for behavior management.

17.Church Personnel are prohibited from participating in or allowing others to conduct any hazing activities relating to children’s or youth ministry or camp activities.

## REPORTING INAPPROPRIATE BEHAVIORS OR POLICY VIOLATIONS WITH CHILDREN OR YOUTH

1. When Church Personnel observe any inappropriate behaviors, behaviors that are inconsistent with the GUIDELINES FOR APPROPRIATE AFFECTION, or which may violate any provision of these Policies the for Protection of Children and Youth from Abuse, they must immediately report their observations. Examples of inappropriate behaviors or policy violations would be seeking private time with children or youth, taking children or youth on over-night trips without other adults, swearing or making suggestive comments to children or youth, or selecting or using staff or volunteers without the required screening.
2. Such inappropriate behaviors or possible policy violations that relate to interactions with children or youth should be reported in one of the following ways:
3. A telephone call or meeting with the immediate supervisor of the person,
4. A telephone call or meeting with the rector, if the person is not the rector;
5. A telephone call or meeting with a church warden if the person is the rector;
6. A telephone call, meeting or fax to the bishop;
7. Submit a NOTICE OF CONCERN, signed or unsigned, to the bishop of the diocese in which the event being reported is claimed to have occurred.

3. All reports of inappropriate behavior or policy violations with children or youth will be taken seriously.

## REPORTING SUSPECTED ABUSE OF CHILDREN OR YOUTH

1. All Church Personnel are required by this policy to report known or suspected abuse of children or youth to the appropriate state authorities.
2. Failure to report suspected abuse of children or youth may be a crime. Reports may be made confidentially or anonymously. Every state provides immunity from civil liability for persons required to report suspected abuse in good faith and without malice. Simply stated, "in good faith" means that the person submitting the report believes what he or she is reporting to be true.
3. In addition to reporting to the state authorities, Church Personnel are required to report any suspected or known abuse of children or youth that may have been perpetrated by Church Personnel directly to the rector of the Parish so that immediate and proper steps may be taken to ensure the safety of alleged victims.
4. Reports of suspected or known abuse that involve Church Personnel may be reported to the diocesan bishop in the following ways:
5. A telephone call, meeting or fax to the bishop;
6. A telephone call or meeting with the rector, if the rector is not the person being complained about.
7. Submit a NOTICE OF CONCERN, signed or unsigned, to the bishop.

5. The diocese and parish will cooperate with any investigation by state authorities to the fullest extent appropriate.

## GUIDELINES FOR APPROPRIATE AFFECTION

The Progressive Episcopal Church is committed to creating and promoting a positive, nurturing environment for our children and youth ministries that protect our children and youth from abuse and our Church Personnel from misunderstandings. When creating safe boundaries for children and youth, it is important to establish what types of affection are appropriate and inappropriate, otherwise that decision is left to each individual. Stating which behaviors are appropriate and inappropriate allows Church Personnel 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. The following guidelines are to be carefully followed by all Church Personnel working around or with children or youth.

1. Love and affection are part of church life and ministry. There are many ways to demonstrate affection while maintaining positive and safe boundaries with children and youth.

Some **POSITIVE and APPROPRIATE** forms of affection are listed below:

* Brief hugs.
* Pats on the shoulder or back.
* Handshakes.
* "High-fives" and hand slapping.
* Verbal praise.
* Touching hands, faces, shoulders and arms of children or youth.
* Arms around shoulders.
* Holding hands while walking with small children.
* Sitting beside small children.
* Kneeling or bending down for hugs with small children.
* Holding hands during prayer.
* Pats on the head when culturally appropriate. (For example, this gesture should typically be avoided in some Asian communities).

2. The following forms of affection are considered **INAPPROPRIATE** with children and youth in ministry setting because many of them are the behaviors that child molesters use to groom children or youth and their parents for later molestation or can be, in and of themselves, sexual abuse.

* Inappropriate or lengthy embraces.
* Kisses on the mouth.
* Holding children over three years old on the lap.
* Touching bottoms, chests or genital areas other than for appropriate diapering or toileting of infants and toddlers.
* Showing affection in isolated areas such as bedrooms, closets, staff only areas or other private rooms.- Occupying a bed with a child or youth
* Touching knees or legs of children or youth.
* Wrestling with children or youth.
* Tickling children or youth.
* Piggyback rides.
* Any type of massage given by a child or youth to an adult.
* Any type of 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." - Giving gifts or money to individual children or youth. - Private meals with individual children or youth.

**RETAIN THIS COPY OF THE *CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN AND YOUTH* FOR YOUR REFERENCE**



# DIOCESE OF THE WEST

The Progressive Episcopal Church

## RECEIPT OF POLICIES AND AGREEMENT OF COMPLIANCE

Read and initial each item to signify your agreement to comply with the statement.

\_\_\_\_I agree to do my best to prevent abuse and neglect among children and youth involved in church activities and services.

\_\_\_\_I agree not to physically, sexually or emotionally abuse or neglect a child or youth.

\_\_\_\_I agree to comply with the policies for CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN AND YOUTH.

\_\_\_\_I agree to comply with the GUIDELINES FOR APPROPRIATE AFFECTION with children and youth.

\_\_\_\_In the event that I observe any inappropriate behaviors or possible policy violations with children or youth, I agree to immediately report my observations.

\_\_\_\_I acknowledge my obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children or youth to appropriate church leaders and state authorities in accordance with the POLICIES FOR THE PROTECTION OF CHILDREN AND YOUTH FROM ABUSE.

\_\_\_\_I understand that the church will not tolerate abuse of children and youth and I agree to comply in spirit and in action with this position.

\_\_\_\_I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



# DIOCESE OF THE WEST

The Progressive Episcopal Church

1. Exorcism is a valid ministry within the Christian tradition.
2. Ordinaries are responsible for maintaining and deploying resources for verifiable calls for this ministry.
3. The Rite of Exorcism can only be performed by priests within the province who possess a current Letter of Faculties, specifically granting faculty for the exercise of the Rite of Exorcism, issued by their particular Ordinary.
4. General Priestly Faculties DO NOT include faculty for the exercise of the Rite of Exorcism.
5. NO PERSON shall exercise the Rite of Exorcism on a human being without direct authorization by their Ordinary and the Ordinary shall maintain regular communication with the exorcist during the evolution of the particular ministry situation.
6. Any priest may perform the Rite of Exorcism in environmental venues (i.e., houses, buildings, etc.), but not on HUMAN BEINGS.
7. No Ordinary shall issue authorization for the Rite of Exorcism to be performed on any human being without ALL of the following: 1) A complete psychological evaluation by a licensed psychologist or MD of the human subject who is seeking the Rite of Exorcism, 2) Recipients of the Rite of Exorcism shall sign notarized documents of Release of Liability, a Stop Litigation Declaration, and other documents of legal protection of the exorcist and the Province and the particular diocese involved in the ministry of exorcism.
8. The Rite of Exorcism SHALL NOT be performed on any human being under the age of 21 years.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## RETURN THIS COMPLETED FORM TO THE GENERAL SECRETARY