

POLICY FOR THE PROTECTION OF CHILDREN AND ADULTS

Anglican Diocese *of the* Upper Midwest



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A. OVERVIEW

A.1. WELCOME FROM BISHOP STEWART

Dear Upper Midwest Diocese,

Our diocesan Congregations and Missions are marked by a love for and commitment to the least and the lost, and to our next generation. This is poignantly displayed in Word and Sacrament ministry happening in congregations and missions throughout the Upper Midwest. While worship and catechesis are forefront, intentional actions, and processes to protect the most vulnerable, are equally important.

Jesus' prioritization and proper care of the least of these is evident throughout the scriptures, especially so in Matthew 25: 42-45 and Luke 18:15-17. The *Ministry Worker Handbook* and the *Policy for the Protection of Children and Adults*, apply his model of honoring, protecting, and caring for children, youth, and adults to the everyday life of our Diocese.

The *Policy for the Protection of Children and Adults*, in conjunction with the *Ministry Worker Handbook*, were developed via the collaborative effort of 2 task forces drawing on such resources as: the UMD Child Protection Policy Standards, the ACNA Sample Policy for the Protection of Children and Adults, and other sources. Once completed both the Handbook and the Protection Policy were approved by the Standing Committee and reviewed by Brotherhood Legal Assist. In addition, they are reviewed annually.

We must all be committed to the work of safeguarding our Congregations, Missions and Diocese, especially our children, youth and vulnerable adults. If you are the primary person responsible for Children's or Youth Ministry, or ministry involving vulnerable adults, in your Congregation (i.e. volunteer or staff person) within the Upper Midwest Diocese or one of its Congregations or Missions, this policy is written for you. At the beginning of each ministry year, you will be asked to read and signify your agreement to follow the *Policy for the Protection of Children and Adults*.

Thank you for partnering with us in making our Congregations, Missions and Diocese welcoming and safe, and especially for your love and care for the children, youth and vulnerable adults you serve in such sacrificial ways.



Stewart E. Ruch III
Bishop, Upper Midwest Diocese

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A.2. DEFINITIONS

The following are terms used throughout this Policy. They are defined as we, The Upper Midwest Diocese, are using them, which may be nuanced from a dictionary definition.

Adult: Anyone age 18 or older.

Abuse: Interactions in which one person with power and/or trust behaves in a cruel, violent, demeaning, or invasive manner toward another person which causes or is likely to cause harm or injury. The term encompasses physical, sexual, and emotional mistreatment. Abuse includes Child Abuse.

Child Abuse: Any willful act, threatened act, or neglectful act resulting in any physical, sexual, or emotional harm or injury to a Child. In addition, Child Abuse includes “child abuse,” “child neglect,” or similar terms as defined and prohibited by the state in which the activity occurred.

Peer Sexual Abuse: Harmful sexual behaviors initiated by one minor holding power over another minor.

Bishop: The Bishop of the Upper Midwest Diocese. In the absence of the Bishop, the entity authorized to act in the absence of the Bishop, such as the Standing Committee.

Child: Anyone under the age of 18.

Children's Pastor: The person who directs ministry to Children who are not yet old enough to be Youth. This may be a volunteer, Employee, or Clergy. If your Congregation has no designated role corresponding to a Children's Pastor, then the Rector is the Children's Pastor. Responsibilities of the Children's Pastor described in this document may be delegated by the Children's Pastor to another individual. A notification of this delegation must be provided to safeguarding@midwestanglican.org.

Clergy: Ordained ministers active in the Upper Midwest Diocese, whether employed or non-stipendiary, whether resident or licensed in the Diocese. (Canonical clergy with an inactive status are not included in this policy's clergy requirements unless their status changes to active.)

Congregation: A community of worshipers meeting the qualifications of a “congregation” as described in the Upper Midwest Diocese Canons. A “mission” as described in the Canons is under the supervision of a Congregation, and that Congregation's policy applies to the mission.

Diocese: The Anglican Diocese of the Upper Midwest, also called the Upper Midwest Diocese or UMD.

Diocese Safeguarding Coordinator: An employee of the Diocese who is knowledgeable with this policy, who can assist Congregations with the implementation of this policy, who receives the policy compliance reports, and who facilitates continuing education around safeguarding.

Employee: A full-time or part-time employee of either the Diocese or the Congregation. “Temporary Childcare Workers” (see appendix) are not considered Employees.

Grooming: Behaviors designed to overcome another person's defenses by slowly desensitizing their natural reactions to abusive behaviors.

Intake Officer: A person who is trained to respond to reports of Abuse and who is designated to receive such reports. An Intake Officer may be contacted at midwestanglican.org/reporting-misconduct.

Ministry Worker: Any Adult who leads others within the ministry of the Diocese or its Congregations. This includes all volunteers who work with Children or Vulnerable Adults, all volunteers who work in a leadership

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capacity (small group leaders, Vestry members, etc.), all clergy, and most Employees. Ministry Workers do not include Employees or volunteers whose only role is unrelated to work with Children or leading ministry to Adults, e.g., a janitor, a treasurer, a choir member, or a set-up volunteer.

Rector: The person in charge of a Congregation, regardless of title.

Rule of Three: Three not immediately related (spouse, child, or parent) people aged 6 or older, at least one of whom is an Adult, must be present.

Rule of Two Adults: Two non-dating Adults who are not immediately related (spouse, child, or parent) must be present.

Supervisor: An Adult who supervises the ministry of other Ministry Workers. Supervisors could include volunteers, employees, or clergy.

Vestry: The vestry or parish council of a Congregation, or equivalent body regardless of name.

Vulnerable Adult: A person who by nature of mental or physical limitations is unable to protect themselves adequately against Abuse. Throughout this document, policies that relate to Children also apply to Vulnerable Adults.

Youth: Anyone of age about 12 through 17. The word “Child” includes Youth unless otherwise noted.

Youth Pastor: The person who directs ministry to Youth. This may be a volunteer, Employee, or Clergy. If your Congregation has no designated role corresponding to Youth Pastor, then the Rector is the Youth Pastor for purposes relating to this document. Responsibilities of the Youth Pastor described in this document may be delegated by the Youth Pastor to another individual. A notification of this delegation must be provided to safeguarding@midwestanglican.org.

A.3. PURPOSE OF THIS DOCUMENT

This document together with the UMD *Ministry Worker Handbook* is intended to make our Congregations and Diocese a safe place for everyone and especially to protect both Children and Adults from Abuse.

This document and the *Ministry Worker Handbook* go hand-in-hand. The *Ministry Worker Handbook* includes policies that **all** Ministry Workers need to know and follow. If you have not yet read it, do so now. This document (*Policy for the Protection of Children and Adults*) has additional policies that only **some** Ministry Workers need to know. Ministry Workers who must read and follow this document include:

- All Clergy
- All Supervisors
- Children’s Pastor
- Youth Pastor
- Standing Committee
- Canon to the Ordinary
- Diocesan Safeguarding Coordinator

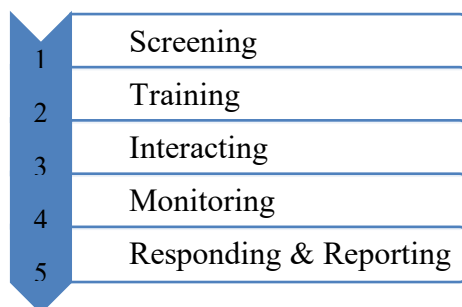
The UMD *Ministry Worker Handbook* is hereby incorporated into and made a part of this document by reference.

A.4. ZERO TOLERANCE FOR ABUSE

The Anglican Diocese of the Upper Midwest has zero tolerance for Abuse (as defined in this policy) in Diocesan programs and Congregations. Accordingly, the Diocese strictly prohibits all types of Abuse by any member of the Clergy and any of its Employees or volunteers and requires its Congregations to strictly prohibit all types of Abuse by the Congregation's Clergy, Vestry members, Employees, and volunteers.

A.5. FIVE-POINT SAFETY SYSTEM

We use a five-point safety system to prevent Abuse:



B. STEP ONE: SCREENING

The table below shows requirements for screening for all new applicants:

Who	Screening Required	When it is required
Vestry, Standing Committee	Background check	Before serving
Volunteers who work with Children or Vulnerable Adults	Application, Interview, Six-month rule, and Background check	Before serving
Employees	Application, Interview, and Background check	Before employment
Clergy	Application, Interview, and Background check	Before licensure or being received as Clergy

Screening includes:

1. **Application:** The application process must include:
 - a. Contact information
 - b. Prior church membership
 - c. Prior work serving with children or youth
 - d. Residence and employment history for the past five years

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- e. Has the applicant ever been convicted of or pleaded guilty or no contest to a criminal offense of any kind?¹
 - f. Has the applicant ever participated in, been accused of, convicted, had adjudication withheld for, pleaded guilty to, pleaded no contest to, or have an active arrest for any crime involving abuse, neglect, or sexual misconduct, or had such record expunged?²
 - g. Is the applicant aware of any traits or tendencies that could pose any threat to Children, Youth, or Vulnerable Adults, including diagnoses of any paraphiliac psychological condition?
 - h. Two or more references. At least two references must be checked.
 - i. A signed release statement to allow a background check.
 - j. Validation of identity using a government-issued photo ID.
 - k. Acknowledgment that information obtained in the screening process may be disclosed if the Diocese or the Congregation determines that it is in their best interest to disclose the information.
2. **Interview:** The interview process must include an interview with someone trained by the [Skillful Screening](#) training from MinistrySafe or similar curriculum.
3. **Six-month rule:** Regular attendance at Sunday services for at least six months. On a case-by-case basis, by joint approval of the Rector and the Children's Pastor or Youth Pastor, exceptions to the six-month rule are permitted for instances such as church planting situations or college students who want to be Ministry Workers. See also the appendix "Temporary Childcare Workers."
4. **Background checks:** The background check must include:
- a. Identity research
 - b. Multi-jurisdictional criminal history check
 - c. National sex offender registry check
 - d. Motor vehicle report for Ministry Workers who may transport Children.

The background check must be renewed every three years.

Each Congregation is responsible for the background checks of all Ministry Workers ministering within the Congregation, including Clergy. Additional background checks for resident Clergy are the responsibility of the Diocese. Background checks for licensed Clergy are the responsibility of the diocese the Clergy is domiciled in. The UMD tracks when diocesan required background checks for all Clergy need to be renewed and reviews the background reports for all Clergy. For Clergy, this means that both the Congregation and the Diocese will run separate background checks.

The person overseeing the screening process must have completed the [Skillful Screening](#) training from MinistrySafe or similar curriculum.

If the screening process reveals any indication that an individual may endanger the safety of others, or if the individual has committed sexually oriented or sex-related crimes, the individual must not serve in any area providing services to Children or Vulnerable Adults. If there is a question regarding whether something in the screening process indicates a concern, the person overseeing the screening process must contact the Diocesan Safeguarding Coordinator (safeguarding@midwestanglican.org) for advice. If any concern

¹ as permitted by state law. Some states may prohibit asking employees questions about arrest (as opposed to conviction) records unless the charges are pending and substantially related to the duties of the job.

² as permitted by state law. Some states may prohibit asking employees questions about arrest (as opposed to conviction) records unless the charges are pending and substantially related to the duties of the job.

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remains, the Diocesan Safeguarding Coordinator will share the concerns with others who need to know such as the Rector or Bishop.

Reasonable efforts are made to maintain the confidentiality of information received during the screening process.

C. STEP TWO: TRAINING

The table below shows requirements for training:

		Type of Training			
	Reading “Ministry Worker Handbook”	Reading “Protection Policy for Children and Adults”	Child Protection Training	Sexual Harassment Prevention Training	Mandatory Reporter Training as required by the state
Who		When Training is Required			
Vestry	Before serving and annually	N/A	N/A	N/A	N/A
Standing Committee	Before serving and annually	Before serving and annually	N/A	N/A	N/A
Volunteers who work with Children or Vulnerable Adults	Before serving and annually	N/A	Before serving and every three years	N/A	Yes, per local requirements
Employees	Within one week of employment and annually	N/A	Within one week of employment and every three years	Yes, per local requirements	Yes, if they work with Children or Vulnerable Adults per local requirements
Supervisors	Before supervising and annually	Before supervising and annually	Before supervising and every three years	Yes, per local requirements	Yes, per local requirements
Clergy	Before ordination or licensure and annually	Before licensure or being received as Clergy and annually	Before licensure or being received as Clergy and every three years	Before licensure or being received as Clergy and every three years	Before licensure or being received as Clergy and every three years

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Canon to the Ordinary	Before serving and annually	Before serving and annually	Before serving and every three years	Before serving and every three years	Before serving and every three years
Diocesan Safeguarding Coordinator					

Training includes:

1. **Ministry Worker Handbook:** provides policies that **all** Ministry Workers must be aware of and follow.
2. **Policy for the Protection of Children and Adults:** provides additional policies that some Ministry Workers (listed in the table above) must be aware of and follow.
3. **Child Protection Training:** training completed online through [Ministry Safe](#), [Protect My Ministry](#), or similar approved curriculum. This training must include training on recognition of Grooming and Abuse. Child protection training for Supervisors must include Skillful Screening training or similar curriculum
4. **DCFS/CPS Mandated Reporter Training:** in compliance with state guidelines (see appendix for state-specific training links).
5. **Sexual Harassment Prevention Training:** training completed through Ministry Safe, Protect My Ministry, state resources, or similar approved curriculum.

Please see additional training resources under “Resources” below.

A Congregation is responsible for the training and the tracking of training of all Ministry Workers (Employees, Clergy, volunteers) ministering within the Congregation.

The UMD is responsible for the training and the tracking of training of resident Clergy and Ministry Workers *who minister for the UMD* rather than for a specific Congregation. Clergy may be required to complete additional training that the UMD will initiate and track.

Licensed Clergy are trained by the diocese in which they are domiciled. The UMD tracks their training.

D. STEP THREE: INTERACTIONS

Our personal interactions are the essential place where we provide a safe place for everyone and protect our Children and Adults from Abuse.

Our most important safeguard with respect to Children is to ensure that one Adult is never alone with one Child. When with Children aged five or younger, the Rule of Two Adults must be followed.

When working with Children aged six or older, either the Rule of Two Adults or the Rule of Three must be followed.

Very limited exceptions to the Rule of Three may be allowed for one-on-one discipleship between a Ministry Worker and a Youth as described in the UMD Ministry Workers Handbook.

D.1. TRANSPORTATION OF CHILDREN

Ministry Workers may from time to time provide transportation for Children as part of a ministry event or provide transportation arranged by the Congregation to and from a ministry event. The following policies must be observed:

1. The driver must have undergone a DMV record check.
2. The driver must be 21 or older.
3. Provide copies of valid driver's licenses, vehicle registration, and proof of insurance.
4. Always use seat belts. When needed use child safety seats that meet federal standards.
5. Do not use a cell phone while driving except for map functions.
6. Do not be alone with one Child in a vehicle. If there is an extenuating circumstance causing only one Adult and one Child to travel together in an automobile, permission must be obtained by the Child's Parent. This permission must be written, must include details regarding when and where, and must be signed by the Parent or documented if only verbal consent is obtainable.
7. Drive directly to the destination with no unauthorized stops and especially no stops in a non-public place.
8. In emergencies these policies may be altered. In these cases, the parents or legal guardians and Youth Pastor or Children's Pastor must be notified as soon as possible.
9. Comply with rental car agreements and insurance policy agreements for vehicles owned or rented by the Congregation or Diocese.
10. If a family situation necessitates a special circumstance, the family may sign a waiver stating the deviance from the policy and stating the family's acceptance of responsibility.

Transportation directly arranged by parents or legal guardians is not within the purview of this section. For example, if a parent directly asks a Youth to drive their child home from an event, that is outside the scope of this document.

Congregations are advised to consult with their insurance provider regarding the minimum age for Adult drivers.

D.2. PHOTOGRAPHY OF CHILDREN

Photos of Children will not be used contrary to parental wishes. An opt-out form rather than an opt-in form may be used.

Photos of Children will not contain any personally identifying information about Children either online or in print publications without prior explicit permission of parents or guardians.

D.3. RELATING WELL REGARDING SEXUALITY AND IDENTITY

To provide pastoral ministry to those facing same-sex attraction or who identify themselves as transgender:

1. For overnight Youth events, the leadership team and the parent or guardian must outline a plan designed to safeguard all participants.
2. If possible, offer a family restroom as an act of hospitality.

D.4. PASTORAL CARE

Pastoral care occurs when Clergy or other pastoral caregivers offer spiritual direction or advice concerning moral or spiritual matters.

1. Pastoral care must always be for the benefit of the person receiving the care, not the person giving the care.
2. Advise your Rector (or in the case of a Rector, advise the Bishop) of any pastoral relationship that extends beyond four sessions.
3. Do not charge fees or accept donations for pastoral care done as part of the ministry of the Congregation or Diocese.
4. Be cautious in providing regular pastoral care to a member of the opposite sex. Advise your Rector (or in the case of a Rector, advise the Bishop) of such a relationship. Diligently follow the policies described in the “Meetings and Travel” section of the Ministry Worker Handbook.
5. Maintain an environment that minimizes any existence or appearance of inappropriate behavior, exploitation, or conflict of interest.
6. Clergy must consult with their Rector or Bishop on boundaries in pastoral care, including as they pertain to matters such as mandatory reporting and the seal of the confessional.

D.5. DATING RELATIONSHIPS

Clergy and Employees of the Diocese must report a dating or romantic relationship with anyone associated with the Diocese or its Congregations to the Bishop.

Congregation employees must report a dating or romantic relationship with anyone associated with the Congregation to the Rector.

D.6. ADULTS IN RESIDENTIAL CARE FACILITIES

Any ministry that meets in a residential care facility for Adults (e.g., nursing homes, assisted living residences, group homes, etc.) must abide by the policies and procedures of the facility pertinent to protecting the residents from any form of Abuse. Clergy and lay leaders must participate in any training on this subject deemed necessary by the administration of the facility. All directives of this policy must also be followed.

To respect the privacy of the residents, no photos of a resident may be posted online or used in advertising unless the face of the resident is obscured or a photo release has been obtained by the resident or the resident’s guardian.

Any financial contributions to the church made by a resident who is not legally independent must be reported to the resident’s family or legal representative.

E. STEP FOUR: MONITORING

Monitoring helps detect problems before they turn into an incident of Abuse and helps avoid wrongful allegations of Abuse where none has occurred.

Ministry Workers are expected to watch for Abuse and handbook violations and report them as described in the “Responding and Reporting” section below.

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Policy violations that do not rise to the level of Abuse should be reported to your supervisor.

Whenever a parent or legal guardian is in the presence of their child, full responsibility for the Child belongs to the parent or legal guardian.

Safety advocates- Volunteers and staff are encouraged not only to strictly follow these policies and procedures themselves, but also to promote children's safety in other contexts and situations. For example, volunteers and staff members are strongly encouraged to make sure the "Rule of Three" is followed in all church-related activities, whether or not staff or volunteers are involved. In other words, staff and volunteers should intervene if they ever witness an adult alone in a room with an unrelated child. Furthermore, staff and volunteers should keep an eye out for potentially unsafe or grooming activities at other church activities, such as small group gatherings.

E.1. OVERNIGHT OR OFF-SITE EVENTS FOR CHILDREN

We want to encourage positive, life-changing ministry events while also making them safe. Overnight and off-site events require special precautions for safety. Ministry Workers should be especially diligent in monitoring and supervising off-site activities.

1. The leader from any Congregation offering overnight events, trips, and camps, as well as Diocesan sponsored Camp Directors (if any), should complete the MinistrySafe Sexual Abuse Awareness Training with the Camp add on and develop an offsite plan. See Appendix I.9 for a sample.
2. Consent from parents or legal guardians must be obtained.
3. The Rule of Two Adults or the Rule of Three must be followed.
4. If applicable, procedures for showering or changing clothes must be provided so that participants (both Ministry Workers and Youth) are never nude in sight of one another.
5. Overnight sleeping arrangements must be submitted in writing to and approved by the Youth Pastor.
6. When Youth are known to be awake, at least one Ministry Worker should be awake and monitoring Youth to ensure safe behavior.
7. Appropriately modest sleeping attire must be worn.
8. Boys and girls must sleep in separate rooms, properly supervised by Ministry Workers of the same biological sex.
9. Whenever possible, Ministry Workers will sleep in the same room as Youth, or in an adjoining room with the door between the rooms kept open.
10. If overnight arrangements do not include standard beds, each person will use single sleeping bags or blankets; a "one-person-to-one bag or blanket" rule will be observed.

F. STEP FIVE: RESPONDING AND REPORTING

Refer to the *Ministry Worker Handbook* for policies that every Ministry Worker needs to know and follow.

After Abuse has been reported, any Clergy who may subsequently be involved in the process must not hear the sacramental confession of any person involved.

F.1. REPORTS AGAINST NON-CLERGY

1. When the report is regarding Abuse toward a Child or Vulnerable Adult, first ensure their safety and ensure that a report has been made to state authorities in accordance with applicable law and legal privilege.
2. Report to an Intake Officer.
 - a. The person who witnessed or became aware of the Abuse must report to the Intake Officer. If desired, the person making the report may request the Children's Pastor or the Youth Pastor to participate in making the report. Confidentiality will be honored consistent with law and the safety of the alleged victim.
 - b. The Intake Officer will inform the Bishop.
 - c. A Warden and the Rector of the Congregation in which the alleged misconduct occurred will be informed so that the matter can be addressed at the level of the Congregation with pastoral support, as needed, from the Diocese.
 - d. If the report is regarding a Child or Vulnerable Adult, the Chancellor, the Chair of the Standing Committee, and the Diocesan Safeguarding Coordinator will also be informed.
3. The Rector and Vestry are responsible for the Congregation's investigative and disciplinary procedures. All aspects of any inquiry or investigation must be fully documented and filed. The Diocesan Safeguarding Coordinator and the Intake Officer are available for guidance regarding the process and required documentation.
4. Suspension of employment or volunteer activities:
 - a. The alleged offender's Congregation-related employment or volunteer activity may be suspended by the Rector. The Rector will immediately consult with the Bishop. The suspension may last until such time as the allegations of misconduct or Abuse are resolved.
 - b. The suspension is without prejudice (i.e., it does not imply guilt or innocence of the person under investigation).
5. The Rector will facilitate finding pastoral care for all those involved, including the person making the complaint, the alleged offender, the victim, and the victim's parents or legal guardians if applicable.
 - a. Alleged offenders and victims should be treated with dignity and support.
 - b. Confidentiality should be maintained with maximum discretion.
 - c. Pastoral care may include the use of advisors, chaplains, or consultants:
 - **Advisor:** A person selected by the person making the complaint or appointed by the Rector if the person making the complaint so desires, to assist the person making the complaint in understanding the disciplinary processes of the Congregation, including obtaining assistance to formulate and submit a report of Abuse or misconduct.
 - **Chaplain:** A spiritual advisor to the person making the complaint or to the alleged offender.
 - **Consultant:** A person selected by the alleged offender or appointed by the Rector if the alleged offender so desires, to consult with and advise the alleged offender.

F.2. REPORTS AGAINST CLERGY

1. When the report is regarding Abuse toward a Child or Vulnerable Adult, first ensure their safety and ensure that a report has been made to state authorities in accordance with applicable law and legal privilege. Report to an Intake Officer as described at midwestanglican.org/reporting-misconduct.
2. Additional responses of the Diocese, including the use of Title IV, are described in the UMD Canons.

F.3. REPORTS AGAINST THE BISHOP

Anyone believing that the Bishop has engaged in any Abuse, or an Intake Officer who receives a report against the Bishop, must immediately submit the report in writing to the Province via email at misconduct@acna.org.

F.4 POLICY AND HANDBOOK VIOLATIONS

Policy and Handbook violations will be documented by a supervisor to note patterns of behavior.

G. COMPLIANCE

G.1. INSURANCE

Each Congregation and the Diocese must have sexual misconduct insurance coverage.

Insurance companies may require a response to a report of Abuse within a specified time frame or the institution forfeits coverage. Failure to comply with policy standards could result in denial of insurance coverage in the event of a claim.

G.2. RESPONSIBILITY FOR THIS POLICY

The Bishop has overall responsibility for the administration of this policy with respect to Clergy and to Ministry Workers who serve the Diocese rather than a specific Congregation.

The Rector has overall responsibility for the administration of this policy within the Congregation that he leads and for providing all reports requested by the Diocese. In the absence of a Rector, the Senior Warden will be responsible. Duties may be delegated.

G.3. POLICY OVERSIGHT

The Diocese is responsible for:

1. Upholding the Constitution and Canons of the ACNA and upholding the Constitution and Canons of the Diocese.
2. Setting clear diocesan policies, guidelines, and standards
3. Upholding this policy in a consistent, clear, and transparent manner.
4. Tracking diocesan required screening and training for all Clergy and for all Ministry Workers who serve the Diocese rather than a specific Congregation.

Each Congregation is responsible for:

1. Upholding the Constitution and Canons of the ACNA and upholding the Constitution and Canons of the Diocese.
2. Upholding this policy within their Congregation.
3. Reconciling this policy with the conditions of their Congregation's insurance coverage and laws of state.
4. Screening and tracking the screenings for all Ministry Workers serving the Congregation. (The Diocese does additional screening for resident Clergy.)

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5. Training and tracking the training of all Ministry Workers (Employees, Clergy, volunteers) ministering within the Congregation. (The Diocese does additional training for resident Clergy.)

The Diocesan Safeguarding Coordinator is responsible for:

1. Overseeing the compliance process for Congregations.
2. Working with the Standing Committee to keep this policy updated.
3. Supporting Congregations and the Diocese in implementing this policy.
4. Supporting continuing education efforts

The Standing Committee is responsible for:

1. The creation and promulgation of this policy.
2. Reviewing and approving Congregation-specific exceptions to this policy.
3. Reviewing and if necessary, revising this policy in light of practical experiences, medical and other scholarly research, legal developments, and other relevant considerations.

These responsibilities may be delegated to other bodies approved by the Standing Committee.

G.4. COMPLIANCE DOCUMENTATION

All Supervisors and Clergy must annually certify that they have read this policy document—see the appendix below.

The Rector and Warden of each Congregation must certify compliance with this policy annually. A link to a form for this purpose will be provided by the Diocese.

H. RESOURCES

American Anglican Council Clergy Care Groups:

- Clergy Care Groups: americananglican.org/clergy-care-groups

Anglican Church in North America

- [Caring for the Community Resources](#)
- Home Page: anglicanchurch.net/
- Report misconduct against a bishop: misconduct@acna.org

Brotherhood Mutual

- Home Page: brotherhoodmutual.com
- Background Screening Checklist: <https://www.brotherhoodmutual.com/safety-library/background-screening-checklist>
- Safety Library: <https://www.brotherhoodmutual.com/safety-library>

ECAP (Evangelical Council for Abuse Prevention)

- Home Page: ecap.net
- Resource Page: ecap.net/resources/
- Child Safety Coordinator Role: ecap.net/child-safety-coordinator/

Diocese of the Upper Midwest

- Home Page: midwestanglican.org
- Intake Officer / Report Misconduct: midwestanglican.org/reporting-misconduct/

Mandated Report Links:

- For assistance in reporting, call the Childhelp National Child Abuse Hotline: (1-800) 422-4453
- Illinois: www2.illinois.gov/dcms/safekids/reporting/Pages/index.aspx
- Iowa: (1-800) 362-2178
- Minnesota: mn.gov/dhs/people-we-serve/children-and-families/services/child-protection/contact-us/
- Missouri: dss.mo.gov/cd/keeping-kids-safe/can.htm
- South Dakota: dss.sd.gov/childprotection/
- Wisconsin: dcf.wisconsin.gov/reportabuse

Mandated Reporter Resources/Guides/Manuals:

- All States: [How to Report Child Abuse and Neglect](#)
- Illinois: [Manual for Mandated Reporters](#)
- Iowa: [Mandatory Reporter Training](#)
- Minnesota: [Resource Guide for Mandated Reporter of Child Maltreatment Concerns](#)
- Missouri: [Guidelines for Mandated Reporters of Child Abuse and Neglect](#)
- South Dakota: [Mandatory Reporter Training](#)
- Wisconsin: [Mandated Child Abuse and Neglect Reporters | Wisconsin Department of Children and Families](#)

POLICY FOR THE PROTECTION OF CHILDREN AND ADULTS

MinistrySafe child protection training and resources

- All ACNA Congregations qualify for special pricing through ACNA's partnership with MinistrySafe.
 - MinistrySafe ACNA link: ministrysafe.com/acna/
 - Call 817-737-7233 and ask for the ACNA discount rate (currently \$100 off the first year)
 - Background check: ministrysafe.com/the-safety-system/background-check/
 - Skillful Screening Training from MinistrySafe: ministrysafe.com/training-sst/

Protect My Ministry child protection training and resources

- All ACNA Congregations qualify for special pricing through ACNA's partnership with Protect My Ministry.
 - ACNA Link protectmyministry.com/integrated-partners/partner-acna/
 - [Background Check Blueprint guide](#)

Resources for parents or legal guardians/Church Leaders:

- [Resources for Identifying, Preventing, and Responding to Abuse—Church of the Resurrection, IL](#)
- Carly Ryan Foundation: <https://www.carlyryanfoundation.com/resources/fact-sheets>

Sample Supervisory Plans:

- [ACNA Sample Supervisory Plan](#)
- [Gulf Atlantic Diocese Sample Supervisory Plans](#)

Social Media:

- [A Christian Code of Ethics for Using Social Media](#)

The Lion and the Lamb: How the Gospel Informs our Responses to Abuse

- youtube.com/watch?v=mQPk5pA0zuo

I. APPENDICES

I.1. CHECKLIST FOR MAKING A MANDATED REPORT

1. Alleged Victim
 - Name of victim
 - Birth date of victim or approximate age
 - Address or approximate address
2. Alleged Perpetrator
 - Name
 - Birth date or approximate age so role of DCFS can be determined
 - Relationship to victim
 - Address
3. Harm to Victim
 - Physical Abuse
 - Sexual Abuse
 - Risk of harm
 - Neglect
4. Description of incident:
 - Indication of intention (especially physical Abuse)
 - Time and place of incident
 - Information, if any, about possible witnesses
 - Evidence of Abuse (physical evidence, behavioral indicators, disclosure by the victim, etc.)
5. Date and time when hotline call is made
 - Name of hotline worker taking the call
 - What action, if any, will be taken by DCFS
 - Intake ID number (provided by hotline worker)
6. Fill out any required forms for your state.

I.2. BEST PRACTICES FOR IN-HOME GATHERINGS

Congregation-sponsored in-home gatherings sometimes have Children present with their parents or legal guardians. The care and protection of Children in such gatherings is the responsibility of the parents or legal guardians, not the responsibility of the Diocese or the Congregation.

Nevertheless, it is advisable for hosts of in-home gatherings where Children are present to complete Child Abuse awareness training and to read the *Ministry Worker Handbook*.

The following letter suggests Child safety best practices for in-home gatherings. Use of such a letter is optional.

Dear Small Group Hosts,

Thank you for opening your home to host a small group or event. When groups are not meeting at the church but choosing instead to meet in a home, hosts should provide a reasonably safe and secure environment for their guests. The care and protection of children in such settings is always the responsibility of the parent or guardian. When children are in attendance, experts recommend following these childcare best practices. It would be good to share these guidelines with members of any group in your home so everyone can help keep children safe. Because experts recommend all caregivers be screened and trained in child safety practices, our church offers free background checks and child abuse awareness training.

Experts recommend the following guidelines for in-home childcare:

- Two adults should be present for every eight children.
- Children should be cared for in an easily visible area of your home with doors and window shades open to rooms where children are present. Avoid bedrooms and bathrooms.
- Before you host children, inspect your home for dangerous and hazardous environments including indoor and outdoor areas where children might play.
- Only parents or legal guardians should do the diapering or toileting of their own children.
- For the safety of the children, and liability to the host, no known sex offenders should attend small groups where children are present.
- Prohibit nudity of any kind (e.g., changing clothes) for both children and caregivers at any of your gatherings.
- To keep all guests and group members informed, each group should develop safety rules and exit plans in case of emergency.

If you have questions or would like help in some way, please contact [name].

I.3. DISCIPLINE GUIDELINES

The following section provides some suggested guidelines for disciplining children based on a sample from Church of the Incarnation.

Nursery Age Children

- STEP ONE: Verbal Redirection
 - Calmly and gently instruct the Child to stop the behavior. If the behavior continues, repeat the instruction again.
- STEP TWO: Physical Redirection
 - This may include removing a toy from the hands of a Child who is hitting another or separating a Child who is attempting to bite/harm another child. If the behavior continues, repeat this step.
- STEP THREE: Contact the Parent or Legal Guardian
 - Text the Child's parent or legal guardian. If the parent is unresponsive, text the Kids Ministry Director to contact the Child's parent or legal guardian, bringing them to the classroom to remove the Child from the room.

Preschool/Elementary Aged Children

- STEP ONE: Physical Proximity
 - Simply move close to the Child.
- STEP TWO: Whispering
 - Whisper instructions to the Child. *"Whispering" requires physical closeness by a self-regulated Adult, which is helpful when de-escalating situations and redirecting behavior.*
- STEP THREE: Time-out for Time-in
 - Encourage the Child to move, with a Ministry Worker, away from the large group. Follow this step while remaining in view of the other Ministry Workers.
 - Provide the Child with a simple, understandable reason for why they have been separated from the group, including a clear explanation of your expectations. ("Jamie, you didn't stop hitting Chris when I asked you to, so we will sit together here for a few minutes.")
 - Provide the Child with an invitation to return to the group.
- *"Time-out" is not a punishment, but rather it's an opportunity for a Ministry Worker to provide individual attention and instruction for the Child to choose to "Time-in", rejoining the large group.*
- STEP FOUR: Contact the Kids Ministry Director
 - Text the Kids Ministry Director to contact the Child's parent or legal guardian, bringing them to the classroom to remove the Child from the room.

Youth:

- Behavioral expectations for Youth should be generally respectful and attentive, consistent with the age and development of the Youth. If conflict occurs, counsel will be provided by the Youth Director in keeping with the rest of policies in this document.

POLICY FOR THE PROTECTION OF CHILDREN AND ADULTS

Follow Up:

- The Ministry Worker is responsible to notify the Kids Ministry Director that day if a Child has been removed from the classroom.
- All Ministry Workers are to respect the dignity and privacy of the Children and Youth in their care **and not gossip about any Child/Youth's negative behavior with others while they are serving or any time - even if to do so seems harmless.**

I.4. YOUTH HELPER POLICY

The call to serve others is an important component of discipleship for people of all ages. For middle school and high school students, children's ministry can provide an excellent opportunity for serving and investing in the spiritual development of others. When serving in children's ministry, Youth helpers are bound by the same interaction policies as Adult workers.

For meeting adult-child ratios, a Youth helper who meets the requirements below may substitute for one of the Adults, if allowed by the state. The Rule of Two Adults or the Rule of Three must still be met: two or more unrelated Adults (age eighteen or older) must be present when working with Children five and under, and at least one Adult (age eighteen or older) and two additional people age six or older must be present when working with Children six or older.

The following are the screening requirements specific to Youth helpers aged twelve and older:

SCREENING

1. Youth helpers must complete a Youth helper application form. This form should include:
 - a. Contact information
 - b. Prior church membership
 - c. Prior work serving with children and youth, if any
 - d. Age
 - e. Two or more references, one of which is from a Youth Pastor, ministry leader, or other adult who has served with them. This reference must be checked.
2. The Youth must have been attending ministry events of the Congregation for at least six months.
3. The Youth must complete an age appropriate interview with someone trained by the [Skillful Screening](#) training from MinistrySafe or similar curriculum. The parent or legal guardian should be encouraged to attend.
4. The parent or legal guardian of the Youth must sign off on their participation. This could be included on the application, the handbook, or a separate document.

In considering youth training, one should be mindful of the need to tailor training to the age and needs of the Youth. This means that training should look different for Youth under the age of 16. The following are the training requirements specific to Youth helpers:

TRAINING

1. The online Abuse awareness training is required for Youth who are aged sixteen years and older.
2. If a youth-specific training session is offered, a Youth helper under the age of 16 may attend this in lieu of reading the Handbook.
3. Training could be included as part of the interview.
4. Group training is permissible.
5. A sample outline for this training can be found in Appendix I.10

MONITORING

1. All Youth helpers must be under the supervision of a Ministry Worker.
2. The policy prohibiting Adults from being alone with a Child also applies to Youth helpers.

I.5. TEMPORARY CHILDCARE WORKERS

People may be hired temporarily to provide childcare for the church. Hired caregivers must complete all the requirements for other Ministry Workers except:

- The six-month rule does not apply.
- Completion of the child abuse awareness training is not required. An individual who provides childcare 6 or more times annually for the Congregation must complete the child abuse awareness training.
- Youth temporary childcare workers are permitted. However, the Rule of Two Adults or the Rule of Three must still be met. A pertinent example is that two youth may not do childcare without an adult present.

I.6. CONGREGATION ADDITIONS

Each Congregation may use this appendix to describe modifications to this document or the Ministry Worker Handbook that supplement but do not contradict these documents, e.g., describe policies that are more stringent than what these documents require or that address areas of conduct not addressed in these documents.

I.7. CONGREGATION EXCEPTIONS

Each Congregation may use this appendix to describe modifications to this document or the Ministry Worker Handbook that describe areas that differ from these documents (e.g., describing policies less stringent than those provided in these documents). The addendum describing the differences must be provided to the Diocese (safeguarding@midwestanglican.org) by October 1, 2026 for approval of the differences.

I.8. ONE PAGE POLICY SUMMARY

Current best practices recommend having a one-page summary of a protection policy. This sample is based on Church of the Cross's example.

Safety is the work of good shepherding and we follow Jesus, our Good Shepherd, in our efforts to care for those who are vulnerable; both children and adults. This is not something church leaders pursue alone, but with a provision of resources from our diocese and province, and in partnership with you, our community. Our full safety policy and handbook are online and we are happy to print full copies for you at any time. This sheet offers an overview for the purpose of increasing awareness of our practices and strengthening our church safety culture.

Three main points:

- In our nursery and preschool room we are committed to the **Rule of Two Adults**. Two non-dating Adults who are not immediately related (spouse, child, or parent) must be present to care for children
- In our grade school classrooms and youth ministry we follow the **Rule of Three**. Three not immediately related (spouse, child, or parent) people aged 6 or older must be present, at least one of whom is an adult.
- **See Something, Say something!** If something seems wrong, you have a part to play. Do not fall into the trap of just a bystander, assuming someone else will share what you notice.

Know:

- **Who is screened/trained?:** All staff, clergy, vestry, employees and youth/children's volunteers are required to meet all screening and training requirements per our Safety Policies/Ministry Work Handbook
- **Bathroom Policy:** Diapering is done by parents/legal guardians. We request that if you enter a restroom and there is a single child present, please step outside until the child is finished (rule of 3).
- **Monitoring:** If you have concerns about a policy violation, please contact a ministry lead or our safety coordinator. We want to be aware of any patterned behavior.
- **Abuse disclosure:** Provide a safe place. Be a compassionate listener. If this is a child/vulnerable adult, first follow up on their behalf to legal authorities, then also speak to our church leaders.
- **Ratios:** We have ratios we follow to make sure there are always enough adults to meet the needs of children and youth. If there are more than 12 children in the nursery, 16 in our PreK room, or more than 40 school age there should be 3 ministry workers.
- **In-home gatherings:** We have supportive guidelines for those meeting for fellowship in homes with children present. Please reach out for a copy.

Other safety concerns:

- **First Aid:** The nursery, children's office and kitchen have a first aid kit. There is an AED on the lower level by the restrooms. We have incident report forms for injuries that occur at church.

I.9. SAMPLE OFF SITE SUPERVISORY PLAN

Based on a sample from Church of the Cross.

Standards for interacting with youth, children, and adults, as well as standards for off-site and overnight events are found in the UMD Protection Policy.

Activity:

Dates:

Primary Leader:

Other Leaders:

Describe the activity:

Registration Requirements (What do we all need to know):

1. Travel
2. Food
3. Medical
4. Permission slips

How many leaders/students will be present?

How will first aid procedures be handled?

Describe the physical environment for the event.

Describe bathroom procedures.

Describe showering procedures.

Describing procedures for changing clothes.

Describe the dining arrangements, including any allergy specific accommodations.

Describe the sleeping arrangements.

Describe how the youth will be monitored during free time.

Describe how discipline will be handled.

Describe the plan for electronics/internet/phone use.

Describe the handoff procedures from parents to leaders.

I.10. SAMPLE YOUTH TRAINING OUTLINE

This outline is based on Appendix I.8 (the One-Page Summary) and samples provided from Church of the Cross and Church of the Incarnation. Training should be conducted using language appropriate to the age and needs of the Youth.

A. Set a Biblical Foundation. This may include highlighting Jesus' care for the children, what it means to be an image-bearer and how we should act accordingly, and the importance of treating others with kindness and respect.

B. Volunteer Expectations

- a. Arrive early to be ready to serve.
- b. Communicate if you are unable to serve or will be late.
- c. Treat others with respect. This includes the adults, other helpers, and the children you are serving.
- d. Act in a way that helps children focus on God and not on you. Your words, actions, dress, and behavior should not be a distraction for the child.
- e. Cell Phone use is not permitted, except in case of emergency.

C. Interactions

- a. Never be alone with one child.
- b. Never be alone with one unrelated adult.
- c. The Rule of 3 means that there should always be 3 unrelated people together.
- d. Sometimes if there are a lot of kids, we need to get extra people to help keep everyone safe.
- e. It is okay to give a child a hug or hold their hand but ask them first. If they do not want to be touched, you must respect that.
- f. If a child is under the age of 5, they may sit on your lap. Older children can sit next to you.
- g. Children should not be picked up, unless they are babies or toddlers.
- h. Children should not be tickled, swung by their arms or legs, or treated roughly.
- i. No child should be teased, threatened, called names, or made fun of.
- j. Never touch a child in an area that a bathing suit would cover, even if clothes are on.
- k. Only parents or guardians may diaper a child. Our job is to let them know if we need them.
- l. Do not be alone in a bathroom with a child.
- m. Do not let a stranger approach a child, unless they are emergency response.
- n. If a child is hurt at church and you see it, you must tell your supervisor, even if the child seems fine.
- o. If you notice that a child looks like they were hurt before they came to church or if they tell you that they were, you must tell your supervisor. ONLY tell your supervisor. Do not talk to other children, your friends, or the child's parents about it.
- p. If any adult feels unsafe at church or if you have any questions about safety, talk to your supervisor or another appropriate adult.

I.11. MY AGREEMENT TO THIS POLICY

IF YOU ARE COMPLETING THIS AGREEMENT FOR A CONGREGATION

Name: _____

I agree that I have read, understand, and will follow the UMD *Ministry Worker Handbook*.

I understand that the handbook may be modified at any time, and that my agreement to the modified handbook will be required at that time to continue as a Ministry Worker.

For employees: I understand that violation of this handbook could be grounds for immediate dismissal or disciplinary action.

For volunteers: I understand that violation of this handbook could be grounds for immediate removal from volunteer ministry.

Signature: _____ Date: _____

Non-clergy Ministry Workers associated with a specific Congregation: return this signed form to the person designated in your Congregation to receive this form.

IF YOU ARE COMPLETING THIS AGREEMENT FOR THE DIOCESE

Ministry Workers who are associated with the Diocese rather than with a specific Congregation and all Clergy: complete this [LINK](#)