

August 25, 2023



## **Safe Church Policies & Procedures: Protection of Children & Adults**

FaithPointe Family Fellowship

**Fellowship Review Commission**

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## I. INTRODUCTION

### A. Letter from the Bishop

*“By this all people should know that you are my disciples, if you have love for one another.” (John 13:35)*

To clergy, lay leadership, and our whole diocesan family,

Grace and Peace in our Lord Jesus.

The Holy Scriptures speak of the Church as the Body of Christ and His bride. God calls His Church and all Her members to a life of holiness, service, and love of neighbor. Our Lord and Savior, Jesus Christ, calls us to be ministers of His gospel for a broken world. We are guided and empowered by the Holy Spirit in order to participate in God’s redemption of the whole of creation. As a community of faith, the Church stands for truth, justice, mercy, compassion, reconciliation, service, and sacrifice. The Church serves as a field hospital, where the broken may enter and encounter the love, grace, peace, and healing power of Christ’s redemption. This is central to our vocation.

To this end, the parishes of The Diocese of the Western Gulf Coast must be safe. Our responsibility to shepherd the physical, emotional, and spiritual health of each person is essential. In our broken world, the vulnerable are often exploited. Statistics demonstrate that approximately one in four girls and one in six boys suffer abuse in their lifetime. This means that it is highly likely that our congregations are made up of men and women who have either experienced abuse or know a survivor/victim of abuse. Unfortunately, this is true for every denomination. In order to be light in a dark world, the Church must be different. The Church must take action in order to equip leaders to safeguard those in its care.

The congregations of the Diocese of the Western Gulf Coast join the College of Bishops and leaders across the Anglican Church in North America in affirming the following:

- God's CREATION is a good gift
- Humanity is PART OF creation yet UNIQUE
  - IMAGE OF GOD: Every human being is created in the image of God and has inherent worth and dignity.
- Humanity is uniquely CALLED to stewardship/care in love
  - STEWARD: The Church is called to steward God's creation [including humanity/Church] and His bride, the Church.
  - RESPECT: This understanding of sexuality calls for equal respect for all men, women, and children as persons made in God's image, and for everyone's right to sexual and physical integrity.
- Humanity is embodied and communal and has received the good gift of sex to be enjoyed within covenant
  - SEX IS A GIFT: Sexuality is good, blessed, and purposeful; sexuality is understood to be a gift that is celebrated by sexual union within the bond of love found within the covenant of a man and a woman in marriage.
- Humanity is Broken
  - VULNERABLE: Children, adolescents, the infirmed, and elderly are particularly vulnerable to the tragic consequences of broken covenants and abusive treatment, and special care must be taken to protect their individual rights and personal integrity.
- Church is About the Restoration of Humanity
  - JUSTICE: All types of abuse (verbal, physical, neglect, and sexual misconduct) will be taken seriously by the Diocese and, when required by law, will be reported to the appropriate local, state, and/or federal agency.
  - PROTECTION: The protection of the vulnerable shall be of utmost concern.
  - RESPONSIBILITY: The Church has always recognized that those chosen for ordained ministry bear a particular responsibility to pattern their lives according to Jesus' teaching. Bishops, priests, deacons, and lay leaders are called to be faithful examples of the Christian life. Any moral offense by clergy or laity entrusted with pastoral and

educational ministries is especially hurtful because it betrays the trust committed to each by the Church to nurture and care for every member.

This manual outlines the policies required in our effort to prevent sexual misconduct and harassment by members of the clergy, lay employees, and those working in ministry with youth and children. This manual also prescribes the procedures required in response to an event of sexual misconduct or harassment and articulates the policies that aim to protect potential survivors/victims. It is necessary reading for all parish leaders, including, but not limited to, all affiliated clergy, vestry members, all parish employees, and all lead volunteers/teachers for children/youth. The manual is also recommended to the people of the Diocese for comprehensive understanding of the

issues involved with sexual misconduct and harassment and the ramifications of engagement therein.

*“If anyone enters by me, he should be saved and should go in and out and find pasture. The thief comes only to steal and kill and destroy. I came that they may have life and have it abundantly. I am the good shepherd. The good shepherd lays down his life for the sheep.” (John 10:9b-11)*

As the Body of Christ, we are called to be children of light, uncovering what is done in the darkness, and to protect and care for the vulnerable in our midst. I am grateful for your ministry and commitment to this policy below.



**+Clark WP Lowenfield**  
Bishop  
The Anglican Diocese of the Western Gulf Coast

*For the Kingdom of God is not just a lot of talk; it is living by God's power.*  
1 Corinthians 4:20



## **B. Purpose of the FaithPointe Family Fellowship Safe Church Policies & Procedures Manual**

This manual provides guidance, information, instruction, and common practices to direct and inform the clergy and laity of FaithPointe Family Fellowship of policies and procedures to safeguard the parish and its congregates from unwanted personal harassment. It also serves as a reference manual to inform our decisions and methods regarding safeguarding the children, youth, adults and families, entrusted to us, providing minimum standards of care and vigilance.

## **C. Safe Church Parish Committee**

The Rector, in consultation with the Fellowship Council, will establish a Safe Church Fellowship Committee which will be responsible for disseminating all of the DWGC's Safe Church Policies and Procedures under the authority and oversight of the Diocesan Council and the Bishop in accordance with the canons of the Diocese. From time to time, but not less than annually, the Fellowship Committee will review and, if necessary, revise the policies and procedures in light of practical experiences, medical and other scholarly research, legal developments, and other relevant considerations.

## **D. Responsibility for Implementation and Compliance**

The Rector/Senior Pastor, rather than the DWGC or the Province, has overall responsibility for the administration of and compliance with these policies and procedures within the parish, mission, or church plant he leads and for providing all reports requested by the Diocese. In the absence of a Rector/Senior Pastor, the clergy-in-charge or designated lay leader(s) will be responsible. Duties may be delegated, except in those areas specifically delineating action by the Rector/Senior Pastor. However, these endeavors go far beyond matters of compliance and reporting. We pray that the information and policies in this manual will be shared and implemented in such a manner that creates or strengthens a culture of safety in each of our parishes that makes protecting our children and youth and the vulnerable among us part of our DNA.



## II. CHILDREN PROTECTION POLICY

### A. FaithPointe Family Fellowship's Policy on Child Abuse

The Fellowship will not tolerate any form of child abuse involving our clergy, lay employees, volunteers, or other persons. Everyone who serves the Church through educational, pastoral, recreational or other activities is expected to maintain the highest standards in relationships with those to whom they minister, avoiding any form of misconduct against children. That commitment extends to sexual behavior

No one in the employ or volunteer service of our Parish who has a civil or criminal record of child abuse, or who has admitted committing prior sexual abuse of a child, will be permitted to serve with children or youth.

The Fellowship accepts with deep gratitude and seriousness the trust given us by God to nurture and care for his people, especially those who are most vulnerable and in need of protection. This is essential when caring for our children and youth.

Current statistics regarding child abuse are alarming. The effects of such abuse can damage children at the core of who they are, and often follow them into adulthood. Abused children are children at risk. They often become adults who suffer from low self-esteem, who are unable to form and keep healthy relationships, and who struggle to maintain healthy boundaries. As the Church, we declare that we will work together to see that the proper love and care are extended to the children entrusted to us.

Jesus teaches explicitly that children are of much value in Kingdom terms, and that to cause one to sin has the gravest of consequences. Caring for our children and youth is a sacred trust.

At that time the disciples came to Jesus, saying, "Who is the greatest in the kingdom of heaven?" And calling to him a child, he put him in the midst of them and said,

*"Truly, I say to you, unless you turn and become like children, you should never enter the kingdom of heaven. Whoever humbles himself like this child is the greatest in the kingdom of heaven. Whoever receives one such child in my name receives me, but whoever causes one of these little ones who believe in me to sin, it would be better for him to have a great millstone fastened around his neck and to be drowned in the depth of the sea."* (Matthew 18:1-6 ESV)

Mark, in his Gospel account, adds the dimension of Jesus taking the children in his arms and blessing them. (Mark 10:16)

As Christian adults, we are called to establish a secure environment where the perfect love of God works to cast out all fear (1John 4:18) and the nurture and love of God are made known to all, and to our children and youth. In this way we can fulfill the biblical mandate to train up our children in the way they should go (Proverbs 22:6).

## B. Pastoral Care of all Affected by Instances of Child Abuse

Our response to instances of child abuse will be survivor-sensitive, i.e. priority will be given to protecting and caring for the alleged survivor/victim<sup>1</sup> and his/her family. However, we are committed to providing pastoral care to all affected by and involved with instances of abuse. Pastoral care grows out of Christ-centered relationships and proceeds with an awareness of the spiritual and emotional needs of both the individual and the community. It may include providing guidance, support, consolation, and even confrontation to minister to each individual as we believe God desires. However, any clergy involved in providing pastoral care should refrain from placing conversations regarding allegations of abuse and or sexual misconduct within a sacramental framework (e.g., confession) and are well-advised to show concern for privacy of all individuals concerned.

Almighty God, heavenly Father, 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, #66).

## C. Child Abuse Defined

Child abuse, in practical terms, refers to an act committed by a parent, caregiver or person in a position of trust (even though he/she may not care for the child daily) which is not accidental and which harms or threatens to harm a child's physical or mental health or welfare.<sup>2</sup> Each state and the District of Columbia has its own definition of what constitutes child abuse under civil and criminal laws, and each parish in the Diocese should be familiar with the relevant laws and legal definitions in its jurisdiction. In general, the definitions of child abuse and child neglect in all states include the following elements (among others):

- Physical abuse
- Neglect (both physical and mental)
- Sexual abuse/Exploitation

**Louisiana Definitions.** "Abuse" and "neglect" under Louisiana law are broad. "Abuse" includes many acts that seriously endanger the physical, mental, or emotional health and safety of the child. LA CHIL. CODE ANN. art. 603(1). "Neglect" means the refusal or unreasonable failure of a parent or caregiver to supply necessities for the child's wellbeing, resulting in the substantial threat or impairment to the child's physical, mental, or emotional health and safety. LA CHIL. CODE ANN. art. 603(16).

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<sup>1</sup> We use the language "survivor/victim" to acknowledge that individuals may identify with "survivor," "victim," or some other terminology related to their experience. This is a matter of personal preference and we should honor the language someone uses.

<sup>2</sup> Child abuse may also be a term defined by relevant state laws.

## **D. 5-Step Approach to Child Protection (Minimum Standards)**

At a minimum, our Fellowship is expected to have in place the following policy procedures. The minimum standards apply even if there are no children currently in attendance at Fellowship events. The Fellowship is committed to creating a positive and healthy culture and environment for all children and students through the 5-step approach: 1) Screening; 2) Training; 3) Interacting; 4) Monitoring; and 5) Responding & Reporting. (An abbreviated version of the 5-Step Approach can be found in the Appendix, Section G.

### **1. SCREENING**

One effective means of reducing the incidence of child abuse is to screen carefully all clergy and all lay workers, paid and volunteer, working in youth and children's ministries. The Diocese requires the following screening and background checks for all canonically resident and licensed clergy, licensed lay ministers and for all employees and volunteers who work with children:

#### **a. Screening Clergy**

The screening of clergy is the responsibility of the Diocese. Careful screening of clergy is conducted initially during the ordination and search processes and includes:

- Initial National Sexual Offender Registry and Criminal Background checks should be done through Oxford Document Management Company (Oxford) or other diocesan-approved screening providers. The Diocese's standard for clergy background checks is the 15-year background referencing performed by Oxford. Checks should be renewed at least every two years and these subsequent checks may be done through Ministry Safe or other diocesan-approved providers. It is the responsibility of all clergy to cooperate fully in all aspects of the screening process and to submit in a timely manner all documents needed to complete such checks.
- Conducting personal and professional reference checks (three sources recommended).
- Conducting a thorough social media search.
- Conducting face-to-face interviews.
- Requiring the clergy person to state whether or not the clergy person and/or other members of the household have been arrested for, or convicted of, any crime involving child abuse and/or neglect, or had any such conviction expunged; been charged with child sexual abuse in a civil proceeding; committed an act of child sexual abuse; or (except where such inquiry is prohibited or limited by applicable laws or regulations) been diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, voyeurism, or exhibitionism. A sample copy of this screening statement is found in Appendix Section A.
- Reviewing this policy with the clergy person and requiring clergy to sign and submit Policy Acknowledgment Form found in Appendix Section F3.

## **b. Screening Employees & Interns**

Careful screening of employees is the responsibility of the parish and includes:

- Reviewing signed job applications for employees and interns.
- Conducting National Sexual Offender Registry and criminal background checks (checks should be renewed at least every two years).
- Conducting personal and professional reference checks (three sources recommended).
- Conducting a thorough social media search.
- Conducting face-to-face interviews; if the volunteer or staff member being interviewed is under 18, employers may want to ask the parent(s) if they have any concern about their child (the potential volunteer/employee) regarding sexual misconduct with children.
- Requiring each applicant to sign the screening statement found in Appendix Section A.

## **c. Screening Volunteers**

Careful screening of volunteers is the responsibility of the parish and includes:

- Requiring a six-month minimum attendance rule for volunteers in children's and youth ministries, except where the Bishop has granted a variance.
- Reviewing signed volunteer applications for those working in youth and children's ministries.
- Conducting National Sexual Offender Registry and criminal background checks should be renewed at least every two years).
- Conducting personal and reference checks and any professional references that relate to childcare experience.
- Conducting a thorough social media search.
- Conducting face-to-face interviews; if the potential volunteer is a minor, it may be helpful to interview the parents or legal guardians; employers can ask the parent(s) if they have any concern about their child (the potential employee) regarding sexual misconduct with children.
- Requiring each applicant to sign the screening statement found in Appendix Section A.

## 2. TRAINING

Training is also an important deterrent to child abuse. Those who work with children or youth must be trained to recognize the warning signs of potential abuse, as well as learn the procedures for reporting suspected abuse. They also must become familiar with safe practices specific to their parish designed to reduce the potential for abuse occurring.

### a. Certification of Reading and Understanding the Policies

All members of the clergy, all members of the vestry or equivalent, and those staff members, contractors, and volunteers with direct supervision over youth or children must certify that they have read, understood and accepted the Church's Policies on the Protection of Children and sign an acknowledgement form.

### b. Training Attendance Requirements

Upon hiring or first volunteering and thereafter every two years, clergy, vestry or equivalent, and those staff, contractors and volunteers who have contact with youth and children must:

- Complete an awareness training: Awareness training can be completed in person as part of the policy training, or it can be completed online through a diocesan approved curriculum
- Complete policy training: Policy training will cover the guidelines set forth by the Diocese as well as this document (See Five Steps to Keep Kids Safe training outline in Appendix Section G). This policy is intended to be used with a Train-the-Trainer model, where the Diocese has a lead trainer who holds training for a representative trainer from each parish (See Appendix Section B).

Clergy are responsible to submit to the diocesan office evidence of completed training every two years. We are responsible for tracking and documenting the training/retraining of our vestry or equivalent, staff and volunteers. Clergy, Vestry (or designated lay leadership board or council) and staff should complete training within three months of hire or election. Volunteers must complete training prior to serving with youth or children.

## 3. INTERACTING

All clergy, employees, and volunteers are encouraged to maintain healthy boundaries with children and students and to strive for emotionally healthy relationships. Our congregation's leadership is asked to consistently bring awareness to this issue by normalizing the following principles:

- **Choose the Light:** whether it is bullying, inappropriate jokes or comments, flirting, etc., bringing the issue into the light is always the path toward healing, accountability, sanctification, and emotional health.
- **Transparency:** it is a difficult thing to clearly state what you think/feel/see happening, but it is a sign of emotional health. No one can improve or eradicate the inappropriate behavior without understanding the issue.

- **See something, say something:** if something is a concern to you bring it to the appropriate leadership detailed within this document (for clergy that is the Bishop; for laity, that is the clergy at one's parish; for the Bishop, that is the Diocesan Chancellor); including multiple leaders in the discussion will ensure accountability, transparency, and appropriate resolution. The Diocese also provides a hotline for confidential reporting (832-422-8199).

These procedures are intended to help children and adults feel safe in ministry and help detect problems before they turn into an incident of abuse.

#### **a. Addictive Behaviors**

Clergy, staff members, volunteers and participants in youth and children's ministries, while traveling with or in the presence of children, their parent(s), or other legal guardians during parish-sponsored activities, or while working with or supervising children should not: use tobacco products; possess or use any illegal drugs; be under the influence of alcohol; or share / view pornographic materials.

#### **b. Communication**

All interactions, verbal and non-verbal, between clergy, staff members, or volunteers and children should be positive and uplifting. Staff members and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents or caregivers in the spiritual growth and development of children.

To this end, clergy, staff members, and volunteers should avoid talking to children, parent(s), or caregivers in a way that is, or could be construed by any reasonable observer as, harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, clergy, staff members, and volunteers are expected to refrain from swearing in the presence of children. Concerns about children should be directed to parent(s), legal guardian(s), the appropriate ministry leader(s), or the clergy.

Clergy, staff members, and volunteers should avoid engaging in any sexually oriented communications with children, (except as noted in abuse reporting contexts), and should refrain from discussing any inappropriate or explicit information about their own personal relationships, dating, or sexual activities with any child or youth.

Clergy, staff members, and volunteers may employ (subject to limitations imposed by the Rector/Senior Pastor or Rector/Senior Pastor's designee) age-appropriate materials when leading discussions dealing with human sexuality/sexual abuse prevention/sexual purity. Any prospective material should normally be made available for review for the parents or legal guardians of participants. Prior to introducing these materials, notice should normally be provided to parents or legal guardians in order to allow an opt-out should there be concerns or objections.

### **c. First Aid & Medication**

If possible, medication should be administered by the child's parent(s) or legal guardians. Medication may be given to a child by a staff member or volunteer as authorized by the parent or legal guardians. The medication, including over-the-counter medication, must be in the original packaging. When medically necessary, medication or first aid may be given to a child by a staff member or volunteer consistent with the Supervisory Plan. Parent(s) or legal guardians will be notified whenever medication or first aid has been administered.

### **d. Home Group Procedures**

Our Fellowship does not have, and therefore does not exercise, control over home groups. The care and protection of children in such settings is always the responsibility of the parent(s)/guardian(s) of each child. The fellowship will provide some resources that may help equip the parent(s)/guardian(s) and the home groups of FaithPointe as they exercise their care and responsibility. In home groups where children are present, even on an occasional basis, leaders are encouraged to read this policy, take the dual diocesan-approved policy and awareness training, and follow as closely as possible the provisions outlined in this policy, including the development of a Supervisory Plan which should consider the following:<sup>3</sup>

- Supervision by two screened and trained individuals (supervision by a single individual is never a good idea).
- Inspection and preparation of physical environment – the location should be inspected and prepared for child safety for the developmental age of those being served, keeping in mind outlet coverings, sharp corners, sharp objects, unsecured furniture, access to outdoors, toxic materials, etc.
- Creation of restroom procedure – for any child who requires assistance, parent(s) or legal guardians should be responsible for diapering and meeting other restroom needs.
- Identification and communication of areas of the home that are off-limits to guests.
- Communication of emergency exit plans, and location of fire extinguishers and medical supplies.

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<sup>3</sup> Home group is defined for purposes of this policy as a small group meeting in a home for Bible study, worship, fellowship, etc. A church which holds its primary worship service in a home is, for purposes of this policy, considered to be a church and not a home group.

## e. Overnight Events

Certain youth ministry activities may require that overnight sleeping arrangements be made for youth, staff and volunteers. As part of the Supervisory Plan required for all youth and children's ministry (including lock-ins, mission trips, retreats and other ministry that involves overnight stays), the following procedures must be considered and monitored.

- As always, the two-adult rule should be adhered to; a single student should not be alone with a staff member or volunteer. If a situation arises where only one adult is present, a minimum of two students must also be present.
- **In an event involving 2 biological genders, the leadership will be of 2 biological genders. The only exception is if one of the leaders is a parent.**
- Overnight sleeping arrangements must be detailed in the Supervisory Plan and shared with those responsible for providing the supervision. An individual student should not be housed alone with another student or adult (in overnight cases, a minimum of three is required).
- As long as any students are actively awake, two trip leaders must be awake and monitoring students to ensure safe behavior.
- Appropriately modest sleeping attire must be worn by all.
- Staff members and volunteers will monitor sleeping students by periodically conducting visual bed checks to ensure that sleeping students remain in designated sleeping places. During bed checks, staff members and volunteers should never physically touch a student.
- In the event that overnight arrangements do not include standard beds, each member, volunteer, and student will use single sleeping bags or blankets. In these instances, a "one-person-to-one bag or blanket" rule will be observed.
- In the event of a sleepover on campus that involves both boys and girls, boys and girls must sleep in separate rooms, properly supervised by leaders of the same biological sex.
- Staff and volunteers in youth ministry should never be nude in the presence of students in their care. Showering considerations and private areas for changing clothes must be thought through with rotation schedules.
- Leaders should check with parents or legal guardians and use good judgment regarding PG or PG-13 movies. R-rated movies require Rector/Senior Pastor and parental/guardian approval.
- Cell phones should be collected at the beginning of the overnight event and returned prior to leaving for home.
- Identification and communication of areas of the home, parish or camp that are off-limits to guests.
- Communication of emergency exit plans, and location of fire extinguishers and medical supplies.

**Commented [JW1]:** I am adding two deep adult supervision and two genders if the youth are two different genders. Call it the two-gender rule.

## f. Photography

Photos of children will not be used contrary to the wishes of the parent(s) or legal guardians. Parishes should refrain from posting any personally identifying information about children pictured online or in print publications without prior permission from the parent(s) or legal guardians. This is easily handled by including a consent statement on programming registrations that are signed by the parent(s)/guardian(s). See Appendix Section K for a Sample Permission to Use Images and Release form.



## **g. Physical Interactions**

Those who serve, whether as clergy or lay workers, paid or volunteer, maintain a powerful relationship of authority and trust with the people to whom they minister. Betrayal of that trust through violation of sexual boundaries causes great emotional and spiritual harm. Such misconduct is a denial of our calling as Christians and may be a violation of the law. We must take every step to prevent it, and to respond with swift justice should misconduct occur.

Physical contact should be for the benefit of the child, and never be based upon the emotional needs of a staff member or volunteer. It is the diocesan policy that staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management of children. No form of physical discipline is acceptable.

Children are to be disciplined using time-outs and other non-physical methods of behavior management. In some circumstances physical restraint may be used to prevent self-injury by the child and/or harm to others or to property. Uncontrollable or unusual behavior should be reported immediately to parents/guardians, Children's Ministry Pastor, Rector/Senior Pastor, Youth Pastor, and/or clergy.

Appropriate physical interaction between staff members or volunteers and children is important for children's development and is generally suitable in the parish setting. The following standards of interaction with children shall be carefully followed at all times.

- Appropriate interactions may include:
  - high-fives
  - handshakes
  - fist bumps
  - thumbs up
  - head pats
  - side hugs
  - smiling
  - pats on back
- Inappropriate interactions include:
  - wrestling
  - kissing on the lips
  - forcing unwanted affection
  - sitting in laps (except nursery)
  - tickling
  - full frontal hugs
  - commenting on children's bodies
  - massages
- Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate behavior or suspected abuse by a staff member or volunteer must be reported immediately to 1) an immediate supervisor, and 2) the designated lay leader(s) and/or clergy.
- Physical contact and affection should be given only in observable places. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.
- Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff members or volunteers in youth and children's ministries must foster trust at all times. Personal conduct must be above reproach.

- Do not force physical contact, touch, or affection on a reluctant child. A child's preference not to be touched must be respected at all times.

Children's staff members and volunteers are responsible for protecting children under their supervision from inappropriate or unwanted touch by others.

## **h. Release of Children**

Staff members or volunteers are responsible for releasing children in their care at the close of services or activities only to parents, legal guardians, or other persons designated by parents or legal guardians. **It is imperative that a child in our care be released to an authorized person!**

**Commented [JW2]:** We need a permission policy for child pickup.

If staff members or volunteers are uncertain of the propriety of releasing a child, they should immediately contact their immediate supervisor before releasing the child.

## **i. Restroom Use**

### **Nursery Aged and Special Needs Children**

Because preschool, nursery, and special needs children may require complete assistance with their bathroom activities, all staff members and volunteers will observe the following policies:

#### Diapering

- Only screened and trained nursery workers or the child's parent or legal guardian will undertake the diapering of children of either sex.
- Changing of diapers should be done in plain sight of other nursery workers; children should not be left unattended while being changed.
- Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.

Note: Parishes are encouraged to be sensitive to the fact that nationally one out of every four women has been the survivor/victim of some form of child sexual abuse, typically by a male offender. To build trust and to minimize exposure based on statistical research, parishes may determine that diapering, toilet training, and restroom monitoring of infants will only be done by screened and trained female staff/volunteers or the child's parent(s)/guardian(s). However, it generally is appropriate for male staff/volunteers to change the diapers of male non-infant children and special needs children/young adults. Parents or guardians of non-infant children with late development of toilet habits and special needs children should be consulted and provide direction to staff and volunteers in these situations.

### Toilet Training

- No child will be forced to toilet train.
- Only screened and trained nursery workers or the child's parent or legal guardian will participate in toilet training efforts with children.
- When children are assisted in bathrooms the stall door will be left partially open.
- Preschool-aged children will never be left unattended in bathrooms.
- Children should be assisted in straightening their clothing before returning to the room with other children.
- Accidents should be handled by reassuring the child and completing the changing of diapers or underwear and clothing.

### **Elementary Aged Children**

- Elementary-age children may be accompanied to the restroom for supervision and assistance when needed. (However, children should receive the minimum amount of assistance needed based upon their individual capabilities.) A same-aged/biological sex-peer buddy system may also be used.
- Staff members and volunteers will take steps to avoid being alone with one child in the restroom. If a staff member or volunteer must go into the restroom to check on an individual child, he or she will seek out another worker to accompany him/her. If another worker is not available to accompany, he/she will go to the exterior bathroom door, knock, and ask if the child needs assistance. If the child requires assistance, the worker will leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing his/her activities, while the child remains behind the door of the bathroom stall.

### **j. Sexual Ethics in the Context of Youth Ministry**

We recognize that contemporary cultural trends and attitudes about gender and sexual ethics are complex and rapidly changing. You may find students wrestling with issues around gender fluidity, gender dysphoria, same-sex attraction or other situations which may challenge the existing policies. These situations may require specific knowledge or understanding so we can care for individual students, in a loving and caring community setting. In consultation with the Bishop, the Rector/Senior Pastor is responsible for local adaptation around specific ministry situations and with regards to suitable protection practices that embody the Diocese's guiding values.

## k. Social Media Policy

The term “social media” refers to social networking services, blogs, short-message services, message boards, wikis, podcasts, image- and video-sharing sites, and other methods for real-time information sharing among users. Because this is a constantly evolving area, these principles below apply to all new social media platforms whether they are specifically mentioned here.

Social media avenues are important ways for youth ministry staff and volunteer leaders to connect with students. A student’s world is often constructed around social media. Having personal interactions in this venue allows adults to model appropriate behavior in social media, and it forms valuable connections with students.

**Be smart.** A blog or community post is often visible to the entire world and can be shared by others in ways that you cannot control. Remember that what you write is public and will remain public for a very long time.

**Be selective.** There are a variety of communication methods available, and not all communications are well-suited to social media platforms. Consider whether your communication is better suited to face-to-face conversation, a phone call, email, or other method.

**Be respectful.** Your parish is a thoughtful and prayerful community that encourages free expression and values civil debate. If you disagree with others, do so with civility. Respect your audience, express your views with appropriate language, and be respectful of the Church and its teachings.

Clergy, staff members, and volunteers shall refrain from connecting with students on social media when students are younger than the minimum age as established by each social media outlet (usually 13). For those students younger than 13 years old, get parent or legal guardian permission for any communication and welcome the parents or legal guardian into that environment. All screening procedures will be followed and up to date for all staff and volunteers.

Sending sexually explicit or offensive communications (e.g., text messages, emails, social media messages or posts) is included in the definition of sexual harassment and will not be tolerated regardless of age.

Virtual spaces are to be treated the same as in-person spaces. This means two adults must be online with any youth (known as the two-adult rule), participants must be appropriately clothed, and conversation should not be held in the adult’s bedroom. The parents or legal guardians should be aware that the student is in conversation with the leaders.

Use group apps rather than private messages for ongoing communication. If a situation arises where only one adult is present, a minimum of two students must also be present.

Remember that all social media parish accounts or groups must model appropriate behavior and language. Student pictures should not be shared without parent or legal guardian permission in public groups, and membership into private groups should be monitored by both the parish and the parent(s) or legal guardians closely. Use personal interactions on

social media avenues to model appropriate behavior and language, both on and off social media.

## **I. Spiritual Direction & Pastoral Counseling with Youth**

As Christians, we are encouraged to seek discipleship opportunities. This frequently manifests in ongoing 1:1, 1:2, or 1:3 relationships where participants meet regularly for a long-term partnership. This is not the same situation as pastoral counseling, which is intended for a singular focus and therefore is limited in scope. Pastoral counseling typically covers singular issues or questions, conflict management, confession, crisis counseling, and relationship counseling. If pastoral counseling requires more than three sessions, refer the youth to a professional.

If long-term spiritual direction with a youth is agreed upon, consider these safeguards:

- Ensure this relationship is brought into the light among the leadership team of the parish by informing multiple people of this partnership; this includes obtaining parental/guardian consent and knowledge of discipleship meetings.
- If there are multiple people offering long-term spiritual direction to youth in your parish, consider meeting every quarter to discuss the process and its benefits to the parish, as well as accountability.
- Meet in a public place, not in one another's private living quarters.
- It is recommended that it be conducted by same biological sex participants.
- Follow guidelines regarding interaction and physical contact.
- Define the parameters of the relationship at the first meeting, articulating how one might discontinue the relationship without further explanation at any time.
- Communicate to whom the participant should report if they have any concerns (including the names and numbers of senior leadership, the Bishop, and a reporting hotline).
- Include prayer and the study of Scripture in your regular time together.

To protect the emotionally healthy spirituality of all, it is recommended that Youth Directors and Children's Ministry Directors also seek regular spiritual direction to ensure accountability and a strong support system.

## **m. Transportation**

Staff members and volunteers may from time to time be in a position to provide transportation for children and youth. The following guidelines will be observed when workers are involved in the transportation of children or youth whenever possible:

- Adult volunteer drivers must provide to the parish copies of valid driver's licenses, vehicle registration, and proof of insurance.
- Adult volunteer drivers must undergo an insurance approved background check including a DMV record check. Use of child safety seats that meet federal standards is required. Drivers and passengers must also follow airbag age/weight regulations per specific vehicle guidelines. Parishes are advised to consult with their insurance

provider regarding the minimum age for adult drivers. Under no circumstances should anyone under the age of 18 be allowed to drive children/youth as part of an event.

- At no time shall there be one adult and one child traveling in a vehicle (except in a parent/child or other familial situation). Automobiles will contain either one driver and two or more participants or two adults, **two gender rule**, and any number of children (within the seat belt limitations of the vehicle; seatbelts are ALWAYS required). If there is an extenuating circumstance causing only one adult and one child to travel together in an automobile, permission must be obtained by a parent or legal guardian of the child. This permission will be written and signed by the parent/guardian or documented by the volunteer if only verbal consent is obtainable. The child or youth should be transported in the back seat of the vehicle in such circumstances.
- No cell phones, including hands-free devices, may be utilized by the driver while driving parish-owned vehicles, unless in an emergency, with the exception of GPS navigation.
- Transport children directly to their destination. Unauthorized stops to a non-public place should be avoided. Stops for meals, refueling, and restroom breaks should be done as a group. Staff members and volunteers should avoid transportation circumstances that leave only one child in transport.
- Staff members and volunteers should avoid physical contact with children while in vehicles.
- No one under age 25 may drive vehicles rented by a parish unless explicitly allowed by the rental agreement; no drivers under age 25 may drive parish-owned vehicles unless explicitly covered by the parish's auto insurance policy.
- In special circumstances these may be altered for emergencies. In these cases, the children/youth pastor (or her/his supervisor) should be notified immediately.
- If a family situation necessitates a special circumstance, the family may sign a waiver stating the deviance from the diocesan or parish policy; this policy should note the family's acceptance of responsibility.

#### n. Peer-on-Peer Abuse

It is imperative for parents, caregivers, legal guardians, and supervising adults to recognize peer-on-peer abuse and not dismiss what they see as "kids being kids". Peer-on-peer abuse is any kind of physical, sexual, emotional or financial abuse or coercive control exercised between children. It includes bullying, cyberbullying, sexual violence, harassment, and sexting. The behavior in question is harmful to both the perpetrator and the survivor/victim. And the prevalence of peer-on-peer abuse is alarming. According to the U.S. Department of Justice National Sex Offender Website, **30-50 percent of youth are sexually abused by other juveniles.**<sup>4</sup>

##### ***Preventing Peer-On-Peer Abuse***

Following are some helpful suggestions to prevent peer-on-peer abuse from the Redwoods Group (a Crumb and Forster Company) that provides insurance to youth-serving organizations.<sup>5</sup>

<sup>4</sup> <https://www.nsopw.gov/en/SafetyAndEducation/QuestionsAndAnswers#QuestionsAndAnswers>

<sup>5</sup> <https://redwoodsgroup.com/resources/preventing-peer-to-peer-child-sexual-abuse/>

- **Comprehensive, Engaged Supervision:** Peer-to-peer abuse tends to be opportunistic and happens when there is a lack of supervision. Be sure that youth are always in the presence of staff. That means maintaining ratios and being actively engaged with all youth. Bathrooms, cabins, and locker rooms require enhanced supervision, as these high-risk locations can be seen as a more private area that the instigator believes should make it easier to go undetected.
- **Be Aware of Blind Spots and Unstructured Time:** Peer-to-peer abuse also tends to occur in “easy-to-cover” locations and during unstructured times. Be aware of blind spots such as, play structures, seats on the bus, and even items of clothing that can all provide cover for acts of abuse. Because of the potential for distraction, relatively unstructured transition times at the beginning or end of programming or during transportation also present added dangers.
- **Watch for Red Flag Behaviors:** Peer-to-peer abuse often escalates from bullying, so having a robust anti-bullying culture is key. Address physical aggression or verbal teasing early, especially when repeatedly targeting a specific individual—and intentionally follow-up with the survivor/victim to make sure they are feeling safe. It’s also important to watch for any form of inappropriate sexual behavior or language, which may be a sign of abuse.
- **Plan for Power Imbalances:** Abuse often occurs when one youth holds some form of physical or social power over another. Whether it’s through planning seating arrangements, how we organize group work, or how we supervise bathroom breaks, we can avoid such imbalances turning into potentially abusive situations. In general, seat youth of similar ages and sizes together, and be sure to break up groups where red flag behaviors have been observed or are suspected.

#### 4. MONITORING

Monitoring helps detect problems before they turn into an incident of abuse and helps adults avoid wrongful allegations of abuse where none has occurred. Research confirms that off-site activities increase the risk of abuse. Clergy, vestry (or designated lay leadership board or council), staff, and volunteers must be always diligent in monitoring and supervising children’s and youth activities in all settings.

Monitoring procedures include, but are not limited to:

- Two-Adult Rule: All child and youth activities shall be supervised by two or more screened and trained individuals, preferably not related to each other. **Practice the two gender rule.**
- No child will ever be left unattended in the building or on the property during or following a parish activity.
- Clergy, staff members, and/or volunteers should not conduct unobserved meetings or interactions with children.
- In a discipleship or mentoring relationship, the interactions should take place in a public place or where other persons are present.
- All leaders are expected to watch for policy violations and report them.
- An open invitation should be extended to parents, caregivers, or legal guardians to visit at any time unannounced.
- A careful review of new programs and significant changes to program structure.

- Keeping interaction with children in full view of others at all times.
- Keeping unused rooms locked whenever possible.
- Keeping children and youth in supervised areas within the parish building.
- Supervisory Plans:

**a. Sponsored: On-site Supervisory Plans**

Our sponsored On-Site Supervisory Plan includes:

- Description of the nature of the activity.
- Details of the registration process and a sample registration form.
- Personnel responsible for running the activity, including name and cell number.
- Recommended ratio of adults to children, based on the Louisiana standards. A mixed age group equals the supervisor ratio for the youngest child in the group:

**Age Maximum number of children one caregiver may supervise:**

<b>0-11 months</b>	<b>4</b>
<b>12-17 months</b>	<b>5</b>
<b>18-23 months</b>	<b>9</b>
<b>2 years</b>	<b>11</b>
<b>3 years</b>	<b>15</b>
<b>4 years</b>	<b>18</b>
<b>5 years</b>	<b>22</b>
<b>6-13 years</b>	<b>26</b>

- Standards for interacting with, and disciplining, children or youth.
  - Description of the physical environment, including which areas are locked or off-limits.
  - Bathroom procedures, including showering procedures, if applicable.
  - First aid and medication procedures including location of fire extinguishers, first aid kits and defibrillators.
  - Procedures for reporting discipline concerns.
  - Protocol for the release of children.
- Note: Emergency plans and procedures, including schematics with fire escape routes, shelter-in-place designations and plans for reuniting children with parents or legal guardians would also be helpful.



## **b. Sponsored: Off-site Supervisory Plans**

Our sponsored Off-site Supervisory Plans includes all of the requirements for On-site Supervisory Plans and the following:

- Dining arrangements.
- Sleeping arrangements: see Overnight Events.
- Showering procedures: see Overnight Events.
- Offsite transportation plan(s): see Transportation.

## **c. Non-Sponsored: On-site Events**

Due to the nature of the facilities and shared ministry, the situation might arise where our parish facilities are used by non-sponsored groups for activities and events (such as Young Life, or the Boy Scouts, or parties, etc.). These events may choose to offer childcare on their own, utilizing the facilities available. **Our parish is consulting with an insurance provider regarding these types of activities and to be compliant with the restrictions and recommendations in that insurance policy.** Moreover, we will utilize a Facilities Agreement that clearly articulates the outside organization's responsibility and liability for their program and volunteers/employees for every instance of an outside group using our.

## **d. Our Non-Sponsored: Off-site Events**

Due to the nature of contact work within youth groups, situations may arise where a youth volunteer/employee organizes a social event off campus. These events usually are not sponsored by the parish and may only be open to certain youth due to the nature of contact work. These events will remain in compliance with the diocesan policy and with our parish's policy, specifically with regard to the 'minimum of two adults' rule. It is consistent with common practices and research, protects the parish, the volunteer/employee, and the children involved.

## **5. RESPONDING & REPORTING**

### **a. Responding & Reporting Overview**

It is essential that we respond to a report or instance of abuse in a manner that promotes healing for the survivor/victim, the person accused of abuse, and the loved ones of both parties, as well as healing in our parish and community. One of our parish's primary missions is sharing the love of God with children. We will offer whatever pastoral care and other help is appropriate and available to the survivor/victim and his/her family. (See Appendix Section J).

It is also critical to be prepared in advance if an incident or allegation of child abuse occurs. FaithPointe will exercise our Response Plan to use when responding to any allegation of child abuse.

Among other things, every Parish Leader should be familiar with, and every person responsible for the care of children in the parish, should understand Louisiana's child abuse reporting laws and requirements. Laws can change over time, however, and it is our responsibility make certain that we have identified and understand the child abuse reporting laws that currently apply to it at any specific time. In short, anyone who knows of, or has reasonable cause to suspect, a child has been abused, abandoned, neglected, or exploited in violation of the law should immediately contact the appropriate state abuse hotline or law enforcement authority, as applicable. All reports are confidential and access to these reports is limited by specific criteria described in the appropriate state's statute(s).

Louisiana laws generally require that certain categories of persons responsible for the care or treatment of children report to state authorities when there is reasonable cause to believe that a child has been abused or neglected or is in danger of abuse or neglect. The specific laws, and thus their specific requirements, vary from jurisdiction to jurisdiction. Louisiana require only those who have special occupations, such as members of the clergy, nurses, counselors, teachers, physicians, youth activity providers, law enforcement officers, or the like, to report suspected cases of abuse.

As part of any Response Plan, FaithPointe has in place appropriate procedures for internal reporting to appropriate parish leaders of any suspected mistreatment of or injury to a child and any suspicious or unusual information about a child. Our plan includes considerations for interacting with and providing pastoral care to the survivor/victim and her/his family, interacting with the accused, deciding whether to retain legal counsel, deciding whether or not to conduct an investigation and notifying the parish's insurance company.

The Diocese provides a hotline for confidential reporting (832-422-8199). The phone number is published on the DWGC's website and should be published on each parish's website.

## **b. Responding to the Child Survivor/Victim**

One of several ways in which our clergy, staff members, or volunteers may come to suspect child abuse or neglect is from information that a child himself or herself shares. If a child discloses abuse or neglect, our clergy, staff members, or volunteers receiving such a communication should attempt to:

- Respect the child's privacy by finding an appropriate non-threatening place to talk.
- If reasonably possible, ask a staff member, trained volunteer, or other responsible adult to join in listening to the child's/youth's account.
- Keep calm, listen, and avoid expressing shock or outrage.
- Let the child know that he/she is understood.
- Assure the child that any abuse was not his/her fault.
- If helpful, tell the child that he/she was brave to disclose the abuse.
- Child survivors/victims are often vague in their initial disclosure— avoid questions that could make the child feel responsible or plant ideas that could taint the child's recollection and account. A safe question is always, "Is there anything else you'd like to tell me?"

Write down as accurately as possible what the child disclosed. This information can be used in filing the Report of Suspected Abuse Form (see Appendix Sections D and E) and helps capture all the information needed to make a Child Protective Services report.

Be careful afterwards not to discuss the information with, or in front of, other people who do not need to know what happened. Discussion about the information should be limited to appropriate parish and legal authorities, as discussed further below.

## **c. Reporting to Legal Authorities**

### **Louisiana Mandatory Reporting Laws**

Louisiana also has mandatory reporting laws for abuse and neglect of children, but they are narrower in scope than Texas' laws. "Mandated reporters" relevant to parishes include clergy, daycare workers, teachers, and social service/mental health professionals.<sup>6</sup> Certain clergy and abuse defendants can, however, claim clergy privilege for confidential communications between the alleged abuser and clergy. "Abuse" and "neglect" are also expansively defined under Louisiana law. As in Texas, failure to report abuse to the authorities when one is a "mandated reporter" can carry criminal penalties.

### ***To Whom Do I Report in Louisiana?***

In Louisiana, for mandated reporters, abuse or neglect must be immediately reported to a local or state law enforcement agency where abuse or neglect is believed to be perpetrated by someone other than a parent or caretaker, or person in a relationship with the parent or caretaker. Abuse or neglect of a parent or caretaker (etc.) must be reported to the designated state child protection reporting hotline number (855-452-5437).

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<sup>6</sup> Helpful resources on mandatory reporting in Louisiana: <https://apps.rainn.org/policy/policy-state-laws-export.cfm?state=Louisiana&group=4>

Reports of abuse or neglect that require immediate attention should be made using the reporting hotline number. Abuse or neglect that does not require immediate assistance may be reported using the online portal. All oral reports by mandated reporters must be followed by a written report to The Louisiana Department of Children and Family Services (DCFS) within five days of the oral report. This written report may either be submitted online or by mailing the report to the DCFS Centralized Intake Office.<sup>7</sup>

Please note that the above information regarding mandatory reporting laws should not be considered legal advice and such laws may not be described with complete accuracy or specificity. Accordingly, the Rector/Senior Pastor or other appropriate parish leaders should consult with the parish's legal counsel for assistance in identifying and complying with the appropriate abuse reporting requirements within the required time frame under applicable state laws.

No allegations, complaints or reports of suspected abuse should be ignored. As discussed above, parishes should be aware of and should comply with any applicable legal obligations to report suspected child abuse and neglect.

Further, even where reports are not legally required, voluntary reports of suspected abuse or neglect are legally permitted in all jurisdictions in the Diocese and should always be considered with the assistance of legal counsel.

Cooperate with the investigating legal authorities. Subject to advice of the parish's legal counsel, the parish should cooperate in the investigation conducted by the governmental agency to which the report has been made, as well as any other law enforcement agencies involved with the investigation.

#### **d. Reporting to Church Authorities**

FaithPointe has internal procedures and mechanisms for reporting to appropriate parish leaders any suspected child abuse or neglect, any other suspected mistreatment of or injury to a child, and any suspicious information involving a child. Such internal reporting allows parish leaders to determine whether a legal reporting obligation has been triggered, whether further information is needed, and/or whether pastoral or other care for children and others should be offered.

At times, when the parish leader receiving such reports puts together the separate pieces of information provided by different workers, the leader may discern a pattern or recognize information that triggers further investigation and/or a report to state authorities. (Such internal parish reporting procedures are not intended to supersede any applicable legal reporting requirements.)

- i) **Report to the Rector/Senior Pastor & Notification of the Bishop.** The individual(s) suspecting abuse or neglect should immediately notify the Rector/Senior Pastor and designated lay leader (or another person designated by

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<sup>7</sup> <http://www.dcfslouisiana.gov/page/556>; [https://mr.dcfsla.gov/c/MR\\_PortalApp.app](https://mr.dcfsla.gov/c/MR_PortalApp.app).

The address for mailed report forms is:  
DCFS Centralized Intake  
P.O. Box 3318  
Baton Rouge, LA 70821

the Rector/Senior Pastor or otherwise identified in the parish's child abuse reporting procedures as authorized to receive such reports) of the suspected child abuse. The Rector/Senior Pastor, in turn, should immediately notify the Bishop, who should notify the Diocesan Chancellor.

- ii) **Report to the Bishop or Call the Hotline** The parish should also identify in its response plan and other children's ministry policies other persons who may receive such a report if the Rector/Senior Pastor or senior warden or other designated lay leader(s) is the person who is the subject of the allegations or is otherwise suspected of having committed abuse or neglect. In the case of clergy misconduct complaints, the Bishop should be contacted immediately or the Diocesan hotline (832-422-8199) should be called. Any person believing that the Bishop has engaged in any sexual misconduct should immediately contact the Chancellor or call the Diocesan hotline.

#### e. Other Actions / Considerations

- i) **Pastoral Care & Healing.** FaithPointe's response will be survivor-sensitive, i.e., priority should be given to protecting and caring for the alleged survivor/victim and his/her family. However, it is essential that we respond in a manner that promotes healing for the survivor/victim, the person accused of abuse and the loved ones of both parties, as well as healing in our congregation and community.
- ii) **Contact with the Parents.** If the accused is not the child's parent or guardian or otherwise a member of the household, our Rector/Senior Pastor or his designee will contact the child's parents or legal guardians and ensure they receive immediate and long-term pastoral care and are offered professional counseling from a counselor with whom they are comfortable and who is experienced in trauma-informed care. Also, we will consider assigning a member of our parish leadership as a liaison, who will be intentional about staying in regular contact with the family and walking with them through what will be a very challenging season. If possible, we will select someone who has a relationship with the family and ensure the liaison understands his/her role and limitations. As an example, the liaison should not provide counseling to the family but could help connect them with an appropriate counselor.<sup>8</sup>
- iii) **Contact with and Suspension of the Accused.** Our Rector/Senior Pastor, or his designee, will advise the accused of the allegations, the process that will be followed, and his/her right to be represented by legal counsel and ensure the accused receives pastoral care. The survivor/victim and the accused will not receive pastoral care from the same clergy or counselors. The accused will be suspended (with pay if a paid employee) while a confidential investigation is being conducted. This can be done quietly and should be done quickly and without exception. FaithPointe leadership will determine whether the accused will continue in ministry. If the accused is a member of the clergy, any employment-related decisions by parish leadership must be made in consultation with the Bishop and in conformity with the Constitution and Canons of the DWGC.
- iv) **Notification of Insurance Providers.** Unless the parish's legal counsel advises otherwise, the parish should promptly notify its liability insurance company. This is important for at least four reasons: (1) the insurance policy may require immediate notification for coverage to be effective; (2) the policy may pay for counseling or

<sup>8</sup> "Responding with Excellence to an Allegation of Sexual Abuse within the Church" by Basyle Tchividjian, Currents in Theology and Mission, Vol.45 No.3

legal advice; (3) the policy may not provide coverage for lawsuits involving acts of sexual abuse; and (4) the insurance carrier, having dealt with similar cases, may be a source of helpful advice. Unfortunately, most insurance policies do not generally cover sexual misconduct or negligent hiring/supervision in sexual abuse situations. Separate “riders” can be purchased, although some require strict preconditions to coverage like screening, awareness, and prevention training. See Appendix Section F1.

- v) **Consideration of Retaining Legal Counsel.** The Rector/Senior Pastor, in consultation with the Bishop and Diocesan Chancellor, will determine if legal counsel should be retained. Obtaining competent legal advice at the very outset of the matter may help protect the parish’s interests and be a helpful resource with regard to any reporting or other legal requirements. In addition, if the investigation is conducted by legal counsel, the information gathered and conveyed to the attorney may be protected from disclosure as a privileged and confidential attorney/client communication.
- vi) **Designation of a Spokesperson.** Identify a single spokesperson (someone who can communicate clearly and succinctly and with empathy and care) to respond to media inquiries.
- vii) **Communication with the Congregation.** Our Congregation should not first hear about an instance of abuse in FaithPointe from a news report or through the rumor mill. Consequently, it is important to have early and transparent communication of essential and non-confidential facts with the congregation. The communication should be succinct, factual, non-speculative and survivor-sensitive and, among other things, send a clear message that the survivors/victims are being cared for and that the parish is a safe place.
- viii) **Investigation.** The Bishop, in consultation with the Diocesan Chancellor, will decide whether or not an investigation will be conducted and by whom. The Bishop shall not participate in the investigation, which should be impartial and bias-free. The person(s) appointed to investigate the matter should not be employed by or a member of the parish at which the alleged misconduct occurred, be connected in any way to the Children’s or Youth Ministry at the parish or have any type of relationship with the accused, the survivor/victim or the survivor/victim’s family. Any investigation should not interfere with or impede, in any way, any investigation conducted by state or local law enforcement. Typically, there are three options for who should conduct an investigation: trained, skilled and impartial individuals from within the Diocese; an independent group that is not a law firm; or an independent lawyer or law firm.
- ix) **Bring closure to the investigation.** If the allegation is substantiated, then discipline or dismissal is generally appropriate, in accordance with the Constitutions and Canons of the DWGC and the Province. Counseling may also be appropriate. If charges are unsubstantiated, the decision about whether to restore the accused to full employment or volunteer service may depend on a number of factors. Consult the Bishop and legal counsel for guidance. All personnel actions must be well documented in writing and kept in confidential files. Attorney-client privileged material should never be disclosed without first consulting your attorney.

## f. Release of Information

- i) **Considering the release of information.** Carefully consider any release of information. Identify a single person to respond to all inquiries (media or otherwise), such as a specially trained management person, and instruct all other workers politely to direct all inquiries to that person. Use an approved, prepared statement to answer media inquiries and to convey news to members of the parish. Such a statement should be reviewed by the parish's legal counsel. Don't release any information until the parish has solidly confirmed its factual content. Safeguard the privacy and confidentiality of all involved by not releasing names or other identifying information, especially that concerning minors.
- ii) **Maintaining confidentiality.** Maintain appropriate confidentiality of any allegations and of the investigation as much as possible. Emphasize the importance of maintaining the confidentiality of the investigation to each person who is interviewed and instruct them not to disclose any information regarding the allegations or your investigation to anyone other than law enforcement or child protective authorities. Maintaining appropriate confidentiality will:
  - a. protect the privacy and reputations of those actually or allegedly involved in the incident.
  - b. reduce the risk that defamation may occur.
  - c. help preserve the attorney-client privilege, where otherwise applicable.

**g. Other Important Internal Church Communication & Reporting**

Clergy, staff members, and volunteers will report promptly to the appropriate ministry leader, supervisor, or Rector/Senior Pastor whenever the clergy, staff member, or volunteer:

- Is involved in or becomes aware of any sexually oriented communications involving a child connected with the parish; or
- Is involved in or becomes aware of any inappropriate behavior involving a child by a clergy person, a staff member, or a volunteer; or
- Is arrested for, or convicted of, any crime involving child abuse and/or neglect, is charged with child sexual abuse in a civil proceeding; commits an act of child sexual abuse; or (except as otherwise prohibited or limited by applicable laws and regulations) is diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, voyeurism, or exhibitionism; or
- Becomes aware that a member of his/her household has been arrested for, or convicted of, any crime involving child abuse and/or neglect; been charged with child sexual abuse in a civil proceeding; committed an act of child sexual abuse; or (except as otherwise prohibited or limited by applicable laws and regulations) been diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, voyeurism or exhibitionism; or
- Becomes aware that a person who is attending the parish has been arrested for, or convicted of, any crime involving child abuse and/or neglect; has been charged with child sexual abuse in a civil proceeding; has committed an act of child sexual abuse; or (except as otherwise prohibited or limited by applicable laws and regulations) has been diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, voyeurism or exhibitionism.

Such information is important to enable parish leaders to see that appropriate child protection mechanisms are in place in accordance with this policy while handling this information in a responsible and confidential manner. The Diocese also has a hotline for confidential reporting (832-422-8199).

### **III. PROTECTION OF ADULTS FROM SEXUAL MISCONDUCT POLICY**

#### **A. Fellowship Policy on Protection of Adults from Sexual Misconduct**

FaithPointe Family Fellowship will not tolerate any form of abuse or harassment involving clergy, lay employees, volunteers, or other persons. Everyone who serves the Church through pastoral, educational, social, or other activities is expected to maintain the highest biblical standards in relationships with those to whom they minister, avoiding any form of misconduct. That commitment extends to sexual and physical behavior. As the Body of Christ, we are called to walk in the light, uncovering that which is done in the darkness, and to protect the vulnerable.

*“This is the message we have heard from him and proclaim to you, that God is light, and in him is no darkness at all. If we say we have fellowship with him while we walk in darkness, we lie and do not practice the truth. But if we walk in the light, as he is in the light, we have fellowship with one another, and the blood of Jesus his Son cleanses us from all sin.”*  
1 John 1:5-7

#### **B. Pastoral Care Following an Instance of Abuse MI**

FaithPointe’s response to instances of abuse should be survivor-sensitive, i.e., priority should be given to protecting and caring for the alleged survivor/victim and his/her family. However, we are committed to providing pastoral care to all affected by and involved with instances of abuse. Pastoral care grows out of Christ-centered relationships and proceeds with an awareness of the spiritual and emotional needs of both the individual and the community. It may include providing guidance, support, consolation, and even confrontation to minister to each individual as we believe God desires.

The Bishop and any clergy involved should refrain from placing conversations regarding allegations of abuse and or sexual misconduct within a sacramental framework (e.g., confession) and are well-advised to show concern for privacy of all individuals concerned.



## C. Protection of Adults from Sexual Misconduct-Four Step Approach<sup>9</sup>

At a minimum, we include the following components in its Sexual Misconduct/Protection of Adults Policy.

- 1) Awareness
- 2) Training
- 3) Interacting
- 4) Responding & Reporting

*An abbreviated version of this policy can be found in the Appendix, Section H.*

### 1. AWARENESS

It is important to understand certain terms to build an environment that protects adults from abuse.

**Adult abuse:** actions that involve unwanted physical, sexual, psychological, or other actions that are intentionally taken to disadvantage another.

**Sexual misconduct:** In particular, adult abuse includes a variety of forms of sexual misconduct. Sexual misconduct includes a range of unwelcome and unwanted sexual conduct, including grooming; verbal, emotional, and/or physical sexual harassment; sexual assault; and all forms of sexual violence. Sexual misconduct is not restricted to intercourse but includes a wide range of inappropriate behaviors including inappropriate emotional intimacy, as well as the following:

Sexual Malfeasance is defined by the broken trust resulting from sexual activities within a professional ministerial relationship that results in misuse of office or position arising from the professional ministerial relationship. This can include emotional misconduct where inappropriate emotional intimacy is encouraged, coerced, forced, or implied as necessary.

Grooming is a technique used to break down barriers of protection. Abusers use grooming techniques to gain trust. Recognize the pattern of continual testing of boundaries in such a way that inappropriate behavior seeps into the relationship without consent or even acknowledgement. Grooming usually includes gaining access through trust, targeting a particular type of person as a survivor/victim, slowly eroding boundaries, and methods to keep the survivor/victim quiet.

Sexual harassment (unwelcome sexual advances, requests for sexual favors, hostile work environment, quid pro quo behavior, sexually motivated physical contact or other unwelcome verbal or physical conduct or communication of a sexual nature) in a situation where there is an employment, mentoring, or colleague relationship between the persons involved, regardless of gender, including but not limited to, sexually oriented humor or language, questions or comments about sexual behavior or preference unrelated to employment qualifications, undesired physical contact, inappropriate comments about clothing or physical appearance, or repeated requests for social engagements. This might include:

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<sup>9</sup> Screening, as specified in the Child Protection Policy, will also help protect adults from sexual misconduct  
Draft 2.0, Aug. 25, 2023, Rev 2

- Unwelcome and intentional touching.
- Sexually oriented comments about an individual's body.
- Sending sexually explicit or offensive communications (e.g., text messages, emails, social media messages or posts).
- Voyeurism, including viewing or displaying objects or pictures that are sexual in nature.
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or their continued status in an institution.
- Submission to, or rejection of, such conduct is used as the basis for employment decisions affecting such an individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance.

## 2. TRAINING

### Protection of Adults and Sexual Harassment Prevention Training\*

*\*Note – this training is in addition to the required training for the protection against sexual misconduct with children.*

- a. Clergy & Diocesan Staff:** All members of the clergy domiciled, licensed, or serving in the Diocese, and all employees of the Diocese, must complete diocesan approved training on issues of sexual harassment, mentoring and colleague relationships, and sexual exploitation in pastoral relationship within 30 days of employment (or volunteering) in the Diocese. This training is currently completed through Keeping Our Sacred Trust and will be completed online (<https://www.keepingoursacredtrust.org>). Clergy are responsible to submit to the diocesan office the evidence of completion and recertification every two years.
- b. Clergy, Staff, Church Leadership, Contractors & Volunteers:** Every year all members of the clergy, all members of the vestry or equivalent, and those staff members, contractors and volunteers must certify that they have:
- i) read, understood, and accepted the Diocese's Policies on the Safe Church Policies & Procedures: Protection of Children & Adults
  - ii) completed Diocesan approved training on Sexual Harassment Prevention and on the policy itself.<sup>10</sup>
  - iii) read, understood, and accepted the Fellowship's Policies on the Safe Church Policies & Procedures: Protection of Children & Adults

<sup>10</sup> Although an increasing number of States have mandated sexual harassment prevention training in the workplace, neither Texas nor Louisiana have done so yet. However, the EEOC has identified the following core principles that have generally proven effective in preventing and addressing harassment: 1) Committed and engaged leadership; 2) Consistent and demonstrated accountability; 3) Strong and comprehensive harassment policies; 4) Trusted and accessible complaint procedures; and 5) Regular interactive training tailored to the audience and organization. <https://www.eeoc.gov/laws/guidance/promising-practices-preventing-harassment>. Moreover, beginning September 1, 2021, Texas employers of any size may be sued for sexual harassment in the workplace. Under the previous law, the Texas Labor Code limited liability for sexual harassment claims to employers with at least 15 employees. Texas Labor Code 21.141

FaithPointe Family Fellowship is responsible for tracking and documenting the training/retraining of its vestry or equivalent, staff, and volunteers (see Appendix Section F2).

### 3. INTERACTING

All clergy, employees, and volunteers are encouraged to maintain healthy boundaries and to strive for emotionally healthy relationships. Each parish's leadership is asked to consistently bring awareness to this issue by normalizing the following principles:

- **Choose the Light:** whether it is porn addiction, gossip, an affair, bullying, sexual jokes or comments, flirting, etc., bringing the issue into the light is always the path toward healing, accountability, sanctification, and emotional health.
- **Transparency:** it is a difficult thing to clearly state what you think/feel/see happening, but it is a sign of emotional health. No one can improve or eradicate the inappropriate behavior without understanding the issue. Avoid triangulation and protection for individuals who are acting inappropriately.
- **See Something, Say Something:** if something is a concern to you bring it to the appropriate leadership detailed within this document (for clergy that is the Bishop; for laity, that is the clergy at one's parish; for the Bishop, that is the Diocesan Chancellor); including multiple leaders in the discussion will ensure accountability, transparency, and appropriate resolution. The Diocese also provides a hotline for confidential reporting (832-422-8199).

#### a. Pastoral Counseling

One of the expectations of all clergy and other pastoral caregivers serving in the DWGC is that they offer pastoral counseling to members of the congregation if/when necessary and appropriate. Pastoral counseling occurs when parish personnel offer advice concerning moral or spiritual matters. This counseling is recommended to be offered for a maximum of six (6) sessions per person. Fees or donations for pastoral counseling are prohibited. If there is a need for ongoing counseling, parish personnel must refer to a professional if the parish personnel are not certified or licensed.

The Bishop and any clergy involved should refrain from placing conversations regarding allegations of abuse and or sexual misconduct within a sacramental framework (e.g., confession) and are well-advised to show concern for privacy of all individuals concerned.

Any person charging fees for counseling outside the scope of parish employment must possess appropriate professional credentials and proof of separate professional liability insurance including coverage for sexual misconduct, in force at all times. Persons offering spiritual direction or professional counseling to members of the congregation or outside the congregation that includes additional compensation shall submit that ministry for approval by the Bishop.

During these pastoral counseling sessions, clergy and pastoral caregivers are expected to maintain an environment that minimizes any existence, or appearance, of potentially inappropriate behavior or exploitation.

Exploitation occurs when parish personnel take advantage of the pastoral counseling relationship for the benefit of the pastoral counselor. Sexual exploitation is sexual contact between parish personnel and the recipient of the pastoral counseling services, regardless of who initiates the contact. A conflict of interest occurs when parish personnel take advantage of pastoral counseling relationships to further their own interest.

Staff members, clergy, and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission, avoiding sexually oriented communication. If available, same gender counseling is recommended to minimize these risks.

If physical contact is warranted for professional, clinical reasons, it should always be respectful and consistent with the intent to provide a safe and comfortable pastoral counseling environment. Pastoral counseling should be conducted in appropriate settings at appropriate times and should not be held at places or times that would cause confusion about the nature of the relationship for the person being counseled.

Additionally, all clergy and staff should maintain a physical environment that always minimizes any appearance of potentially inappropriate behavior including traveling or events held at the parish after business hours. It is wise to remain in public view when possible. It is recommended for this reason that the doors to rooms used for pastoral care contain windows. It is generally not recommended that employees share a hotel room when traveling. No pastoral counseling should be conducted in clergy's private living quarters.

## **b. Spiritual Direction**

As Christians, we are encouraged to seek discipleship opportunities. This frequently manifests in 1:1, 1:2, or 1:3 relationships where participants meet regularly for a long-term partnership. This is not the same situation as pastoral counseling, which is intended for a singular focus and therefore is limited in scope. Pastoral counseling typically covers singular issues or questions, conflict management, confession, crisis counseling, pre-marital counseling, and marriage counseling. If those crises seem to linger beyond six sessions, refer congregant(s) to a professional, as described above.

If a partnership of spiritual direction is entered into long-term, consider these safeguards:

- Ensure this relationship is brought into the light among the leadership team of the parish by informing multiple people of this partnership.
- If there are multiple people offering long-term spiritual direction in your parish, consider meeting every quarter to discuss the process and its benefits to the parish, as well as accountability.
- If one clergy person is offering long-term spiritual direction to another clergy person, bring the arrangement into the light by informing the office of the Bishop of the relationship.
- Meet in a public place, not in one another's private living quarters.
- It is recommended that it be conducted by same gender participants.
- Follow guidelines regarding interaction and physical contact.
- Define the parameters of the relationship at the first meeting, articulating how one might discontinue the relationship without further explanation at any time.
- Communicate to whom the participant should report if they have any concerns (including the names and numbers of senior leadership, the bishop, or the DWGC hotline).

- Include prayer and the study of Scripture in your regular time together.
- To protect the emotionally healthy spirituality of all clergy, it is recommended that clergy also seek regular spiritual direction to ensure accountability and a strong support system. Clergy are encouraged to explore the soul care offerings of Call2Disciple. [www.call2disciple.com](http://www.call2disciple.com).

#### **4. RESPONDING & REPORTING**

##### **a. Responding & Reporting Overview**

It is essential that each parish respond to a report or instance of abuse in a manner that promotes healing for the survivor/victim, the person accused of abuse, and the loved ones of both parties, as well as healing in the local parish and community. Offer whatever pastoral care and other help is appropriate and available to the survivor/victim and his/her family. (See Section I).

FaithPointe Family Fellowship has an appropriate Response Plan for use when responding to any allegation of sexual misconduct. (See Appendix Section H for an example of a check list style Response Plan.)

Among other things, FaithPointe Fellowship members should be familiar with its state's laws and reporting requirements regarding abuse and neglect of the elderly and disabled adults. Laws can change over time, however, and it is the responsibility of the individual parish to make certain that it has identified and understands the elder and disabled person abuse reporting laws that currently apply to it at any specific time. In short, anyone who knows of, or has reasonable cause to suspect, that an elderly or disabled adult has been abused, neglected, or exploited should immediately contact the appropriate state abuse hotline which are noted below in section 4 b.

As part of our Response Plan, FaithPointe has in place procedures for internal reporting to appropriate parish leaders of any suspected mistreatment of or injury to a child and any suspicious or unusual information about a child. Our Response Plan includes interacting with and providing pastoral care to the survivor/victim and her/his family, interacting with the accused, deciding whether to retain legal counsel, deciding whether to conduct an investigation and notifying the parish's insurance company.

The Diocese provides a hotline for confidential reporting (832-422-8199). The phone number is published on the website and should be published on each parish's website.

##### **b. Reporting to Legal Authorities**

In Louisiana anyone who has reasonable cause to believe a person 60 years or older, or an adult with disabilities is being abused, neglected, or exploited must report it to Elderly Protective Services, which can be reached calling (833)-577-6532 or (225) 342-0144.

##### **c. Reporting to Church Authorities**

FaithPointe has in place internal procedures and mechanisms for reporting to appropriate parish leaders any sexual misconduct. This allows FaithPointe to determine whether a legal reporting obligation has been triggered, whether further information is needed, and/or

whether pastoral or other care for the survivors/victims and others should be offered. At times, when the parish leader receiving such reports puts together the separate pieces of information provided by different workers, the leader may discern a pattern or recognize information that triggers further investigation.

- i) **Reporting to the Rector/Senior Pastor & Notification of the Bishop.** The individual(s) suspecting sexual misconduct should immediately notify the Rector/Senior Pastor and senior warden (or another person designated by the Rector/Senior Pastor or otherwise identified in the parish's reporting procedures as authorized to receive such reports) of the suspected misconduct. The Rector/Senior Pastor, in turn, should immediately notify the Bishop, who should notify the Diocesan Chancellor.
- ii) **Reporting to the Bishop or Call the Hotline.** The parish should also identify in its response plan and other policies other persons who may receive such a report if the Rector/Senior Pastor or senior warden or other designated lay leader(s) is the person who is the subject of the allegations or is otherwise suspected of having committed abuse or neglect. In the case of clergy misconduct complaints, the Bishop should be contacted immediately or the Diocesan hotline (832-422-8199) should be called. Any person believing that the Bishop has engaged in any sexual misconduct should immediately contact the Chancellor or call the Diocesan hotline.

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#### d. Other Important Actions / Considerations

- i) **Pastoral Care & Healing.** Our response should be survivor-sensitive, i.e., priority should be given to protecting and caring for the alleged survivor/victim and his/her family. However, it is essential that we respond in a manner that promotes healing for the survivor/victim, the person accused of abuse and the loved ones of both parties, as well as healing in the parish and community.
- ii) **Contact With the Survivor/Victim.** The Rector/Senior Pastor or his designee should contact the survivor/victim to ensure she/he, and her/his family, receives immediate and long-term pastoral care and is offered professional counseling from a counselor with whom she/he is comfortable and who is experienced in trauma-informed care. Also, consider assigning a member of parish leadership as a liaison, who will be intentional about staying in regular contact with the survivor/victim and family and walking with them through what will be a very challenging season. If possible, select someone who has a relationship with the family and ensure the liaison understands his /her role and limitations. As an example, the liaison should not provide counseling to the survivor/victim or family but could help connect them with an appropriate counselor.<sup>11</sup>
- iii) **Contact With and Suspension of the Accused.** The Rector/Senior Pastor, or his designee, should advise the accused of the allegations, the process that will be followed and his/her right to be represented by legal counsel. In addition, the Rector/Senior Pastor should ensure the accused receives pastoral care. Such care should be provided by individuals other than those pastoring or counseling the survivor/victim. The accused should be suspended (with pay if a paid employee) while a confidential investigation is being conducted. This can be done quietly and should be done quickly and without exception. The parish leadership will determine whether the accused will continue in ministry. If the accused is a member of the clergy, such decision by parish leadership must be done in consultation with the Bishop and in conformity to the Constitution and Canons of the Diocese of the Western Gulf Coast.

<sup>11</sup> "Responding with Excellence to an Allegation of Sexual Abuse within the Church" by Basyle Tchividjian, Currents in Theology and Mission, Vol.45 No.3

iv) **Notification of Insurance Providers.** Unless the parish's legal counsel advises otherwise, we will promptly notify our liability insurance company. This is important for at least four reasons:

- (1) the insurance policy may require immediate notification for coverage to be effective.
- (2) the policy may pay for counseling or legal advice.
- (3) the policy may not provide coverage for lawsuits involving acts of sexual abuse.
- (4) the insurance carrier, having dealt with similar cases, may be a source of helpful advice.

Unfortunately, most insurance policies do not generally cover sexual misconduct or negligent hiring/supervision in sexual abuse situations. Separate "riders" can be purchased, although some require strict preconditions to coverage like screening, awareness, and prevention training.

v) **Consideration of Retaining Legal Counsel.** The Rector/Senior Pastor, in consultation with the Bishop and the Chancellor, will determine if legal counsel should be retained.

Obtaining competent legal advice at the very outset of the matter may help protect the parish's interests and be a helpful resource regarding any reporting or other legal requirements. In addition, if the investigation is conducted by legal counsel, the information gathered and conveyed to the attorney may be privileged from disclosure as confidential attorney/client communication.

vi) **Designation of a Spokesperson.** Identify a single spokesperson (someone who can communicate clearly and succinctly and with empathy and care) to respond to media inquiries.

Commented [JW3]: We may want to appoint a Chancellor in the future.

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vii) **Communication with the Congregation.** The Congregation should not first hear about an instance of abuse in your parish from a news report or through the rumor mill. Consequently, it is important to have early and transparent communication of essential and non-confidential facts with the congregation. The communication should be succinct, factual, non-speculative and survivor-sensitive and, among other things, send a clear message that the survivors/victims are being cared for and that the parish is a safe place.

viii) **Investigation.** The Bishop, in consultation with the Diocesan Chancellor, will decide whether or not an investigation will be conducted and by whom. The Bishop shall not participate in the investigation, which should be impartial and bias-free. The person(s) appointed to investigate the matter should not be employed by or a member of the parish at which the alleged misconduct occurred or have any type of relationship with the accused, the survivor/victim or the survivor/victim's family. Any investigation should not interfere with or impede, in any way, any investigation conducted by state or local law enforcement. Typically, there are three options for who should investigate: trained /skilled individuals from within the Diocese; an independent group that is not a law firm; or an independent lawyer or law firm.

ix) **Bring Closure to the Investigation.** If the allegation is substantiated, then discipline or dismissal is generally appropriate. Counseling may also be appropriate. If charges are unsubstantiated, the decision about whether to restore the accused to full employment or volunteer service may depend on a number of circumstantial factors. Consult the Bishop and legal counsel for guidance. Of course, all personnel actions should be well documented in writing and kept in confidential files. Attorney-client privileged material should never be disclosed without first consulting your attorney.

## RESOURCES APPENDIX

- A. FaithPointe Family Fellowship Screening Statement
- B. **Implementing a Train-the-Trainers Model**
- C. FaithPointe Family Fellowship Supervisory Plan
- D. How to Report Abuse to Child Protective Services
- E. FaithPointe Family Fellowship Form for Report of Suspected Child Abuse
- F. Risk Management & Compliance Resources
- G. Individual Acknowledgement of Receipt of Policies
- H. Congregational Certificate of Compliance



## A. FaithPointe Family Fellowship Screening Statement

### Have you ever:

- Been arrested for, or convicted of, any crime involving child abuse and/or neglect, sexual abuse, or had any such conviction expunged?
  - Yes
  - No
- Been charged with child or adult sexual abuse in a civil proceeding?
  - Yes
  - No
- Committed an act of child or adult sexual abuse?
  - Yes
  - No
- Been diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, voyeurism, or exhibitionism (except where such inquiry is prohibited or limited by applicable laws or regulations)?
  - Yes
  - No

### Has any other member of your household:

- Been arrested for, or convicted of, any crime involving child abuse and/or neglect, sexual abuse, or had any such conviction expunged?
  - Yes
  - No
- Been charged with child or adult sexual abuse in a civil proceeding?
  - Yes
  - No
- Committed an act of child or adult sexual abuse?
  - Yes
  - No
- Been diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, voyeurism, or exhibitionism (except where such inquiry is prohibited or limited by applicable laws or regulations)?
  - Yes
  - No

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **B. Train-the-Trainers Model**

There are two main components of training: awareness training and policy training.

The most effective model for child abuse awareness and prevention and sexual harassment policies is to hold interactive workshops in-person. Since so many in our culture (one in five) have had an experience of child sexual abuse, in-person workshops are often also a very helpful place for ministry and for healing. The topic itself is a difficult one for many to examine and those in attendance may need help in processing what they have learned or what the training has triggered.

The Diocese will train select parish leaders for Train-the-Trainer workshops. Once trained, the parish representative trainer will provide instruction for staff, vestry or equivalent, and volunteers in their home parish that mirrors the instruction offered by the diocese, including:

### **1. Child Sexual Abuse Prevention Awareness Training**

#### **MinistrySafe**

*MinistrySafe* is a safety system designed to reduce the risk of child sexual abuse in your congregation. *MinistrySafe* provides on-line child sexual abuse awareness training, has sample policies and procedures that can be tailored to your particular situation, and provides training in skillful screening and guidelines for monitoring and oversight of the program. This program has been endorsed by the Anglican Church in North America and is its minimum standard.

Our Ministry Safe account will cost \$100/year and \$5 for each person who successfully passes the test, the individual costs will be absorbed by our Parish. Those requiring the curriculum and background checks will be notified, via e-mail, by the Parish Administrator

### **2. Diocesan and Church Policy Training**

The Policies for Protection of Children & Adults found in this document will be covered with clergy, staff, and volunteers, either in-person or virtually. Our Policy Committee will review the policy and procedure manual on a regular basis to ensure it is up to date on any changes that may occur.

### **3. Sexual Harassment Prevention Training**

Faithpointe Family Fellowship will utilize the Diocese approved curriculum provided by MinistrySafe for Sexual Harassment Prevention Training. FFF will follow the same assignment procedures as found in the Child Abuse section

## C. FaithPointe Family Fellowship Supervisory Plan

### Sunday Morning Supervisory Plan for Toddler Nursery (ages 2- 4)

**Registration:** All children must be registered by their parent or guardian prior to being welcomed into the nursery. Emergency contact information should be listed on the completed registration form.

**Personnel/Ratio:** Only screened staff and volunteers may work in the nurseries. No one under the age of [X] may be hired to work in the nurseries and no one under the age of [X] may volunteer in the nurseries. A minimum of two screened and trained staff/volunteers must always provide supervision with a minimum ratio of one staff/volunteer per five children at any time. Nursery staff and volunteers are not permitted to allow unscreened friends or family members to assist in the nursery.

**Supervision:** Children in our care require constant loving supervision. Staff and volunteers are expected to engage children in conversation, direct them to age-appropriate activities, and calmly redirect problematic behavior.

**Cell Phone Use:** Cell phone use is not permitted while working or volunteering in the toddler nursery other than in the case of an emergency.

**Discipline Procedure:** Staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management in the nursery. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by children. Children are to be disciplined using time-outs and other non-physical methods of behavior management.

Our disciplinary response includes these four steps:

- a. Friendly reminder
- b. Verbal warning/correction
- c. Time out
- d. Summoning the parent or legal guardians to return to the nursery

**Physical Environment:** Windows on nursery doors will not be obstructed. Toys, books, and furniture and apparatus will be cleaned on a [indicate and adjust how frequently, where to find supplies, etc.] basis. Rugs and other moveable items that could pose danger will be secured.

**Bathroom Procedure:** Children will be escorted to the bathroom by female staff and volunteers with one person assisting and another in close proximity. Diapering will be conducted by female staff/volunteers in the observable diapering areas only.

**Injury/Incident Reporting:** Staff or volunteers will fill out an incident report and advise the Rector when a child is injured or hurt in any way. Incidents of conflict with parents should also be reported in the same manner.

**Reporting Concerns:** Concerns about the nurseries should be reported to The Rector.

**Release of Children:** Staff or volunteers will release children only to those adults who have corresponding wristband identification with the child.

I certify that I have read the Supervisory Plan for the following event: \_\_\_\_\_

I will abide by this plan and report any breach of it to \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **D. How to Report Abuse to Child Protective Services**

Although the name of the person reporting the suspected abuse may be requested for follow-up purposes, the person reporting abuse to Child Protective Services is generally NOT required to give his/her name. If the person reporting does provide his/her name and requests anonymity, there are legal mechanisms in place in each state to protect the reporter from having his/her name given to the alleged abuser, unless otherwise ordered by a court.

It is helpful for the person reporting suspected abuse to provide the following:

- The name and address of the child and the parent or person responsible for his/her care.
- The names of other persons, especially children, living in the suspected survivor/victim's home.
- Address of the child's home.
- The child's age, sex, and race.
- The name of the school the child attends.
- The name and address of the alleged abuser, if known.
- A description of the alleged abuse and or neglect, including how long it may have been happening.
- The relationship between the person reporting the abuse and the child.

Please refer to Appendix Section E for a sample form for Report of Suspected Child Abuse to be used when reporting allegations of child abuse to Child Protective Services and other authorities.

Once completed, that form should be kept in a confidential file with the parish.

### **Child Protective Services Procedure after Initial Report**

If the Child Protective Services worker determines that the report of abuse is a valid complaint, then the complaint must be investigated. To constitute a valid complaint, all the following criteria must be met:

- The child must be under the age of 18 at the time the complaint occurred.
- The alleged abuser must be the child's parent or caretaker at the time of the abuse.
- The report must be made in the city or county where
  - a. the child lives
  - b. the abuse occurred
  - c. If neither of these is known, where the abuse is discovered
- The circumstances must meet the state definition of abuse or neglect.

**E. FaithPointe Family Fellowship Form for Report of Suspected Child Abuse**

**Confidential: Keep completed form in locked file. [Provide direction here as to where these forms will be stored.]**

<b>Your Information</b>	Name:	
	Date of initial report:	
	Title/Position:	
	Supervisor:	
	Address:	
	Phone:	
	Email:	
<b>Information Regarding Suspected Survivor/Victim(s):</b>	Name:	
	Age:	
	Biological sex:	
	Address:	
	Telephone:	
	Relationship to the parish:	
	Name of any other suspected survivor/victim (attach additional forms):	
	How did you become suspicious of possible abuse?	

<b>Information about the Person Suspected of Child Abuse:</b>	Name:	
	Address:	
	Telephone:	
	Relationship to the parish, if any:	
<b>Confidential Details (Keep locked up)</b>	Describe any physical evidence of suspected abuse:	
	Describe incidence details such as type, date(s), time(s), and location(s) of suspected abuse:	
<b>Witnesses (if any)</b>	1. Name/phone/age:	
	1. Relationship to parish, if any:	
	2. Name/phone/age:	
	2. Relationship to parish, if any:	
<b>Reporting Details</b>	To whom was the initial report made (name/title/phone):	
	What is their relationship to the parish?	
	On what date was the suspected abuse reported to Child Protective Services?	
	Name of CPS worker who received the report:	
	If reported to police, what was the name of officer receiving report and the date?	
	Were the parents/guardians notified? Date and parent/guardian phone number:	
	Was suspected abuse reported to the Diocese, what date, and to whom was it reported?	
	Any other information which may be helpful to the investigation?	
<b>Submission</b>	Date:	Signature:

## F. Risk Management & Compliance Resources

### F.1 Risk Management Guide

No matter how expertly your diocesan policies and procedures are written, no matter how compliant your parishes and diocesan organizations are, no matter how outstanding your screening, training, interactions, monitoring, reporting, and responses are it is not uncommon for completely unintended things to happen to parishes intentionally following protocols.

It is, therefore, important to select the right insurance including the correct limits, terms, conditions, and deductibles that are customized to your specific needs. We recommend that you purchase the very best insurance your parish can afford. As a resource and for discussion with your parish's insurance agent or consultant, see the [Texas United Methodist Church Minimum Insurance Requirements](#).<sup>12</sup>

### F.2 FaithPointe Family Fellowship Tracking Compliance Checklist

We are responsible for obtaining and keeping documentation of the following items in a secured location, in perpetuity, which includes evidence of the following. It is acceptable to save electronic copies of scanned documents in a secure location.

#### Screening Standards:

- Volunteer applications for those working in youth and children's ministries and all employees.
- National Sexual Offender Registry and criminal background checks renewed at least every two years.
- Personal and professional reference checks.
- Social media searches.
- Interviews and screening statements.
- For drivers: copy of valid driver's license, vehicle registration, DMV record, and proof of auto insurance.

#### Training Standards:

- Certification that all clergy, vestry or equivalent, and staff working in youth and children's ministries have read, understood, and accepted the Diocesan Policy on the Protection of Children.
- Certification that all clergy, vestry or equivalent, staff and volunteers working with youth and children's ministries have attended a diocesan-approved awareness training and have recertified every two years.
- Certification that all clergy, vestry or equivalent, staff and volunteers working with youth and children's ministries have attended a diocesan/church policy training (Diocesan Policy on Protection of Children) and have recertified every two years.
- Certification that all clergy, vestry or equivalent, staff and volunteers have read, understood, and accepted the Diocesan Policy on the Protection of Adults.
- Certification that all clergy have completed the diocesan required training on issues of sexual harassment, mentoring and colleague relationships, and sexual exploitation in

<sup>12</sup> [Microsoft Word - minimum-insurance-requirements-november\\_2019\\_revision-final \(1\).docx \(txcumc.org\)](#)



pastoral relationship (through Keeping Our Sacred Trust or other provider approved by the Diocese) and have recertified every two years.

- Certification that all clergy, vestry or equivalent, staff and volunteers have completed the diocesan approved training on Sexual Harassment Prevention and on the adult protection policy itself.

**Monitoring Standards:**

- Written supervisory plans for all youth and children's programming.

**Responding & Reporting Standards:**

- Reports of suspected child abuse.
- Reports of sexual harassment claims.

### F.3 Individual Acknowledgement of Receipt of Policies

#### Child Protection Policy Acknowledgement of Receipt for all clergy, vestry or equivalent, employees, lay ministers, and volunteers

I have received the Diocese of the Western Gulf Coast's and FaithPointe Family Fellowship Child Protection Policies and confirm that I have read and understand its contents. I understand how this is implemented in our Fellowship and my role in that. I understand that the policy may be modified at any time, and that any guidelines may be amended, revised, or eliminated at any time by my parish. Once notified of any amendments or revisions, I am responsible for reading and complying with them. It is not the responsibility of the Diocese or the Anglican Church in North America to ensure I comply.

I am (check appropriate group):

- Clergy
- Vestry or equivalent
- Employee, non-clergy
- Lay minister
- Volunteer

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Congregation \_\_\_\_\_

\*This form must be signed and returned by all clergy; vestry or equivalent; lay ministers; employees; and volunteers who work with children.

**F.4 Congregational Certificate of Compliance**

FaithPointe Family Fellowship

Covington, Louisiana

I hereby certify that this congregation:

- Has obtained and will maintain sexual misconduct insurance coverage.
- Has adopted policies and procedures that comply with terms and conditions set forth by the insurance carrier in respect to sexual misconduct.
- Has adopted policies for the protection of children and adults and is full compliance with the Safe Church Policies & Procedures: Protection of Children & Adults of the Diocese of the Western Gulf Coast.

\_\_\_\_\_

Rector/Senior Pastor

\_\_\_\_\_

Date

\_\_\_\_\_

Senior Warden or other designated lay leader

\_\_\_\_\_

Date

## G. 5-Step Approach to Child Protection (Abbreviated Version)

1. **SCREENING** is an opportunity to prevent a molester from ever having contact with children and youth in our programs. Our careful screening of employees and volunteers in youth and children's ministries includes:
  - a. Reviewing signed standard applications for all paid staff and for all volunteers in youth and children's ministries.
  - b. Conducting National Sexual Offender Registry/Criminal Background checks and renewing them every two years.
  - c. Conducting personal and professional reference checks and a thorough social media search.
  - d. Conducting face-to-face interviews.
  - e. Requiring a signature stating that clergy, employees, volunteers, and other adult members of their households have not been arrested for or convicted of child abuse or diagnosed with certain psychiatric conditions such as voyeurism or exhibitionism.
  - f. Requiring a six-month minimum attendance rule for all volunteers serving in children's and youth ministries.
  
2. **TRAINING** puts the power to protect in everyone's hands and is an important deterrent to child abuse. Those who work with children or youth must be trained to recognize the warning signs of potential abuse, commit to the safe practices specific to the DWGC and learn the procedures for reporting suspected abuse.
  - a. **Reading Requirements** All members of the clergy, all members of the vestry, leadership council or equivalent and those staff members and volunteers with direct supervision over youth or children must certify that they have read, understood, and accepted your parish's policies on the protection of children and sign an acknowledgement form.
  - b. **Workshop Attendance Requirements** Every two years, clergy, vestry, leadership council or equivalent, staff and all volunteers who have contact with youth and children must complete a diocesan approved awareness training as well as diocesan approved training on the policy itself.
  
3. **INTERACTING** helps children and adults feel safe in ministry and helps detect problems before they turn into an incident of abuse. Verbal interactions between clergy, staff members, or volunteers and children should be positive, constructive, and encouraging. Staff members and volunteers should avoid talking to children, parents, or caregivers in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.

Social media avenues are important ways for youth ministry staff and volunteer leaders to connect with students. Clergy, staff members and volunteers shall refrain from connecting with students on social media when students are younger than the minimum age as established by each social media outlet. Online behavior is treated equal to in-person behavior including two adult rule, appropriate language, tone, attire, topics and obtaining parental consent for connections.

Photos of children will not be used contrary to the wishes of parent(s). The parish will refrain from posting any personally identifying information about children pictured online or in print publications without prior permission from parent(s).

Children's staff members and volunteers are responsible for protecting children under their supervision from inappropriate or unwanted touch.

Physical contact should be for the benefit of the child and never be based on the emotional needs of a staff member or volunteer. It is the diocesan policy that staff members and volunteers are prohibited from using physical discipline in any manner for the behavioral management of children. No form of physical discipline is acceptable.

Appropriate interactions may include:

- Smiles
- Encouragement
- Handshakes and high fives
- Fist bumps
- Thumbs up
- Side to side hugs
- Pats on the shoulder or back
- Arm around the shoulder
- Holding hands while walking with small children
- Holding or picking up children who are 4 years old and younger

Inappropriate interactions include:

- Spanking, slapping, or any form of physical discipline
- Shaming or belittling a child or youth
- Meeting alone in unobservable or isolated places
- Swearing in the presence of children
- Engaging in sexually oriented communications with or in proximity to children
- Using, possessing, or being under the influence of tobacco products, alcohol, or any illegal drugs when in the presence of children
- Wrestling
- Tickling
- Sitting in laps (except for nursery-aged children)
- Kissing on the lips
- Full frontal hugs or "bear hugs"
- Commenting on children's bodies
- Forcing unwanted affection
- Being nude in front of children (such as on overnight trips, changing at pool parties, etc.)
- Contacting or "friending" a child on youth social networking sites without the parent's permission
- Showing favoritism or possessiveness
- Calling, emailing, or texting too often (singling a child out – "grooming" a child)
- Giving gifts to children without the parent's permission
- Ridiculing the beliefs of a child or youth or those of their parents

- Allowing a child or youth to do things against the wishes of the parents
- Offering children or youth cigarettes, alcohol, or drugs
- Allowing children or youth to view pornography or to visit inappropriate internet sites
- Asking a child or youth to keep “secrets” from his or her parents or caregivers
- Wearing provocative or revealing attire
- Taking pictures while children are dressing or showering

4. **MONITORING** allows us to detect problems before they turn into an incident of abuse and helps adults avoid wrongful allegations of abuse when none has occurred. Research confirms that off-site activities increase the risk of abuse. Vestry or equivalent, clergy, staff, and volunteers must always be diligent in monitoring and supervising children’s and youth activities in all settings.

It is imperative to be vigilant about the possibility of peer-on-peer abuse. 30-50 % of youth are sexually abused by other youth. Peer-on-peer abuse often escalates from bullying and often occurs when one youth holds some form of power imbalance over another such as age, size, intelligence, and gender. Comprehensive and engaged supervision is essential to preventing peer-on-peer abuse.

Our monitoring practices include the following:

- **TWO ADULT RULE:** All children and youth activities shall be designed to be always supervised by two or more screened and trained individuals. **Two Gender Rule**
- **SUPERVISORY PLANS:** An onsite or offsite written Supervisory Plan, that includes all items detailed in section [G.3] shall be in place for all educational, pastoral, recreational, or other programming that involves youth or children. Those tasked with supervising youth or children for a specific program must understand their responsibilities as outlined and sign a copy of the specific supervisory plan.
- No child or youth will ever be left unattended during, or following, a parish activity.
- Clergy, staff members, and volunteers should not conduct unobservable meetings or interactions with children or youth.
- In a discipleship or mentoring relationship, the interactions should occur in a public place or where other persons are present.
- Everyone is tasked with watching for, and responding to, policy violations.
- An open invitation for parents or caregivers to visit at any time unannounced.
- A careful review of new programs and/or significant changes to a program structure.
- Keeping interaction with children in full view of others.
- Keeping unused rooms locked.
- Keeping children and youth in supervised areas.

The following restroom policy will be in effect during all children’s programming:

*Children who require diapering:*

- Only screened and trained nursery workers or the child’s parent or legal guardian will undertake the diapering of children of either sex.
- Changing of diapers should be done in plain sight of other nursery workers; children should not be left unattended while being changed.

- Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.

*Children who are special needs or nursery aged and being potty-trained:*

- No child will be forced to toilet train.
- Only screened and trained nursery workers or the child's parent or legal guardian will participate in toilet training efforts with children.
- When children are assisted in bathrooms the stall door will be left partially open.
- Preschool-aged children will never be left unattended in bathrooms.
- Children should be assisted in straightening their clothing before returning to the room with other children.
- Accidents should be handled by reassuring the child and completing the changing of diapers or underwear and clothing.

*Elementary School Children:*

- Elementary-age children may be accompanied to the restroom for supervision and assistance when needed. (However, children should receive the minimum amount of assistance needed based upon their individual capabilities.) A same-aged/biological sex---peer buddy system may also be used.
- Staff members and volunteers should take steps to avoid being alone with one child in the restroom. If a staff member or volunteer must go into the restroom to check on an individual child, he or she should seek out another worker to accompany him/her. If another worker is not available to accompany, he/she should go to the exterior bathroom door, knock, and ask if the child needs assistance. If the child requires assistance, the worker should leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing his/her activities, while the child remains behind the door of the bathroom stall.

When children are present in the sanctuary, parents or other legal guardians are encouraged to accompany their elementary aged child to the restroom or send them with an older sibling; we ask this knowing that restrooms are often the most likely place for abuse to occur in an institutional setting.

**5. RESPONDING & REPORTING** quickly gives us the power to prevent or stop abuse, gives the child more time to heal, protects the rights of the accused and complies with state and federal legal requirements.

It is essential that each parish respond to a report or instance of abuse in a manner that promotes healing for the survivor/victim, the person accused of abuse, and the loved ones of both parties, as well as healing in the local parish and community.

The Diocese provides a hotline for confidential reporting (832-422-8199). The phone number is published on the website and should be published on each parish's website.

If a child discloses abuse, remember to:

- Respect the child's privacy by finding a private, non-threatening place to talk.
- Ask a staff member or trained volunteer to join in listening to the child or youth's account, if possible.
- Keep calm, listen, and avoid expressing shock or outrage.
- Let the child or youth know that he or she is understood.
- Assure the child or youth that the abuse was not his or her fault.
- Tell the child or youth, if helpful, that they were brave to disclose. Avoid questions that could make the child or youth feel responsible or plant ideas that could taint their recollection and account; child survivors/victims are often vague in their initial disclosure.
- Write down as accurately as possible what the child or youth disclosed; this information can be used in filing the Report of Suspected Abuse Form for the diocese and the Child Protective Services report if warranted.
- Respect confidentiality: be careful afterwards not to discuss the information with, or in front of, other people who do not need to know what happened.
- Endeavor to ensure the safety of the child.

Report the abuse allegation to parish leadership and report to Legal Authorities, in accordance with applicable laws.

**LOUISIANA CHILD ABUSE HOTLINE    1-855-452-5437**

The Children's Pastor or Rector/Senior Pastor will contact the child's parents or legal guardians and ensure they receive immediate and long-term pastoral care and are offered professional counseling from a counselor with whom they are comfortable and who is experienced in trauma-informed care.

The Rector/Senior Pastor or his designee will advise the accused of the allegations, the process to be followed and his/her right to be represented by counsel and determine whether the accused will be suspended. The accused should also be provided pastoral care. Parish leadership will notify insurance providers and determine whether legal counsel will be retained and whether the matter will be investigated.



## H. 4-Step Approach to Adult Protection (Abbreviated Version)

### 1. AWARENESS

Adult abuse typically involves unwanted physical, sexual, psychological, or other actions that are intentionally taken to disadvantage another. Sexual misconduct includes a range of unwelcome and unwanted conduct including grooming; verbal, emotional and/or physical sexual harassment; sexual assault; and all forms of sexual violence.

### 2. TRAINING

This training is in addition to the required training for protection of children.

- a. All members of the clergy serving in a DWGC parish and all employees of any DWGC parish must complete diocesan approved training on issues of sexual harassment, mentoring and colleague relationships, and sexual exploitation in pastoral relationship within 30 days of employment (or volunteering) in a DWGC parish. The training is currently completed online through Keeping Our Sacred Trust (<https://www.keepingoursacredtrust.org>). Every two years clergy must submit evidence of completion and recertification to the diocesan office.
- b. Every two years all members of the clergy, all members of the vestry or equivalent and all staff members, contractors and volunteers must certify, that they have i) read, understood, and accepted the Diocese's policies on the Protection of Adults and ii) completed diocesan-approved training on the Protection of Adults policy and Sexual Harassment Prevention.

### 3. INTERACTING

All clergy, employees, and volunteers are encouraged to maintain healthy boundaries and to strive for emotionally healthy relationships. Each congregation's leadership is asked to consistently bring awareness to this issue by normalizing the following principles:

- **Choose the Light:** Whether it is porn addiction, gossip, an affair, bullying, sexual jokes or comments, flirting, etc., bringing the issue into the light is always the path toward healing, accountability, sanctification, and emotional health.
- **Transparency:** It is a difficult thing to clearly state what you think/feel/see happening, but it is a sign of emotional health. No one can improve or eradicate the inappropriate behavior without understanding the issue. Avoid triangulation and protection for individuals who are acting inappropriately.
- **See something, say something:** If something is a concern to you bring it to the appropriate leadership detailed within this document (for clergy that is the Bishop; for laity, that is the clergy at one's parish; for the Bishop, that is the Diocesan Chancellor); including multiple leaders in the discussion will ensure accountability, transparency, and appropriate resolution. The Diocese also provides a hotline for confidential reporting (832-422-8199).

#### **a. Pastoral Counseling**

During pastoral counseling sessions clergy and pastoral caregivers are expected to maintain an environment that minimizes any existence, or appearance, of potentially inappropriate behavior or exploitation.

The Bishop and any clergy involved in pastoral counseling should refrain from placing conversations regarding allegations of abuse or sexual misconduct within a sacramental Framework (e.g. confession).

#### **b. Spiritual Direction**

If a partnership of spiritual direction is entered into long-term, consider these safeguards:

- Ensure this relationship is brought into the light among the leadership team of the parish by informing multiple people of this partnership.
- If there are multiple people offering long-term spiritual direction in your parish, consider meeting every quarter to discuss the process and its benefits to the parish, as well as accountability.
- If one clergy person is offering long-term spiritual direction to another clergy person, bring the arrangement into the light by informing the office of the Bishop of the relationship.
- Meet in a public place, not in one another's private living quarters.
- It is recommended that it be conducted by same gender participants.
- Follow guidelines regarding interaction and physical contact.
- Define the parameters of the relationship at the first meeting, articulating how one might discontinue the relationship without further explanation at any time.
- Communicate to whom the participant should report if they have any concerns (including the names and numbers of senior leadership, the Bishop, or the DWGC hotline).
- Include prayer and the study of Scripture in your regular time together.

#### **4. RESPONDING & REPORTING**

It is essential that each parish respond to a report or instance of abuse in a manner that promotes healing for the survivor/victim, the person accused of abuse, and the loved ones of both parties, as well as healing in the local parish and community.

The Diocese provides a hotline for confidential reporting (832-422-8199). The phone number is published on the website and should be published on each parish's website.

### **a. Reporting to Legal Authorities**

Every DWGC parish should be familiar with its State's laws and reporting requirements regarding abuse and neglect of the elderly and disabled adults.

In Louisiana anyone who has reasonable cause to believe a person 60 years or older, or an adult with disabilities is being abused, neglected, or exploited must report it to Elderly Protective Services, which can be reached calling (833)-577-6532 or (225) 342-0144.

### **b. Reporting to Church Authorities & Other Actions/ Notifications**

Parishes should also have in place appropriate internal procedures and mechanisms for reporting to appropriate parish leaders any allegations of abuse or sexual misconduct. Such internal reporting allows parish leaders to determine whether a legal reporting obligation has been triggered, whether further information is needed, and/or whether pastoral or other care for the survivors/victims and others should be offered.

- 1. Reporting to the Rector/Senior Pastor & Notification of the Bishop.** The individual(s) suspecting sexual misconduct should immediately notify the Rector/Senior Pastor and senior warden (or another person designated by the Rector/Senior Pastor or otherwise identified in the parish's reporting procedures as authorized to receive such reports) of the suspected misconduct. The Rector/Senior Pastor, in turn, should immediately notify the Bishop, who should notify the Diocesan Chancellor.
- 2. Reporting to the Bishop or Call the Hotline.** The parish should also identify in its response plan and other policies other persons who may receive such a report if the Rector/Senior Pastor or senior warden or other designated lay leader(s) is the person who is the subject of the allegations or is otherwise suspected of having committed abuse or neglect. In the case of clergy misconduct complaints, the Bishop should be contacted immediately or the Diocesan hotline (832-422-8199) should be called. Any person believing that the Bishop has engaged in any sexual misconduct should immediately contact the Chancellor or call the Diocesan hotline.

### **c. Other Important Actions / Considerations**

- 1. Contact With the Survivor/victim.** The Rector/Senior Pastor or his designee should contact the survivor/victim to ensure she/he, and her/his family, receives immediate and long-term pastoral care and is offered professional counseling from a counselor with whom she/he is comfortable and who is experienced in trauma-informed care. Also, consider assigning a member of parish leadership as a liaison, who will be intentional about staying in regular contact with the survivor/victim and family and walking with them through what will be a very challenging season. If possible, select someone who has a relationship with the family and ensure the liaison understands his /her role and limitations. As an example, the liaison should not provide counseling to the survivor/victim or family but could help connect them with an appropriate counselor.
- 2. Contact With and Suspension of the Accused.** The Rector/Senior Pastor, or his designee, should advise the accused of the allegations, the process that will be

followed and his/her right to be represented by legal counsel. In addition, the Rector/Senior Pastor should ensure the accused receives pastoral care. Such care should be provided by individuals other than those pastoring or counseling the survivor/victim. The accused should be suspended (with pay if a paid employee) while a confidential investigation is being conducted. This can be done quietly and should be done quickly and without exception. The parish leadership will determine whether the accused will continue in ministry. If the accused is a member of the clergy, such decision by parish leadership must be done in consultation with the Bishop and in conformity to the Constitution and Canons of the Diocese of the Western Gulf Coast.

3. **Notification of Insurance Providers.** Unless the parish's legal counsel advises otherwise, the parish should promptly notify its liability insurance company.
4. **Consideration of Retaining Legal Counsel.** The Rector/Senior Pastor, in consultation with the Bishop, will determine if legal counsel should be retained. Obtaining competent legal advice at the very outset of the matter may help protect the parish's interests and be a helpful resource regarding any reporting or other legal requirements.
5. **Designation of a Spokesperson.** Identify a single spokesperson to respond to media inquiries, someone who can communicate clearly and succinctly and with empathy and care.
6. **Communication With the Congregation.** The Congregation should not first hear about an instance of abuse in your parish from a news report or through the rumor mill. Consequently, it is important to have early and transparent communication of essential and non-confidential facts with the congregation. The communication should be succinct, factual, non-speculative and survivor-sensitive and, among other things, send a clear message that the survivors/victims are being cared for and that the parish is a safe place.
7. **Investigation.** The Bishop, in consultation with the Diocesan Chancellor, will decide whether or not an investigation will be conducted and by whom. The Bishop shall not participate in the investigation, which should be impartial and bias-free. The person(s) appointed to investigate the matter should not be employed by or a member of the parish at which the alleged misconduct occurred or have any type of relationship with the accused, the survivor/victim or the survivor/victim's family. Any investigation should not interfere with or impede, in any way, any investigation conducted by state or local law enforcement.

## I. FaithPointe Family Fellowship Response Plan

1. Appropriate actions and communications are generally fact-specific and depend heavily on the circumstances, including the types of allegations, the role (if any) of the accused, the involvement of law enforcement and whether any of the behavior is admitted.
2. Our response will be survivor-sensitive, i.e., priority will be given to protecting and caring for the alleged survivor/victim and his/her family. However, it is essential that we respond in a manner that promotes healing for the survivor/victim, the person accused of abuse and the loved ones of both parties, as well as healing in the congregation and community.
3. Document any actions taken regarding the complaint and retain that documentation in confidential files. Electronic documents, images and recordings will be preserved and saved on a secure, password-protected computer or cloud-server and all paper documents will be preserved and locked in a secure location. The Chancellor or parish's legal counsel may have additional specific instructions for how such documentation should be prepared and maintained. No documents, photographs, recordings, emails, or texts that relate in any way to the matter at hand will be destroyed or deleted without consulting with the parish's legal counsel or the Chancellor.
4. If a child discloses abuse or neglect, the clergy, staff member or volunteer receiving the information (with another responsible adult if reasonably possible) will calmly and carefully listen to the child's account, ask non-threatening questions if needed and write down what the child discloses as accurately as possible. The information obtained from the child will be treated with the highest degree of confidentiality.
5. We will immediately report the allegations to the Rector/Senior Pastor (who, in turn, should report the matter to the Bishop) and provide all notes taken during any conversations with the survivor/victim to the Rector/Senior Pastor.
6. The Rector/Senior Pastor will immediately contact the child's parents or legal guardians reporting abuse and ensure they receive immediate and long-term pastoral care and are offered professional counseling from a counselor who is experienced with trauma-informed care and acceptable to them. As needed, we will assign a member of our leadership as a liaison, who will be intentional about staying in regular contact with the family and walking with them through what will be a very challenging season.
7. The Rector/Senior Pastor, in consultation with the Bishop and Chancellor, will decide whether independent legal counsel should be retained.
8. Consult with the Chancellor for advice regarding compliance with reporting laws, and then make/file the necessary reports with the appropriate agencies as soon as possible.

9. Inform the accused of the allegations, the process that will followed and his/her right to be represented by legal counsel and ensure the accused receives pastoral care. The accused will be suspended (with pay if he/she is a paid employee) while a confidential investigation is being conducted. If the accused is a member of the clergy, any employment-related decisions by our leadership must be made in consultation with the Bishop and in conformity to the Constitution and Canons of the DWGC.
10. Promptly notify your liability insurance company. Do not wait for the investigation to be concluded before notifying your insurance carrier absent legal advice to do so.
11. The Bishop, in consultation with the Chancellor, should decide upon the nature and extent of the investigation, if any, to be conducted and by whom. Neither the Bishop nor the Rector/Senior Pastor should participate in the investigation, which should be impartial and bias-free.
12. As needed, we will identify a single spokesperson (someone who can communicate clearly and succinctly and with empathy and care) to respond to any media inquiries.
13. Our communication will be early and transparent with essential and non-confidential facts to the congregation. The communication will be succinct, factual, non-speculative and survivor-sensitive and, among other things, send a clear message that the survivors/victims are being cared for and that FaithPointe is a safe place.
14. Care must be taken not to interfere with any investigation by law enforcement and to be sensitive to the fair treatment of the accused and the well-being of the congregation. Every effort should be made to ensure that all persons involved are treated with dignity and compassion.

## I. Caring for the Community Resources

### 1. Caring for the Congregation

Incidents of abuse (whether abuse of a child or an adult), and the secrecy that often surrounds them, can cause devastating harm to the parish as well as to the survivors/victims. Therefore, where current or past abuse has been perpetrated by clergy, staff, or volunteers FaithPointe, we will provide consultation to encourage the discussion of such incidents and to provide a means to facilitate healing within our Fellowship. Section J.3. includes one suggested model of how this may be done: **a congregational trauma debriefing model.**

It is essential that we respond to a report or instance of abuse or misconduct in a manner that promotes healing for the survivor/victim, the offender, and the loved ones of both parties, as well as healing within the congregation generally.

Traumatic events have well-documented effects, both immediate and delayed. When a congregation experiences a trauma, the impact is likely to be expressed through symptoms such as:

- Loss of energy or feeling of paralysis.
- Distrust of leadership (often projected onto future leadership).
- Divisions within the congregation.
- Some group members feeling isolated and withdrawing from the group.
- Anger being displaced onto unrelated issues or blown out of proportion.
- A conspiracy of silence about the traumatic event.
- Despair about the congregation's future.
- Distorting responsibility for the event.
- Seeking a "quick fix" without thoughtful reflection.
- Difficulty making normal and necessary decisions.

All these symptoms could be carried into subsequent years unless the trauma is processed, integrated into the life of the congregation, and healed. A useful model for addressing and integrating a trauma is the "debriefing" model drawn from disciplines that do crisis counseling, such as emergency medicine, law enforcement, military science, crisis chaplaincy, and disaster agencies.

A trauma debriefing allows participants to integrate the reality of the event with their own responses to that event. The Model for Information & Trauma Debriefing Meeting set forth in Section J.3. is an effective means to communicate, process, and accept facts, allow feelings to surface, and then, through God's healing grace, head into the future unhindered by the past.

The Diocesan Office should be contacted as promptly as possible to obtain recommendations for professionals experienced with trauma-informed care and counseling.

### 2. Guiding Principles for Healing in the Church

The following guidelines outline steps that can be taken to promote healing in the congregation:

- a. **Contact with the Family.** Before the process for healing begins, the Bishop or his representative should maintain regular contact with the complainant(s) and describe to the complainant(s) the procedures to be used for promoting congregational healing.
- b. **Privacy Concerns.** The privacy of the complainant(s) must be balanced against the need for openness with the local parish. Insofar as possible, the identity of the complainant(s) and any details which may identify him/her should be kept confidential.
- c. **Providing Facts.** The procedures shall consider that parish members usually know when "something is going on," and, in the absence of facts, rumor and speculation will grow.
- d. **Notifying designated lay leader(s).** The designated lay leader(s)ship should be advised promptly of the issues, since that group's participation is vital in planning and implementing the processes for parish healing.
- e. **Trauma Debriefing.** The healing and unity of a congregation are fostered when there is an open meeting, called an "Information & Trauma Debriefing Meeting," at which the Bishop or his representative presents as much factual information as possible.

Since the local parish will likely include people who have experienced abuse or misconduct themselves, appropriate personnel trained in crisis ministry should be present and available on a small group or one-to-one basis immediately after the formal presentation. Also, local mental health resources (including sliding scale fee agencies) should be publicized so that members of the congregation know how to find these services. (Note that many communities have publicly funded survivor services.)

The debriefing should follow this process set forth in J.3. The message should be "The Church is a place for truth. We follow Jesus, who described himself as the Way, the Truth and the Life."

- f. **Parish Spokesperson.** The vestry or equivalent, in consultation with the clergy, is encouraged to appoint a parish spokesperson. The congregation, including parish members and staff members, is urged to refer all media inquiries to the parish spokesperson.
- g. **Interim Priest.** If the circumstances require that an interim priest be engaged, that priest should have special training in trauma debriefing. The interim priest should have regular opportunities to report and consult with the Bishop, his or her designated staff person, and counselors.
- l. **Consulting Legal Authorities.** Neither the clergy nor any other parish worker should attempt to impede persons who wish to consult with legal authorities.
- j. **Continuing Pastoral Care.** The clergy and/or vestry or equivalent should consult with the Bishop about additional resources for the healing and care of the congregation

### 3. Information & Trauma Debriefing Meeting



The following procedures will be used for the information and trauma debriefing meeting, but our Fellowship and the Bishop should consult in advance with their respective legal counsel (and, if counsel recommends, insurance provider(s)) before conducting such a meeting or undertaking any such actions.

### Steps Prior to Meeting

- a. **Select Leaders.** We will select a Congregational Trauma Debriefing team and a leader or co-leaders who have had experience with a debriefing or trauma-related process. It is important that the Rector/Senior Pastor or the Rector/Senior Pastor's representative be a visible participant in the debriefing, but not in the role of leadership.
- b. **Schedule and notify.** We will schedule the debriefing as soon as possible after the complaint becomes public knowledge. We will ensure that all members of the congregation and parish staff are notified of the debriefing by telephone, email, overnight mail, or other fast and reliable method of notification. It is important to get a wide participation, so that all who experience the trauma also share the debriefing experience.
- c. **Choose a Meeting Place.** We will hold the debriefing in an appropriate place, preferably on the parish's property. Although an opening prayer is appropriate, this should not be a liturgical event.
- d. **Address the News Media.** While the debriefing should not be confidential, it is important that no one be placed in jeopardy because of any disclosures made during that meeting. Therefore, it is preferable that the news media is not present for the debriefing but meet after the debriefing with the parish spokesperson and Bishop.

### Agenda for the Meeting

- a. **Open the Meeting.** The Bishop or his representative will welcome the attendees, as should one of the designated lay leader(s). The designated lay leader(s) then will introduce himself/herself, explain the debriefing process, and outline the guidelines for the debriefing. It is important to keep the debriefing to the specified procedures. Leaders should be prepared for a lengthy meeting.
- b. **Present the Facts.** Subject to the advice of counsel, the general facts and approximate chronology of the trauma will be presented verbally, supplemented by written notations such as a summary handout, or by writing notes on newsprint during the factual presentation. The goal is to ensure that all those present have a common record of the traumatic event. Note that this is not a time for feelings to be expressed, and the group may need some direction to withhold those feelings until the next phase of the debriefing.
- c. **Solicit Reactions.** Once an appropriate record has been presented, the designated lay leader(s) should invite parish members to express their reactions to the facts. (Some parish members may need to be directed to express their own feelings and not those of others.) No feelings, however trivial, intense, or unusual, should be

discounted, and no effort should be made to fix, soothe, or smooth them over. The responses simply are to be collected and heard.

- d. **Examine Repercussions.** Once reactions have been expressed fully, the leader should ask those present to turn their attention to the repercussions of the event and consider the congregation's future. This step bridges the trauma with the ongoing life of those involved in the trauma. It may be a time to explore some of the issues the congregation will face soon. As with the presentation of facts, the issues raised may be noted both verbally and in writing.
- e. **Seek Context and Perspective.** Members of the congregation also should be invited to place the event within a context or perspective. There may be expressions of confusion, helplessness, or curiosity about how other groups have resolved an issue of this type. In this phase, people may have an awareness of paradox and pose some hard questions such as the following. Leaders have discretion whether to respond, or to simply allow others to speak.
  - Why do bad things happen?
  - How can it be that such a talented priest/leader could be involved in misconduct?
  - Why do things like this happen in a parish?
  - Where does the responsibility lie?
  - What about the resources of our faith?

### **Actions After the Meeting**

- a. **Plan.** The final step is planning. This will include:
  - Scheduling a follow-up session one or two months into the future.
  - Discussing the ways in which the pastoral and sacramental needs of the congregation will be met.
  - Describing the resources available to people who may need counseling or other specialized attention.
- b. **Provide Trained Counselors.** For the immediate needs of those present, it is important that trained and trauma-informed crisis professionals be available in the parish building so that individuals or groups may process their feelings further. These professionals are present simply to listen and support people in integrating the trauma.
- c. **Debrief the Debriefing.** After the debriefing, members of the Congregational Trauma Debriefing Team should meet to discuss their own experiences with the debriefing meeting, to do the following:
  - Plan the follow-up monitoring of the congregation in the future.
  - Determine whether there are issues that will need further clarification.

- Determine whether there are complicating factors, or factors that require special continuing attention.
- Decide what the designated lay leader(s)ship of the congregation requires to address the issue further; and evaluate the debriefing meeting itself (or agree to do so at a later date).

### **Additional Responses & Follow-Up**

If new information comes to light after the first debriefing, further meetings may be held. Additionally, regular follow-up sessions with the congregation will be held during the first year after disclosure of the incident(s).

Additional appropriate parish responses may include:

- Regular prayer for the complainant(s), the respondent(s), and the congregation should continue.
- Preaching about violation of trust and liturgical acts of corporate penance.
- Securing a safe place for the complainant(s) and the complainant's family in community life.
- If incarceration or other punitive action follows legal proceedings, developing a means for the congregation to deal appropriately with the person who may be imprisoned.
- 

### **Congregational Follow-up: The First Year**

Even with the best of care, a congregation that has experienced sexual misconduct will likely need an ongoing program of support and assistance, especially in the first year. This year will be devoted to a healing process, in which the congregation slowly will integrate the reality of its experience into its future. If such integration does not take place, the congregation may suffer from prolonged loss of energy, despair about the future, loss and/or isolation of some members, distrust of lay and/or ordained leadership or of the Bishop, and difficulty making decisions or taking risks.

Congregational follow-up activities will include:

- **Meeting with the Bishop.** A meeting with the Bishop or the Bishop's representative and the vestry or equivalent to assess the healing process of the congregation.
- **Staff Input.** Obtaining input from parish staff (including an interim priest where present) about their observations regarding the incident and the debriefing process.
- **Study Groups.** Establishing study groups to consider the issue of healing from sexual abuse, perhaps by reading a selected book for discussion.
- **Self-evaluation.** Conducting a congregational self-evaluation, using a questionnaire or survey instrument.
- **Focus Groups.** Creating congregational focus groups to address the issue of where the congregation stands in its process of moving ahead.
- **Committee on Congregational Life.** Forming a Committee on Congregational Life charged with assessing the needs and planning programs for continued healing.
- **Professional Consultant.** Appointing a professional consultant experienced with issues of child abuse to work with the vestry or equivalent and affected congregation on the components of the healing process.

#### **Using the Trauma to Help Others.**

Some parishes, having worked through a history of child abuse, take up a special vocation in a related area. Such steps signify that the congregation has moved into the redemptive activity of letting its own pain be a gift for others. Among possible actions:

- **Helping Other Parishes.** Offering help to other parishes confronted with the same issues.
- **Sponsoring Programs.** Sponsoring seminars or programs on ethics and sexuality.
- **Parish Building Use.** Offering the parish building for use by community groups to address issues of child abuse.
- **Developing programs.** Developing specific programs for young people about protecting themselves from abuse.

#### **4. Pastoral Response to Known Sexual Offenders**

The Church must make every reasonable effort to protect children. Special care must be taken when a parish interacts with a person who is registered as a sexual offender, or self-discloses a history of sexual misconduct towards children, or self-discloses a struggle with sexual attraction toward children.

When such a person is known to be a participant in the parish or its activities, the clergy shall inhibit that person from any contact with children and shall require (except as otherwise directed by the parish's legal counsel) the offender to sign a contract/covenant that details expectations, defines boundaries and off-limits locations (e.g. children's areas, acolyte vesting areas), and establishes appropriate supervision (such as, for example, a bathroom escort) for the offender while on parish premises and/or at parish activities. The parish shall have in place a plan to deal with any violation of the contract/covenant.

If the perpetrator is observed acting in an inappropriate manner with children or their families, the Rector/Senior Pastor or wardens shall inform the family/families of a potential danger to

their child/children (unless otherwise directed by the parish's legal counsel). Where appropriate, the Rector/Senior Pastor or senior warden or other designated lay leader(s) shall consult the offender's probation or parole officer to assure that supervision and reporting requirements have been met.

O merciful Creator, your loving hand is open wide to satisfy the needs of every living creature: Make us always thankful for your loving providence, and give us grace to honor you with all that you have entrusted to us; that we, remembering the account we must one day give, may be faithful stewards of your good gifts; through Jesus Christ our Lord, who with you and the Holy Spirit lives and reigns, one God, for ever and ever. Amen. ©Book of Common Prayer, 2019, Prayer 22

**C. FaithPointe Family Fellowship Release & Permission to use Images**

I hereby grant permission to FaithPointe Family Fellowship (“the Parish”) to use any still and/or moving image (including video footage, photographs, and/or audio footage) depicting my child \_\_\_\_\_ on the Parish’s website, social media platforms, or other online and/or printed publications without further consideration. I acknowledge the Parish has the right to modify the images at its discretion. I also acknowledge that the Parish may choose not to use my child’s images at this time, but may do so at a later date, up to two years from the date the image was taken. I also understand that once an image is posted on the website or other online platform, the image can be downloaded by any computer user, anywhere in the world. The Parish commits to eliminating any identifying information including name and age from the publication. I hereby waive any right I may have to inspect and/or approve the finished product or the copy wherein my child’s likeness appears, or the use of said images.

I hereby release and discharge the Parish, its officers, agents and/or designated leadership, from all claims, demands, and causes of action that I or my child have or may have by reason of this authorization, or the use of my child’s images described above.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Date

## D. FaithPointe Family Fellowship Facilities Use Agreement

**FaithPointe Family Fellowship**, a non-profit, private, and religious institution, makes its facilities available to the public when possible. This document is intended to serve as an agreement between the organization/individual requesting use of the facilities and the parish to ensure the protection of property and the parish itself.

### General Guidelines and Requirements:

1. For purposes of this policy, any reference to facilities includes reference to any property of the parish, including furniture, fixtures, and equipment.
2. Every group or organization is required to abide by all parish guidelines, requirements, and other restrictions regarding usage of the parish facilities.
3. Users of the parish facilities agree to use utmost care in the use of parish facilities and agree to leave the facilities in good, clean condition.
4. All requests for usage of the parish facilities are subject to approval by Rector/Senior Pastor or his designate.
5. The parish reserves the right to schedule other activities and events in other parts of the parish facilities.

### Additional Requirements and Restrictions:

1. Those using FaithPointe Family Fellowship (“the Parish”) facilities agree to release, protect, defend, indemnify, and hold harmless the Parish and its trustees, officers, employees, members, and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses (including, without limitation, reasonable attorney’s fees and other legal costs) directly or indirectly arising out of their use of any of the Parish facilities.
2. In the event of damage to the parish facilities, those using any parish facility shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by the Parish Vestry or other governing board or their designee and shall pay the Parish for such repair and replacement costs upon demand.
3. For children and youth events, the applicable group or organization must provide adequate adult supervision for all usage.
4. The transfer or passing on by any group or organization of permission to use Parish facilities to any other persons or organizations is strictly prohibited.
5. Those using Parish facilities must confine themselves to the areas provided for in their Facilities Usage Agreement and will not exceed the capacity limits of requested facility areas.
6. Users may not take tables and/or chairs, and/or other items, from other rooms and/or areas of the Parish facilities.
7. The use of tobacco products, [alcoholic beverages](#) or drugs is strictly prohibited on parish premises.
8. No group or organization (whether a Parish member is affiliated with such organization) shall use any Parish facilities in any manner or for any purpose that is in conflict with or contradicts the Diocese of the Western Gulf Coast’s mission or principles.

This policy is applicable to use of the Parish facilities by any groups or organizations (including individuals). It is by no means intended to cover every facet of use of Parish facilities. This policy supersedes all prior oral or written statements regarding the specific subject matter hereof. No parish representative has any authority to waive or enter into any agreement or arrangement contrary to the guidelines, requirements, or restrictions and other provisions of this policy or any Facilities Usage Agreement without the express written approval.



**FaithPointe Family Fellowship Facilities Request Form**

Group/Organization \_\_\_\_\_

Event Coordinator \_\_\_\_\_

Phone # Coordinator \_\_\_\_\_

Email for Coordinator \_\_\_\_\_

Facility spaces requested (include all spaces that apply): \_\_\_\_\_

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

Today's Date \_\_\_\_\_

Event Name \_\_\_\_\_

Organizing Group \_\_\_\_\_

Set-up time \_\_\_\_\_

Type of Event \_\_\_\_\_

Event beginning time \_\_\_\_\_

Participants \_\_\_\_\_

Describe this event:

Family \_\_\_\_\_ Adults \_\_\_\_ Youth \_\_\_\_ Children \_\_\_\_\_

Event Date(s) \_\_\_\_\_

Expected attendance \_\_\_\_\_

Ending Time \_\_\_\_\_

Equipment needs - group is responsible for setting-up, clean-up and re-setting the facility according to directions given.

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

\_\_\_\_\_(initial) \_\_\_\_\_(initial) \_\_\_\_\_(initial)

***If the facility is not re-set properly, there will be a fee of \$50 charged. Any movement of the piano will result in \$50 retuning fee. Organizer has read & received the guidelines for facilities use.***

Do keys need to be checked out before? Yes \_\_\_\_\_ No \_\_\_\_\_

Signature of person checking out key \_\_\_\_\_

**FOR OFFICE USE**

Approved? Yes No Approved by \_\_\_\_\_

Notes on requested space (for internal use; Any areas already in need of repair prior to rental? Any additional information helpful to know prior to inspection following event?)

Space inspected following event by: \_\_\_\_\_

Date: \_\_\_\_\_

Notes:

Usage Fee Charged \$\_\_\_\_ Deposit Received \$\_\_\_\_ Balance \$\_\_\_\_