The Episcopal Diocese of Long Island

Policy for the Protection of Vulnerable Adults
(Adopted by Diocesan Council, April, 2022)

The Diocese of Long Island ("The Diocese") is committed to the prevention of abuse of vulnerable adults. The aim of this policy is to make the Church a safe place, safe for those who worship, safe for those who minister, safe for those who come in need, and safe for all who seek or serve Christ. We believe that this policy helps us live out our Baptismal covenant to respect the dignity of every human being.

All Church Personnel including members of the clergy, and all seminarians, postulants, candidates for holy orders, volunteers who regularly work with vulnerable adults, vestry members, all employees of The Diocese or of parishes, missions, chapels, or other Diocesan Units, key holders to any church property, the lay leaders of any group with regular access to church property or facilities shall abide by the parameters set forth by this policy.

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 vulnerable adult;

- Accept only token gifts from vulnerable adults. Ministers given gifts shall report those gifts in writing to their supervisor, clergy, senior warden, or Responsible Person;

- Decline to accept loans of any kind from vulnerable adults;

- Decline to agree to be named as a beneficiary or to act as an administrator or executor in a will of a vulnerable adult; and

- Inform supervisor, clergy, senior warden, or Responsible Person of anything that causes concern for the safety or wellbeing of a vulnerable adult.

DO's
All who minister to vulnerable 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 affection, 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 – PROHIBITED BEHAVIORS

Adults shall not under any circumstances:
- Provide vulnerable adults with non-sacramental alcohol, marijuana, illegal drugs, cigarettes, e-cigarettes, vapes, or pornography;

- Arrive under the influence of alcohol, illegal drugs, or misuse of legal drugs when they are responsible for, or ministering to, a vulnerable adult;

- Consume non-sacramental alcohol 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; or

- Engage in any sexual, romantic, illicit, or secretive relationship or conduct with any vulnerable adult.

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 as soon as possible after the visit.

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 should 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.

Anyone who suspects a violation of these policies shall take steps as outlined in ***Reporting Suspected Abuse, Neglect or Exploitation of Vulnerable Adults,*** below.

CREATING SAFE SPACES FOR PASTORAL RELATIONSHIPS AND/OR MINISTRY WITH VULNERABLE ADULTS

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 offsite 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.

- Take into account social media concerns applicable to vulnerable adults. See ***Recommended Practices and Guidelines of Social Media and Electronic Communications*** (**Appendix A**).

MONITORING AND SUPERVISION OF PROGRAMS

All people who minister to vulnerable adults and/or have pastoral relationships with others must have ongoing supervision. Ongoing supervision should consist of regular check-ins by the supervisor who may be parish clergy or a team leader. Such supervisors 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, as well as congregations and organizations, shall ensure that all people who minister to vulnerable adults receive prior training as to the scope, accountability, and responsibility of the ministry.

The Diocese, as well as congregations and organizations, shall maintain an up-to-date list of persons with their contact information approved to minister to vulnerable adults and/or engage in pastoral relationships with others. This list shall be kept in the organization's office or other place where records are kept.

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.

PRESENCE OF UNRELATED ADULTS SUGGESTED

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.

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, socio-economic class, or age. 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 adults 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 adult's ability to keep their transgender status confidential, if they so desire.

Transgender, genderqueer, or gender non-binary adults 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 for the use of a single facility).

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 ***Reporting Suspected Abuse, Neglect or Exploitation of Vulnerable Adults,*** below.

SPECIAL CONSIDERATIONS FOR OFF SITE PROGRAMMING

See Appendix B

REPORTING 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, whether at church or away from church, shall report it to Adult Protective Services. See ***Important Contact Information,*** below.

In addition, anyone who has reason to suspect that abuse, neglect, or exploitation of a vulnerable adult has taken place within a facility or program of The Diocese, congregation, or other organization, should immediately inform one or more or the following:
- The Bishop or the Bishop's Office 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 or events ("Responsible Person"); and/or

- The Diocese Intake Officer in case a member of the clergy is suspected of abuse, neglect and/or exploitation.

Suspected violations of this policy should be forwarded to the above via any of the following:

- A telephone call
- A letter
- An email
- An in-person meeting

All reports of policy violations, or inappropriate behavior under this policy will be taken seriously and reviewed and investigated promptly and impartially.

Clergy in charge 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 church. 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 Bishop's Office 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.

SCREENING

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

Parishes are encouraged to do background checks on all Church Personnel who regularly work with or around vulnerable adults. The more access an individual has to a vulnerable adult, the more detailed a background check should be.

Background checks should include the following:

a. An Application form
b. Criminal Records and Sexual Offender Registry Checks
c. Individual Interview
d. Reference Checks

EDUCATION AND TRAINING

Training shall be appropriate to each person's function according to the ***Screening and Training Protocols*** (**Appendix C**)(Reference should also be made to the Diocese "Safe Church Policies" which lists the available Safe Church training modules).

All leaders shall have Universal Training[1] 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 vulnerable adults shall have specialized training that is tailored to their role and ministry function.

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[1] Universal Training" refers to all available safe church training modules related to or concerning vulnerable adults. Reference should be made to the Diocese "Safe Church Policies" which lists the Safe Church training modules available to and required for various groups of Church personnel.

Depending on role and responsibility, specialized training should include:

- The prevention, identification, and response to all forms of abuse and neglect, including financial exploitation;

- Mandated and voluntary reporting of suspected abuse, neglect, and exploitation of vulnerable adults;

- Vulnerability within the pastoral relationship;

- An introduction to gender non-binary;

- The needs of aging LGBTQ+ individuals who often struggle to find care or residential facilities adequately equipped to meet their needs; and

- The ways that vulnerable adults can engage in self-advocacy.

Each parish or diocesan institution shall maintain a record of those who have attended such trainings.

The Diocese will provide necessary training for these individuals through in-person and online courses through the Mercer School of Theology. Individuals should attend re-training every 3 years. Retraining requirements are outlined on the Mercer website – www.mercerschool.org.
Evidence that parishes and institutions are complying with Safe Church, Safe Communities training will be presented to the Bishop as part of all official Episcopal visitations.

GENERAL DEFINITIONS

1. Church Personnel

For the purposes of this policy, the following are included in the definition of Church Personnel when they are functioning in their respective roles for the church:

- All clergy whether stipendiary, non-stipendiary, or otherwise who are engaged in ministry or service to the church.
- Seminarians, postulants, and candidates for holy orders.
- All paid personnel whether employed in areas of ministry or other kinds of services by the diocese, its congregations, schools or other agencies.
- Those who contract their services to the diocese, its congregations, schools or agencies.
- Volunteers, including any person who enters into or offers him or herself for a church related service, or who actually assists with or performs a service, whether or not they have been selected or assigned to do so. Volunteers include members of advisory boards, vestries, Bishop's Committees, and boards of directors.

Examples of Church Personnel include:

- Church School Teachers
- Choir directors
- Organists
- Lay youth ministers
- Volunteers licensed under Canon III.4 (such as Lay Eucharistic Visitors)

2. Key Holders

Anyone who has unencumbered access to the facilities

3. **Vulnerable Adult**:

- Any adult at or older than age 60 in New York;

- 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.

IMPORTANT CONTACT INFORMATION

Episcopal Diocese of Long Island Intake Officer
The Rev. Canon Patricia S. Mitchell
Canon for Pastoral Care
pmitchell@dioceseli.org
516-248 - 4800 x 166

Safe Church, Safe Communities Trainings in the Diocese of Long Island
George Mercer School of Theology
516-248-4800 x 150

Sterling Infosystems, Inc.
Criminal Background Screens
To set up a parish account, contact Nancy Signore/ 516-248-4800 x111 nsignore@dioceseli.org

Adult Protective Services
Nassau County
(516) 227-8405 (day time)
(516) 227-8395 (nights and weekends)

APPENDIX A: RECOMMENDED PRACTICES AND GUIDELINES FOR SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS FOR VULNERABLE ADULTS

Social media is an ever-increasing part of adult lives and has the potential to empower ministry. Behavior in the digital sphere is never private. Posted content may be used out of context and out of the control of the originating individuals and organizations, putting them at risk. In addition, these powerfully connective tools are subject to the same dynamic of unequal power and potential for abuse that present a risk in all ministry relationships. Churches face the challenge of identifying and proactively addressing areas of potential risk in social media use in the midst of rapidly evolving technology. The following recommended practices and guidelines are designed to be a flexible template for developing policies and covenants governing the safe use of social media and digital communication in ministry settings.

General Information about Digital Communications

- All communications sent digitally (email, social networking sites or platforms, notes, texts, or posts, etc.) are NOT CONFIDENTIAL and can be shared or reposted to others.

- Interactions in the virtual world need to be transparent; that is, occurring in such a way that it is easy for others to see what actions are performed.

- In the virtual world, healthy boundaries and safe church practices must be adhered to as they are in the physical world.

- In the virtual world, "friend" can mean anyone with whom you are willing to communicate through that medium. In the physical world, friend can mean much more in terms of intimacy, self-disclosure, mutuality, and expectations for relationship.

- Laws regarding mandated reporting of suspected abuse, neglect, or exploitation of vulnerable adults apply in the virtual world as they do in the physical world. Check your local applicable laws.

Recommended Practices and Guidelines for Churches and Organizations:

- Establish a policy that outlines professional and institutional standards for profiles and interactions on social networking sites and platforms.

- Establish a policy of transparency regarding social media accounts. The best practice is to have the Diocese, congregation, or organization create and "own" the social media accounts representing the diocese, congregation, or organization respectively and have multiple administrators and/or supervisors with access. If personal accounts are used, a system of monitoring should be established.

- Establish a policy regarding the identification or "tagging" of individuals in online photos. For example, on Facebook, "tagging" someone in a photo or video creates a hyperlink to that person's profile page that can be clicked by anyone. The best practice is for the Diocese, congregation, or organization not to identify or "tag" individuals. The "tagging" of vulnerable adults should be discouraged. The captioning of photos or videos may be permitted when written permission is provided by a vulnerable adult (or the person's guardian, spouse, or other trusted family member when the vulnerable adult is unable to consent due to impairment or lack of agency). The caption should not include the individual's full name, nor should it create a clickable link to someone's personal profile. A policy of whether or not an individual can "self-tag" in a diocese, congregation, or organization's online photo should also be established.

- The Diocese, congregation, or organization does not have a responsibility to review or monitor the personal pages or groups that are not sponsored by the Diocese, congregation, or

organization respectively, except as described in bullet #2 above. The preceding statement should be included in the Diocese, congregation, or organization's Social Media Policy.

- Email can be a good method of communication, and it also has the opportunity to be misunderstood. Having a clear understanding and procedure when responding to digital communication that raises concern is prudent for all. Best practices can include not responding immediately and sharing the communication with a supervisor before responding. Phone and face-to-face meetings are preferred when responding to emotionally driven communications or pastoral emergencies.

- When using photos and videos for ministry purposes, obtain a media release for each person and only post images that respect the dignity of every person depicted.

- Dioceses, congregations, or organizations must inform participants when they are being videoed because church buildings are not considered public space. Signs should be posted that indicate a service or activity will be broadcast when worship services or activities are streamed or distributed on the web or via other broadcast media.

Recommended Practices and Guidelines for Vulnerable Adults:

- Prudent judgement should be used in the time of day a vulnerable adult is contacted through social media. Under normal circumstances, refrain from contact or exchanging texts, chats, or emails before 8:00 am or after 10:00 pm, unless it's an emergency.

- Privacy settings and personal boundaries should be implemented.

    - Create and use profiles on social networking sites that meet professional and institutional standards.

    - Apply privacy settings that are consistent with all vulnerable adults, across all social networking sites and platforms. Avoid playing favorites or the appearance of playing favorites.

    - Establish a regular ongoing and consistent system of review that focuses on settings, accessible content, photos, and videos to ensure compliance with professional and institutional standards.

    - When possible, send communication (1) to entire groups, (2) on an individual's "wall," or (3) in public areas, rather than in private messages. This includes photos, images, and videos.

    - Disclose **ongoing** digital pastoral communications (ie: e-mails, Facebook messages, texting, etc) with a vulnerable adult to a supervisor to determine when a referral to a professional provider or resource is needed.

- Create covenants to govern digital groups, which include:

    - Appropriate and inappropriate behavior of members (bullying, pictures that depict abuse, violence, illegal activities, sexual acts, etc.) and the consequence for inappropriate behavior;

    - Who may join and/or view group activity, when participants should leave the group, and when/if the group will be disbanded;

    - Description of content that can be posted or published on the site or page;

- Discourage "tagging" photos and videos of vulnerable adults. However, the captioning of photos and videos is permissible with appropriate written permission as described above;

- Notification that mandatory reporting laws will be followed; and

- Consequences for breaking the covenant.

- Delete inappropriate material posted in digital groups, address the behavior and report, if necessary, in accordance with legal and institutional requirements.

- In video calls, follow the same criteria used in telephone calls. In addition, prudent judgement regarding attire and surroundings should be observed.

- Comply with the following best practices regarding "groups" on social networking sites:

  - Have at least two unrelated administrators;

  - Use closed groups, but not "hidden" or "secret" groups, for vulnerable adults;

  - Remove any content that shows or describes inappropriate behavior outside the bounds of the established behavioral covenant; and

  - Observe mandated reporting laws regarding suspected abuse, neglect, and exploitation.

APPENDIX B - SPECIAL CONSIDERATIONS FOR OFF-SITE PROGRAMMING

Off-Site Visits, Events, and Programs

Off-site programs, trips, and events are a welcome and often necessary means for spiritual, social, and emotional wellbeing of 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 this 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.

1. Prior Approvals

   - Prior approval by the governing body and the member of the clergy in charge is required, and that approval shall be reflected in the minutes of the governing body. Diocesan sponsored programs, trips, or events shall receive prior diocesan approval.

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

2. Registration, Waivers, and Release Forms
   Due to the unique risks of off-site visits, events, and programs that cannot always be anticipated, it is important to obtain permissions and manage documentation as described below:
   - All participants shall complete and sign a registration, waiver, and release before participating in any program. Confidentiality must be preserved with respect to medical information.

- There must be a signature on all release and waiver forms. If a person is unable to consent due to impairment or lack of agency, then the signature of that person's guardian, spouse, or other trusted family member is required.

- Completed release and waiver forms shall be maintained in a secure location on-site.

- Permission slips shall be provided for each event and shall be signed by the vulnerable adult, 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.

3. First Aid and Medications

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

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

- 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 a 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 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.

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 DMV records check;

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

- Anyone being transported must consent to such transportation beforehand. If a person is unable to consent due to impairment or lack of agency, then prior approval by that person's guardian, spouse, or other trusted family member is required; and

- All drivers and riders must comply with state laws including seat belt and cell phone usage.

Insurance for Overseas Pilgrimages and Mission Trips

- Short-term trip or supplemental insurance, available through most church and organization's policies 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.

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.

Conference and Retreat Centers

All conference and retreat centers of the Diocese, congregations, and organizations shall follow the guidelines for off-site Programming established in this policy.

APPENDIX C: SCREENING AND TRAINING PROTOCOLS

Screening and Training Chart	Ministry Function	Public Records	*App/Inter/Ref	*Universal Training
Staff & Contracted Ministers (not covered below)	Church Employees	X	X	X
	Diocesan contractors (1099)	Depends		X
	Clergy	X	X	X
	Church contractors (1099)	Depends		X
	Diocesan Employees	X	X	X
	Diocesan Staff - unpaid	X	X	X
Program Supervisors				
	Child/Youth Choir Director	X	X	X
	Choir Director	X	X	X
	Commissioned Ministry Teams	X	X	X
	Director of Religious Education	X	X	X
	Camp Director	X	X	X
	Youth Minister	X	X	X
Program Participants (non-supervisory)				
	Acolyte Mentor	X		X

	Choir parents			X
	Church School Teacher	X		X
	Counselor in Training	X- 18 and over	X	X
	Nursery Worker - unpaid	X		X
	Parish Nurse	X	X	X
	Teenage assistants			X
	Musicians who work with youth	X	X	X
*Off-site	Camp Counselor	X	X	X
	Confirmation mentors	X	X	X
	Lay Chaplains	X	X	X
	Pastoral Care Teams	X	X	X
*Overnight	Youth Group Leaders	X	X	X
Drivers	Drivers	DMV		X
Governance	Church Elected			X
	Treasurer	Criminal & Credit		X
	Vestry			X
	Wardens	Criminal & Credit		X
Key Access	Altar Guild	Recommended		X
	Building Hosts	Recommended		X
Home Visitors	Eucharistic Visitors	X	X	X
	Home Visitors	X	X	X
	Stephen Ministers	X	X	X
	Church Staff- unpaid	X	X	X

*Off-site: Any location other than the sponsoring Episcopal church, institution, facility, or campus.

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

*"App/Inter/Ref" refers to application, interview and reference, respectively**.**

**"Universal Training" refers to all available safe church training modules related to or concerning vulnerable adults. Reference should also be made to the Diocese "Safe Church Policies" which lists the Safe Church training modules required for various groups of Church Personnel		

[Revised October, 2022]