

Safeguarding God's Children©
Sexual Misconduct Prevention Training
In
The Diocese of Alabama

Training for employees and volunteers (Church Workers) involved in ministry with children and youth is provided on line. Church Workers may train at their own pace from any location with an internet connection. Their work through the modules is tested and the diocesan office is able to track their progress and completion of the modules. All Church Workers should complete the training within 6 months of beginning their ministry. Average time to complete the four modules is two hours.

To enable a Church worker to access the system the Church Worker must first register with the Diocesan Office (Carpenter House). Carpenter House will establish a User Name and password for each person needing training. We will send the Church Worker information by email unless another preference is indicated on the registration form. There is no charge for the training. Costs are funded by The Church Pension Fund Group through the Church Insurance Company and through your diocesan covenant.

Church Workers must complete all four training modules for certification. The modules include one on policies within the Diocese of Alabama. In addition to completion of the online training parishes must have on hand in permanent files documentation that the following steps have been completed:

- 1) Successful completion of a background check through Carpenter House**
- 2) A check of references should be completed and documented. References should be asked a minimum of two questions: (1) Did this person follow the rules? (2) Were there ever any complaints regarding this person? Reference checks must be documented and may be done best in correspondence with the former employer or volunteer agency. In the case of volunteers who are parishioners what is known of the person (former volunteer roles, any problems, outside experience, comments from parishioners who know the person well) should be documented and retained in the parish files. Keep in mind that the Diocesan Policy requires that a person be a member of the congregation for a minimum of 6 months before being placed in direct contact with children or youth as a Church Worker.**
- 3) Successful (clear) check of a sexual offender registry (required every 5 years). The check can be performed by the parish. Time, date, results, and person conducting the check should be retained in parish files with other misconduct prevention related documents. A suggested site is www.nsopr.gov.**
- 4) The Church Worker must sign the Covenant for Sexual Responsibility. This document should be retained permanently in the parish files.**
- 5) The Church Worker must sign the Church Worker's Statement of Sexual Conduct. This document should be retained permanently in the parish files.**
- 6) The Church Worker should be provided with a copy of the Diocesan Policies.**

Safeguarding God's Children©
Sexual Misconduct Prevention Training In The Diocese of Alabama
OnLine Training Registration

FAX, SCAN and Email as attachment, or Mail to:
Safeguarding, Episcopal Diocese of Alabama, 521 20th Street North, Birmingham, Alabama 35203
rmorpeth@dioala.org
205.715.2066

Parish _____ **City** _____

Church Worker _____

Home Address _____

Home or Cell Phone _____ **Work Phone** _____

Primary Position _____

Secondary Position _____

Describe the Program(s) in which you will be working _____

If an employee I am considered **Full Time** or **part time**

Birthdate _____

Email _____

Name & Email of Supervisor or Person in Charge of the Program:

Please send my User ID and password to me at the following address:

- Email address provided above**
- Email address as follows:** _____
- Parish Mailing address**
- Church Worker's Home address**

**DIOCESE OF ALABAMA
CHURCH WORKER STATEMENT OF SEXUAL CONDUCT**

(CHECK ALL APPROPRIATE BOXES)

- I swear that I have never been charged in a court of law or other legal proceeding (or had a criminal offense expunged from my record) involving sexual abuse, harassment, or exploitation. (Exceptions should be noted in detail in a separate letter to the Bishop.)

- I swear that I have never been dismissed from employment/service or voluntarily resigned as a result of an allegation(s) of sexual misconduct. (Exceptions should be noted in detail in a separate letter to the Bishop.)

- If employed by the diocese/parish, I understand that misrepresenting the truth on this document constitutes grounds for disciplinary action against me including, but not limited to, termination of employment.

Church Worker	Date
Witness (Rector or Senior Warden)	Date
Parish	City

This document must be signed and retained on file for all LAY workers with children and youth including non-parishioners leading "outside" groups which use parish facilities. This form shall be retained in the parish files and given to the Bishop of Alabama upon his request.

Note: This form is not a substitute for backgrounds checks or the check of references as mandated by the diocesan policies on Child Sexual Abuse Prevention.

**THIS FORM AND ANY ACCOMPANYING MATERIAL MUST BE KEPT CONFIDENTIAL.
FAILURE TO DO SO COULD CREATE A POTENTIAL LIABILITY**

COVENANT FOR SEXUAL RESPONSIBILITY

For the purposes of this Covenant, I, the undersigned, understand that the Diocese of Alabama defines sexual misconduct in the following manner:

Abuse Sexual abuse or sexual molestation of any person, including but not limited to, any sexual involvement, sexual activity, or sexual contact with a person who is a minor or who is legally incompetent.

Harassment Sexually oriented humor or language, questions or comments about sexual behavior or preference, unwelcome or undesired physical contact, inappropriate comments about clothing or physical appearance, or repeated requests for social engagements, in a situation where there is an employment, mentor, or colleague relationship between the persons involved.

Exploitation The development, or the attempted development, of a sexual or romantic relationship between a cleric or other church worker and a person with whom he/she has a pastoral and fiduciary relationship, whether or not there is apparent consent from the individual.

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

I understand that the Diocese of Alabama prohibits sexual misconduct and sexual coercion, or sexual exploitation of children or adults while I minister in any institution related to the Diocese of Alabama, regardless of whether I work as a paid employee or volunteer.

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

I acknowledge that I have received the Diocese of Alabama's policy on Sexual Conduct. I understand it and agree to abide by it.

_____ Signature	_____ Print or Type Full Name	_____ Date
_____ Parish	_____ City	

All church workers who regularly supervise children's and youth activities with the exception of uncompensated Sunday School teachers who work with children/youth only during public church school hours and in places where other adults are routinely present must agree to a background check before beginning work or ministry. To request a check contact the office of the Staff officer for Finance and Administration in the Diocesan Office (Carpenter House).

- This Covenant must be signed and returned to the Bishop of Alabama by any and all clergy, regardless of canonical status, functioning in this Diocese. For lay church workers the document shall be kept on file in the parish office.
- This Covenant must be signed and returned to the Bishop of Alabama prior to the granting of any status by any and all aspirants to Holy Orders in the Diocese of Alabama.

This Covenant must be signed by all other church workers, including but not limited to, and without regard to compensated or volunteer service: vestry members, maintenance personnel, youth workers, "day school" teachers and aides, leaders of "outside" youth group using church facilities, and all other persons who work singularly or in an unsupervised capacity with children/youth. Such documents must be kept on file and submitted to the Bishop of Alabama on demand.

**DISCLOSURE OF INTENT TO OBTAIN A
CONSUMER REPORT (BACKGROUND CHECK)**

As part of the interview/employment process we will request a background check. A professional company under contract prepares the report. This report looks specifically for any convictions for criminal misconduct. You have the right to request additional disclosures of the nature and scope of the investigation. We are providing along with this disclosure a copy of the Summary of Consumer Rights as required by Section 609 of the Federal Consumer Rights Act. The information obtained in the consumer report is used only in the determination of eligibility for employment. The information is not shared with any other organization or agency.

**PERMISSION TO REQUEST A
CONSUMER REPORT (BACKGROUND CHECK)**

I understand that a background check may be performed on me as a part of the interview/employment process. A professional company prepares the report and is limited to the purposes and procedures described in the disclosure. I hereby give my unreserved consent to this background check and agree to supply a complete list of my addresses for the five years prior to the date of my application. I understand that employment or participation in children and youth ministries is dependent upon the completion of this report and that any offer of employment may be withdrawn should the report indicate a criminal conviction. I acknowledge receipt of a copy of the Summary of Consumer Rights.

SignaturePrint or type full nameDate

(INSTRUCTIONS: APPLICANT SHOULD SIGN TWO COPIES OF THIS FORM RETAINING ONE COPY. THE OTHER COPY SHOULD BE FORWARDED TO THE DIOCESAN OFFICE. THE APPLICANT SHOULD RECEIVE A COPY OF THE SUMMARY OF RIGHTS UNDER THE FAIR CREDIT REPORTING ACT BEFORE LEAVING THE INTERVIEW.)

Applicant's Date of Birth _____

Applicant's Address: _____

City/State/Zip _____

Prior Address: _____

City/State/Zip _____

Prior Address: _____

City/State/Zip _____

Social Security Number _____ - _____ - _____

Name of ParishCity

A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

The Federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every “consumer reporting agency” (CRA). Most CRAs are credit bureaus that gather and sell information about you such as if you pay your bills on time or have filed bankruptcy to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681 – 1681u, at the Federal Trade Commission’s web site (<http://www.ftc.gov>). The FCRA also gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney to learn those rights.

- You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you such as denying an application for credit, insurance, or employment must tell you, and give you the name, address and phone number of the CRA that provided the consumer report.
- You can find out what is in your file.** At your request, a CRA must give you all the information in your file, and a list of everyone who has requested it recently. However, you are not entitled to any information concerning “risk scores”, “credit scores”, or other economic predictors in your file. There is no charge for the report if a third party used the information in your file to take unfavorable action toward you and you request the report within sixty days of receiving notice that the information in your file was used by a third party unfavorably. You are also entitled to one free report every twelve months upon request if you certify that: 1) you are unemployed and plan to see employment within sixty days, 2) you are on welfare, or 3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you a fee of up to eight dollars.
- You can dispute the inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must reinvestigate the items (usually within thirty days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source must also advise national CRA’s – to which it has provided date – if any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA’s investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your dispute statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within thirty days after you dispute it. **However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified.** If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address, and phone number of the information source.
- You can dispute inaccurate items with the source of the information.** If you tell the third party who furnished information to a CRA such as a creditor who reports to a CRA that you dispute an item, it may not then report the information to the CRA without including a notice of your dispute. In addition, once you have notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.

- Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA usually to consider an application with a creditor, insurer, employer, landlord or other business.
- Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give a report about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- You may seek damages from violators.** If a CRA, users or (in some cases) a provider of CRA data, violates the FCRA, you may sue in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

FOR QUESTIONS OR CONCERNS REGARDING	PLEASE CONTACT
CRAs, creditors and others not listed below	Federal Trade Commission Consumer Response Center – FCRA Washington, DC 20580 * 202-326-3761
National banks, federal branches/agencies of foreign banks (word “National” or initials “N.A.” appear in or after bank’s name)	Office of the Comptroller of the Currency Compliance Management – Mail Stop 6-6 Washington, DC 20219 * 800-613-6743
Federal Reserve System member banks (except national banks and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 * 202-452-3693
Savings associations and federally chartered savings banks (word “Federal” or initials “F.S.B” appear in federal institution’s name)	Office of Thrift Supervision Consumer Programs Washington, DC 20552 * 800-842-6929
Federal credit union (words “Federal Credit Union” appear in institution’s name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 * 703-518-6360
Banks that are state-chartered, or are not Federal Reserve System members	Federal Deposit Insurance Corporation Div. of Compliance & Consumer Affairs Washington, DC 20429 * 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 * 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250 * 202-720-7051