

**Policies
of the
Diocese of Iowa**

The Use of
Alcohol At Church Functions
Guidelines produced by the Diocese of Iowa's
Chemical Dependency Committee
1995

The Episcopal Church acknowledges and affirms the biblical position that alcohol is a gift from God to gladden hearts and to use as a suitable element in Christian fellowship and worship. The church also recognizes the damage and destruction caused by the misuse of alcohol and other drugs. If an adult member elects to use alcohol, responsible usage is expected.

Improperly used, alcohol can be dangerous. It is, therefore, imperative that the members of the Church use prudence regarding the use and serving of alcoholic beverages. Although the social use of alcohol is permitted for those adults who can use it safely and choose to use it responsibly, the Church has a further responsibility to those people who, for any reason, choose to abstain from the use of alcoholic beverages. Adult members also have an urgent obligation to model responsible decision-making to youth and children.

Therefore, the following guidelines are given for the service and use of alcoholic beverages at Church functions or on Church property within the Diocese of Iowa:

- All applicable federal, state and local laws are to be obeyed, including those governing the service of alcoholic beverages to minors.
- Whenever alcohol is served, non-alcoholic alternatives must be offered, with equal attractiveness and accessibility.
- Alcoholic beverages and food containing alcohol should be clearly labeled as such.
- The service of alcoholic beverages at church events should not be publicized as an attraction of the event.
- The group or organization sponsoring the activity or event at which alcoholic beverages are served must have permission from the parish for this plan. Such groups or organizations must also assume responsibility for those persons who might become intoxicated and must provide alternative transportation for anyone whose capacity to drive may thus be impaired.
- Recognizing the effect of alcohol as a potentially mood-altering, addictive drug, it is advisable to consider the nature of the function at which the service of alcoholic beverages is being considered.
- Chemical usage other than alcohol is clearly controlled under federal, state and local laws which also govern the church's activities.

Policy on Granting
Appeals of Assessment for Ministry and Mission
As Revised by Diocesan Convention
November 1985

This policy has the following two guidelines:

1. Is the anticipated income of the parish or mission, for the year in which the assessment is to be paid, substantially disproportionate to the income for the base year?
2. Is the request received from a parish or mission for a modification only one of a number of requests received from parishes and missions within the same base income category, thereby suggesting that the rate table is inequitable when applied to that base income category?

Appeals of Assessment for Ministry and Mission

Subsequent to the Diocesan Convention which has approved an assessment schedule for a current year, the Ways and Means Committee may grant an adjustment to the assessment of a parish or mission when such an adjustment could be considered under the guidelines of the current policy regarding appeal of assessment and such action shall be reported to the next Diocesan Convention.

Campus Ministry Policy
November 7, 1975

Preamble

The Mission of Campus Ministry in the Diocese of Iowa is to manifest the presence and implement the ministry of Jesus Christ to all people who are connected with the educational institution. This ministry is a vital part of Diocesan responsibility and should be funded at the Diocesan level as required to achieve its mission.

Purpose

The purpose of Campus Ministry is to provide the best possible ministry to all students, faculty, and staff members and their families. In particular, Campus Ministry will assist all who are administrative, faculty, or staff persons to develop their ministry as effective lay persons in providing witness to the Campus Community by virtue of their continuing presence.

Nature

Campus Ministry is a specialized vocation requiring a high degree of maturity. Because of the intellectual dimension present in the academic setting, the person should have appropriate academic qualifications; special courses and internships are very desirable in preparation for this special ministry.

Campus Ministry includes an openness to experimental forms of ministry within the doctrine and discipline of the Church, as the interest and needs are evidenced in particular campus situations. An ecumenical emphasis adds strength to the ministry within the academic setting.

Functions

The functions of Campus Ministry include the following areas in which specific goals are to be set on each campus, and are subject to a plurality of applications required by the needs of each particular location.

Liturgical

Provide opportunities for prayer, worship, and sacraments appropriate for all members of the academic community in a Christian environment.

Pastoral

- A. Counseling in crisis situations
- B. Vocational counseling
- C. Counseling with parents
- D. Pre-marital and marital counseling
- E. Supportive counseling
- F. Providing material support as needs arise

Instructional

- A. Initiate programs to enable students and staff to perceive events in their daily lives in terms of Christian concepts.

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- B. Develop and implement, in collaboration with other campus ministers, common programs to achieve a Christian influence in the educational institutions.
- C. To assist members of the Church to develop and articulate Christian concepts to the college community.

Visibility

- A. Prophetic: To set forth the Gospel as publicly as possible in terms of its implications for life in the college community and in society at-large by involvement in issues of contemporary importance.
- B. Evangelistic: To proclaim the Good News by reaching out to the academic community in appropriate ways.
- C. Apologetic: To explain the reasonableness of the Gospel in a contemporary frame of reference for Christians, interested non-Christians, and detractors of the Gospel.

Implementation

There are three general forms or approaches to campus ministry that have been or are being used in the diocese.

I. Definitions

- A. A full-time campus ministry that is coordinated to some degree with the ministries conducted by other local parish or mission congregations.
- B. A part-time campus ministry that functions as an extension of the ministry of a local parish or mission congregation.
- C. A campus ministry that is conducted on an ecumenical basis and coordinated to some degree with the ministries of local parish and mission congregations.

In the first approach (A) the Diocese provides the financial support for a full-time campus minister while in the second approach (B) the financial support of the Diocese varies. In principle these approaches are based on the recognition that campus work is a specialized ministry that necessarily cuts across parish lines and is a responsibility of the larger Church. Ecumenical ministries will necessarily depend on local opportunities and will be entered into in such a way as to protect the theological and liturgical integrity of our tradition. It is to be noted that these approaches require no specific detailed model of campus ministry and while there is to be coordination with other local ministries, the actual methods of such coordination will have to be worked out in terms of the local situation.

II. Expectations

The Diocese expects Campus Ministry, however it is institutionalized, to be faithful, effective, creative, and intentional. Accordingly, the Diocesan Evangelism Commission will develop with each ministry a system for planning, reporting and evaluation which it will then propose to the Board of Directors of the Episcopal Corporation of the Diocese of Iowa for approval. In developing each system the following guidelines will be utilized:

- A. Planning. Each ministry shall have some identifiable procedure for planning which significantly involves lay persons who are part of the academic community. Planning should be simple, it should encourage creativity, it should be as comprehensive as possible, i.e. it should touch all the "functions" outlined in the first section of this document.
- B. Reporting. Each ministry shall have a procedure for reporting and explaining the rationale for its ministry to the Evangelism Commission. The procedure should be simple. It should be one which does not attempt to quantify excessively. It should be one in which hunches, intuition, and affect, have a role along with raw "data."
- C. Evaluation. Each ministry shall have a procedure for an annual evaluation of its on-going program. In addition each ministry might have a procedure for periodic comprehensive review, perhaps every 5 years, in which outside resources might be

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utilized. In all cases the purpose of evaluation is to be seen as that of providing resources to improve ministry.

- D. Budget-Making. Each ministry shall submit an annual program budget at a time specified by the Commission. The budget should be produced with appropriate consultation by local church agencies. The Commission shall submit each budget proposal with supporting data to the Board of Directors of the Episcopal Corporation of the Diocese of Iowa with its recommendations. A procedure for expending and accounting for funds should also be developed for each situation.
- E. Pastoral Procedures. The procedures for planning, reporting, evaluating—and budget-making, in all cases shall have a pastoral nature.
- F. The Bishop The Bishop shall have a significant role in all these matters, to be determined specifically for each ministry, to assure the accountability of campus ministers for their efforts in campus ministry to him.
- G. Coordination. Campus Ministry shall be coordinated with local church agencies.

III. Appointment of Chaplains

The Bishop shall appoint Chaplains after consultation with appropriate church agencies under the terms of the canons. The Bishop may designate parish priests as Chaplains in a particular place, also after appropriate consultation.

IV. Campus Ministries Which Have No Diocesan Financial Support

The preceding guidelines apply to those situations in which the Diocese provides financial support. In places where there is no financial support, the Diocese encourages local congregations and their clergy to work seriously at developing program and ministry to the campus in the areas outlined above. The Diocese asks its full-time Chaplains to be available as consultants to those congregations. It proposes that provision be made in future campus ministry budgets to allow participation by laypersons and clergy in those situations, in seminars and workshops, which might help them improve their ministries.

Christian Education Policy

1983

I. The purpose of Christian Education for the Diocese of Iowa in its component parts is to nurture and equip the saints for the work of ministry and the upbuilding of the Body of Christ.

II. The Christian Education Commission is available to help in the planning and evaluation of all aspects of Diocesan life, structure, and program, in terms of the purposes and principles contained in this policy.

The Christian Education Commission is also available as a planning resource for parishes and missions.

III. Principles and Guidelines

- A. Christian Education should be theologically grounded.
 - Clearly articulated theology as the basis of systems and programs
 - Commitments to growth "in the quality of life and witness to Jesus Christ"
 - Commitment to vision of education as enablement for mission and ministry
- B. Christian Education should be holistic.
 - Involves lifelong and inter-generational learning
 - Grows out of total life
 - Integrates facets of church life (i.e. worship, evangelism, social action) as both content and vehicles of learning

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Christian Education

- C. Christian Education should be parish-oriented.
 - Local Christian community is seen as the focus of Christian education
 - Parish/mission is challenged and supported in developing its own educational ministry
- D. Should use and nurture gifts for ministry.
 - Bishops, priests, deacons, and laity take their appropriate responsibilities and support each other
 - Variety of gifts are identified and affirmed
- E. Should develop an inter-dependent style.
 - Open communication in all directions
 - Sharing of programs, resources, and people, for good stewardship and for mutual enrichment and support
- F. Should design adaptable systems.
 - Able to deal with varied and changing needs, resources and persons
 - Designed to permit and, where needed, encourage change
- G. Christian Education recognizes the role of the home as a primary source of Christian Education.

Clergy Compensation Policy

1996

Definitions

Clergy compensation includes the following: cash stipend and housing allowance. Compensation may also include payment of, or an allowance for, utilities in addition to the housing allowance.

Benefits include payment of Church Pension Fund premiums, health insurance for clergy and family members, group life insurance (effective 1/1/95 \$50,000 coverage provided at no cost by Church Pension Fund), vacation and sick leave, continuing education leave, and professional development leave, or sabbatical.

Associated parish expenses are those other costs essential to support the ministry of a priest but are not considered part of compensation or benefits. Such costs include travel allowance, continuing education allowance, discretionary fund, office staffing and supplies, professional books and journals, and vestments.

Assessable compensation for calculating Church Pension Fund (CPF) premium includes stipend, housing allowance (or 30% stipend for rectory), and utilities allowance. Of that amount 18% is payable quarterly to CPF.

Ministry review is a process in which parish clergy and vestries mutually assess their progress in accomplishing the stated mission and goals of the parish. Such mutual review of ministry is independent of an annual review of compensation. Diocesan consultants are available to facilitate a review of ministry, and can provide guidelines.

Letter of Agreement is a written document developed in the calling process. Although a proposed Letter is initiated by the vestry, both the candidate and vestry must approach its development with full understanding and mutual assumption of responsibility. It describes the major responsibilities of the two covenanting parties: Rector with the vestry, interim pastor with the vestry, assistant/associate rector with the rector, or diocesan staff clergy with the Bishop. A Letter of Agreement will include the specific terms of compensation, benefits and associated parish expenses. Those terms must be approved by the Bishop before a call may be extended.

Policy Guidelines

1. Minimum compensation. Minimum compensation is the amount of compensation offered to newly ordained presbyters with no experience as parish clergy. Not later than

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Clergy Compensation

April 30 each year, a committee appointed by the Bishop shall review the minimum compensation for a full-time presbyter in this diocese, and they shall recommend any increases for the following year to the Board of Directors. The committee will consider both increases in the cost of living and comparative data from other dioceses in developing their recommendations.

2. A minimum compensation schedule is established each year by the Diocese.
3. Housing considerations. Where a rectory is provided, vestries need to consider the rector's plans for retirement housing and the loss of equity. Establishing an Annual Trust Account in the parish in one way to offset the loss of equity.
4. Less than full-time compensation. Vestries presently compensating clergy at less than full-time amounts, or planning to extend a call at less than full-time compensation, shall provide to the Ecclesiastical Authority written documentation of the parish financial status, to include a plan outlining how and when they expect to meet the minimum amount of their justification for lower levels of compensation. In all cases, exceptions to the minimum compensation level require written approval of the Ecclesiastical Authority of the Diocese.
5. Notice of compensation. The annual compensation of all clergy in the Diocese of Iowa receiving a stipend from a parish, diocesan institution, or the diocese, shall be published in the Diocesan Journal.
6. Standards of compensation. Vestries bear the responsibility for establishing fair and equitable levels of compensation above the minimum for their parish clergy. Compensation reflects the value of ordained leadership not only in the immediate parish but in the larger community. Clergy receive compensation for service on behalf of the whole Church and represent the faith and values of the local congregation, the diocese, and the wider Episcopal Church. Adequate compensation considers education, experience, and scope of responsibility; and it also recognizes that a presbyter, while a servant of the local parish family, is an accepted and fully integrated member of the larger community.

Policy On

Clergy Wellness Committee

Diocesan Convention 2005

BE IT RESOLVED that, the Diocese of Iowa establish a Commission on Clergy Wellness, for which the membership shall be appointed by the Bishop; and

BE IT FURTHER RESOLVED that the Diocese of Iowa dissolve the Diocesan Convention Clergy Compensation Committee.

Note of Explanation

The Commission on Clergy Wellness was created to expand concerns formerly part of the tasks of the Clergy Compensation Commission. Along with clergy compensation and insurance matters, the new Commission covers aspects of clergy transitions (retirement and deployment), pastoral care for active and retired clergy, clergy/spouse/family issues such as health and education, and clergy conference and retreat day planning.

Policy On

Congregation Insurance Coverage

2008

Revised 2009

Canon 7: Sec. 1(g) of The Episcopal Church states: "All buildings and their contents shall be kept adequately insured."

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Congregation Insurance Coverage

As all property is held in trust for the Diocese, and using the Church Insurance coverage limits as a model, the minimum insurance requirements as determined by the Board of Directors of the Diocese of Iowa are as follows:

COMMERCIAL PACKAGE POLICY, to include the following minimum limits:

- Buildings & Contents Insured to Replacement Value, "All Risk" Coverage
- Commercial Crime Minimum \$25,000
- Comprehensive General Liability Occurrence \$1,000,000
Aggregate \$5,000,000
- Employee Benefits Liability (EBL) Occurrence \$1,000,000
- Medical Payments Each person \$15,000
Occurrence \$60,000
- Sexual Misconduct Liability Occurrence \$1,000,000
Aggregate \$2,000,000

DIRECTORS & OFFICERS (D&O) POLICY, including the following liability limits:

- General Liability \$1,000,000
- Employment Practices Liability (EPL) \$1,000,000

WORKERS' COMPENSATION POLICY:

- Bodily Injury by Accident Each accident \$500,000
- Bodily Injury by Disease Policy limit \$500,000
Each person \$500,000

UMBRELLA POLICY, as excess over Commercial General Liability, Pastoral Counseling, Sexual Misconduct, Directors & Officers, Owned and Non-Owned Auto:

- Mission churches will carry additional umbrella coverage through Church Insurance Agency Corporation:

Occurrence	\$1,000,000
Aggregate	\$1,000,000
- It is strongly recommended that Parish Churches carry additional umbrella coverage:

Occurrence	\$1,000,000
Aggregate	\$1,000,000

Coverage under all of the above policies with limits as set forth is deemed minimum insurance.

Congregations in Iowa that do not own or hold property must meet all insurance minimum requirements for liability coverage as provided above.

A certificate of insurance must be provided to the Diocese of Iowa upon request.

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Policies On The Diocesan Convention

November 1970

The Annual Convention will be held in the City of Des Moines under the sponsorship of the diocesan staff with whatever assistance they may receive from local parishes.

November 1974

The reference to a particular month being required for holding the Annual Convention was removed.

November 1975

The month of November was selected to hold the Annual Convention enabling the budget process to take place at a time after which parish income for the year would more apt to be known.

November 1984

In order to contract hotel facilities we recognized the need to contract space beyond the year-to-year basis which caused the interpretation of "Next Convention" to mean "2 years hence."

November 1995

A resolution was passed that stated that future conventions be held in the month of October.

November 1996

Resolved, That the Convention decision of 1995 to hold Diocesan Conventions in October be rescinded and that the Board of Directors of the Episcopal Corporation be empowered to decide from now on when and where the Diocesan Convention will be held.

Diocesan Funding Policy*

Adopted by the Ways and Means Committee in 2001

Assessments are computed in two steps, as follows:

1. Determination of Asking Base Income

Following Canon 11 Section 2, "Askings shall be based upon the average of annual income received by each congregation in each of the most recent three years for which data is available. The amount of income to be asked shall be: the total Operating Revenue as defined for the Annual Parochial Report. From this amount there will be allowed as a deduction one-half of the amount included in the total Operating Revenue which was given as a pledge to the Diocese in the most recently completed year."

2. Determination of Asking Amount

For each congregation, the base income is used to compute an Asking, using the following table:

<u>Base Amount</u>	<u>Asking Amount</u>	<u>Incremental Amount</u>	<u>Maximum Effective Rate</u>
0-50,000	16.00%	16.00%	16.00%
50,000-100,000	8,000 + 18% of the amount over 50,000	18.00%	17.00%
100,000-150,000	17,000 + 20% of the amount over 100,000	20.00%	18.00%
150,000 and above	27,000 + 22% of the amount over 150,000	22.00%	22.00%

Example: Suppose a congregation's base income was \$67,000. Then the asking for that congregation would be computed as follows: \$67,000 falls into the \$50,000-\$100,000 base amount range in the first column of the table, so the asking amount is \$8,000 plus

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Diocesan Funding

18% of the amount over \$50,000 (\$17,000), which is \$3,060. The asking is \$8,000 plus \$3,060, or \$11,060.

**This policy is facing revision to comply with 2006 Convention Resolution 154-L:*

FORMULA FOR FUNDING FOR CONGREGATIONAL ASKINGS

BE IT RESOLVED, that the annual Stewardship Share of each congregation in the Diocese of Iowa will be determined thus:

From the Total Operating Income of the previous fiscal year according to the annual parochial report, the Diocesan Minimum Clergy Compensation will be allowed as a deduction for congregations supporting a full time cleric. This deduction will be pro-rated for congregations that support a cleric less than full time.

The Stewardship Share shall then be 20% of the total Operating Income of the previous year, after the clergy deduction is taken.

No congregation will have an increase in their Stewardship Share of more than 10% from one fiscal year to the next.

Evangelism Policy

Everything that follows is premised on this definition:

Evangelism is the presentation of Jesus Christ, in the power of the Holy Spirit, in such ways that persons may be led to believe in Him as Saviour and follow Him as Lord within the fellowship of His Church.
Louisville, 1973.

Commission on Evangelism

In the response to the command of our Lord Jesus Christ, the Commission on Evangelism shall enable a continuous process of evangelism, renewal, and growth, in and through the Diocese of Iowa and its congregations.

To move toward full realization and implementation, the Commission shall work:

1. To facilitate discussion of the meaning of evangelism and its role within the Anglican tradition
2. To facilitate parish workshops, growth partner workshops, level-two evangelism workshops, etc.
3. To support and develop existing efforts or processes or program in evangelism renewal and growth
4. To teach nurturing skills
5. To inter-relate with other commissions within the Diocese
6. To create a communication network. To share learnings and experiences of congregations and individuals
7. To facilitate training experiences; for example, how to work at incorporation of members into a congregation, how to be evangelists in the best sense of that word
8. To facilitate a variety of events for spiritual renewal and evangelism
9. To provide varied opportunities for a witness to the power of Jesus Christ
10. To raise awareness, the need for and opportunities for evangelism
11. To challenge and exhort the members of the congregations and Diocesan institutions in their role as witnesses and evangelists

Relating to Structure of such a Commission

It is clearly acknowledged that all authority we exercise is under Jesus Christ as Lord and the Bishop of the Diocese as His servant.

1. Twelve members with rotating terms of two years each, with possible one year consulting members as may be beneficial to the work of the Commission

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Evangelism

2. To incorporate persons who may perhaps have been workshop leaders or who are growth partners, or recent converts to Christianity
3. Representatives from large and small congregations
4. Clergy and lay people from congregations where evangelism, renewal and growth are taking place
5. From various regions of the Diocese
6. Persons who are sensitive and open to various approaches to evangelism and renewal

Commission On One World, One Church

International Development Grant Policy

November 2001

Revised 2009

The Diocese of Iowa's International Development Grants [also known as MDG grants] were established at the 148th Diocesan Convention in November 2000. This process was developed the following year and presented at the 149th Convention (Res. XXI). In keeping with Resolution A001 of the 73rd General Convention and the 1998 Lambeth Conference, the following ethical guidelines are to be used in selecting projects to receive these funds.

Ethical Guidelines for International Economic Development:

1. Partnership. The economic relationship promotes mutuality of benefits.
2. Respect. Local peoples and realities are valued.
3. Empowerment. The economic relationship values mutuality of process.
4. Oneness with creation. The economic relationship displays sensitivity to, and responsibility for, the environment.
5. Distributive Justice. The economic impact of the relationship contributes to the well being of a significant number of people and does not promote inequities within the country.
6. People-centered development. If development assistance is offered, the beneficiaries set priorities and conditions. Maximum use is made of local resources. Applied technologies are appropriate for the setting.

Process for budgeting funds:

The One World One Church Commission will include in its annual budget proposal a line item for International Development estimating the 0.7% figure.

Process for granting funds:

The One World One Church Commission shall oversee the allocation of these funds with regular reports to the Board and an annual summary included in the report to the Diocesan Convention. Proposals for use of these funds may come from:

1. a diocesan board or commission, or
2. a local Vestry/Bishops Committee.

Criteria:

1. Proposals must be received by June 1.
2. Local proposals should include some local additional funding.
3. Priority will be given to projects with a tie with the proposer.
4. Proposals must demonstrate consistency with the ethical guidelines above.

Proposals should be addressed to the One World One Church Commission. If possible they should be submitted electronically to facilitate review. Otherwise, a copy should be sent to Convener, One World One Church, Diocese of Iowa, 225 37' Street, Des Moines, IA 50312.

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International Development Grants

Each proposal should outline the nature of the project including the partnering individual and/or organization in the developing country; some history of the involvement of that partner in development activities; comments addressing each of the six guidelines.

Proposals will be reviewed by the Commission at its June/July meeting.

Policy On Iowa Connections Revised January 8, 2010

Iowa Connections is the newspaper published by the Episcopal Diocese of Iowa, printed and distributed with *Episcopal News Monthly*, the national newspaper prepared by the Office of Communication at the Episcopal Church Center. *Iowa Connections* and *Episcopal News Monthly* complement each other by providing a unique perspective on the church across the Diocese of Iowa and throughout The Episcopal Church.

Iowa Connections with *Episcopal News Monthly* is to be used as a teaching and ministry resource by clergy and laity.

Iowa Connections is to be distributed to every family in each congregation in the Diocese and the subscription costs are to be included in the local church budget.

Additional costs are underwritten by the budget of the Diocese of Iowa and by *Episcopal News Monthly*.

A Mission District: Diocesan Policy 150th Annual Convention November, 2002

I. Definition

A mission district is a network of congregations, defined by geography, affinity, or other organizing principle, who covenant together, and as a group covenant with the diocese to carry out Christ's work in the world.

II. Purpose

The purpose of a mission district is to support ministries of existing congregations; to facilitate sharing of resources, spiritual and otherwise; to explore new ways of carrying out ministry; and to spread the Gospel.

III. Developing a Mission District

- A. The plan for the Mission District must contain, but is not limited to
 1. A theology of mission, with special reference to the proposed District
 2. A statement of mission and vision
 3. A covenant stating expectations and responsibilities among the congregations in the proposed District and between those congregations and the Diocese (see Appendix A for definition of covenant)
 4. Definition and responsibilities of a missioner for the District, if applicable
 5. Lines and areas of mutual accountability
- B. Developing the plan
 1. Representatives of the proposed District may apply to the Board of Directors of the Episcopal Corporation for funds and technical support in developing a plan for a Mission District. The Board of Directors may designate funds to be used for this purpose.
 2. A Project Developer may be hired by the Diocese to organize the planning process.

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A Mission District

3. A Council with representatives from the congregations and from the Diocese is formed to prepare the plan.
 - a. This may or may not develop into a formal Council designated to implement and oversee the plan.
 - b. All congregations and clergy within the proposed District are considered active partners in all parts of the planning process.
4. Covenanting
 - a. A proposed covenant will be developed on the basis of the gifts and needs of the participating congregations
 - b. Any proposed covenant must be distributed to participating congregations and the Board of Directors, or a group designated by the Board, for review and confirmation.
- C. Celebrate the formation of a Mission District

Appendix A – Covenant

I. Definition of "covenant" for the purpose of developing a Mission District:

A covenant is a commitment to engage in mutual mission and ministry expressed in a written agreement. It sets forth the responsibilities and gifts to be shared among congregations of the proposed Mission District and between these congregations and the Diocese.

II. A covenant may include:

- A. Program and/or mission descriptions
- B. Facilities usage/functions
- C. Staff resources
- D. Renewal date
- E. Areas of mutual accountability and methods
- F. Financial responsibilities of partners

Policy For Professional Development Leaves November 6, 1993

I. PURPOSE:

Professional Development Leaves are for the purpose of encouraging professional growth and an increased competence of the clergy and lay professionals, which will contribute to the life and work of the Church in the Diocese of Iowa. Leaves may be granted for the regular study at any academic level in a college, university or seminary, for research in a specific area of the Church's Life, or for other creative work which will benefit the Church in the Diocese of Iowa.

II. EXPECTATION AND ELIGIBILITY:

It is the expectation of the Diocese that every full-time cleric (priest or deacon) and lay professional design at least one short-term leave no less than once every three years and one long-term leave between the fifth and tenth years of having served in the Diocese of Iowa.

Any canonically resident cleric or resident lay professional in the Diocese of Iowa who is actively exercising his/her ministry, whether in a parish, mission, diocesan institution or otherwise in the employ of the diocese, shall be eligible, except that before a leave may be granted the applicant must have completed a minimum of five years in his/her present position or cure.

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Professional Development Leaves

While the expectations and conditions are applicable to all clerics and lay professionals in the Diocese, the specifics of this policy refer to those people who are requesting funding. The policy is not meant as a limitation to be placed on any parish who would choose to independently support their clerics or lay professionals in more generous compensation and benefits.

III. CONDITIONS:

The applicant for leave must agree to return to his/her present position or cure for a period of at least one year following the completion of the leave. After completion of one long-term leave, the cleric shall not be eligible for another long-term leave until a period of at least five years shall have elapsed. At the end of all leaves, the cleric shall complete a form and send to the Bishop who will share with the Professional Development Leave Committee. This form, "Professional Development Leave Report," obtainable from the Bishop's office, will request a summary of activities and an analysis and evaluation of the leave as originally proposed.

It is expected that no more than four such leaves will be granted during any one year, dependent upon available funds. It is further expected that most leaves will extend for a period of one academic term, commencing either in September or January. However, for research or other creative work which does not necessarily conform to an academic calendar, other scheduling arrangements (ranging from one month to a maximum of six months) may be submitted to the Committee for consideration.

IV. COMPENSATION AND BENEFITS:

Compensation during the leave period shall be one-twelfth of a cleric's or lay professional's current annual salary, payable monthly, for each month of leave granted, and shall be paid by the parish, mission, institution, or other agency which the cleric or lay professional serves. "Current annual salary" here shall mean cash salary plus all usual added benefits such as Pension Fund premiums and automobile allowances, and any special benefits such as housing allowances or health insurance premiums, which were paid regularly by the employer before the cleric became a candidate for a professional development leave.

Ordinarily, a cleric on leave will be expected to have no other sources of income which would interfere in any way with the successful completion of his/her proposed leave program.

V. SUPPLY OR REPLACEMENT:

In the case of a leave granted to a priest in the parochial ministry, it shall be the duty and responsibility of the diocesan bishop or the bishop's designee to consult with the successful applicant and his/her Vestry, or Bishop's Committee to determine and arrange for adequate supply during the leave, for this purpose utilizing especially retired and non-parochial clergy as well as the trained layreaders of the diocese. "Adequate supply" shall here mean the kind of supply the parish or mission might arrange for itself during regular vacation periods or during interim periods when the cure is vacant, and shall normally include any provision for regular Sunday services and for emergency situations, e.g., funerals.

In the case of clerics in non-parochial ministries and lay professionals employed in parochial and non-parochial ministries, adequate supply will be arranged through the Bishop/Bishop's designee and the leadership of the congregation or agency with whom the applicant shared in ministry.

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Professional Development Leaves

VI. ADMINISTRATION:

The Professional Development Leaves will be administered by a Committee to be appointed annually by the Bishop of Iowa in consultation with the Board of Directors of the Episcopal Corporation of the Diocese of Iowa, said Committee to be composed of five members, three of whom shall be lay persons and two of whom shall be clergy. One member of the Board of Directors of the Episcopal Corporation of the Diocese of Iowa shall be included among the five members of the Committee. The Bishop will appoint the Chair of this committee. Except in the first year, at least two members of the Committee must be persons who have served the previous year, and no member shall serve more than three consecutive years. For the term of their service on the Committee the lay professionals and clergy persons employed in the diocese shall be ineligible for leaves.

A cleric or lay professional desiring consideration for a leave will submit an application form describing his/her proposed program of study, research, or other creative work to the Committee. In the case of parochial clergy or lay professional, the application shall bear the endorsement of the Warden and Clerk, signifying that the matter has been presented and discussed at a meeting of the Vestry or Bishop's Committee.

In the case of full-time non-parochial clergy or lay professional, the application shall bear the signatures of the corresponding officials of their institution or agency (e.g., applications from the cleric engaged in Campus Ministry would bear endorsement of Campus Ministry Committee; for Diocesan Consultants, that of the Board of Directors of the Episcopal Corporation, etc.).

VII. CRITERIA AND PROCEDURES:

- A. The criteria the committee will use in evaluating the request include these:
 1. The personal growth occurring will enhance one's ministry;
 2. The request for leave is consistent with the needs and directions of the diocese and/or general church;
 3. Grants are available regardless of applicant's personal financial situation;
 4. Length of time since last leave request was granted.Also, preference may, but not necessarily, be given to cleric and lay professionals who are in full-time employment.
- B. The following procedures will be followed by the applicant and the Committee:
 1. Applicants will complete application forms and send them to the Bishop's office, where copies will be distributed to the Professional Development Leave Committee. Applications for long-term leave should be received at least six months before desired leave.
 2. Any member of the Committee may ask the chair to secure additional information relative to any applications, which information shall be distributed to all members of the Committee.
 3. Committee members, acting independently, will place each application in one of three categories:
 - a) those which seem to deserve support as soon as possible;
 - b) those which are worthy of support, but not quite as deserving of immediate attention;
 - c) those which seem not to merit support at this time.
 4. The Committee will then meet to classify application, giving first priority to those applications placed in Category "a" by all five Committee members, giving second priority to those placed in Category "a" by four members and in Category "b" by five members, etc. The Committee shall then list its choices according to these priorities, with further investigation and discussion, if necessary.
 5. The consideration of application to this point shall be without regard to availability of supply or other possible problems raised by the applicant's absence from his/her position or cure.

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Professional Development Leaves

6. The Chair of the Committee shall report the choices to the Bishop and shall consult with the Bishop's designee, to acquaint them with the situation and plans of each successful applicant. The Bishop, in turn, will consult with the applicant, his/her Vestry or Bishop's Committee, etc., and with available clergy to arrange adequate supply.

In the event the applicant's Vestry, Bishop's Committee, etc., is reluctant to agree to the proposed leave, the Bishop may ask the Professional Development Leave Committee to meet with them to explain the program, the reasons for supporting this particular application, and to assure the group that they will be adequately provided for during the leave.

7. The Bishop shall have full discretion within the limits of funds available to modify or waive any of the above conditions.

8. A written rationale will be provided by the Bishop to those individuals whose requests have been denied. The request may be submitted the following year.

VIII. IMPLEMENTATION:

Financial support for this program may be divided into three categories:

- A. Provision for salary (and other benefits) during leaves;
- B. Provision for the cost of supply or replacement during leaves;
- C. Provisions for tuition and other educational expenses during leaves.

Under the terms of the program, the cost of A would be borne by the congregation, institution, or employing organization. The cost of B would be provided by the Diocese. The cost of C would be shared by the cleric and the Diocese, with the expectation that funds in the form of grants, fellowships, and scholarships, would also be available from various and sundry sources.

Suggested Guidelines for Short-term Leaves

1. If a long-term Professional Development Leave has been completed within a past year, no short-term in-service may be granted. If an application is anticipated or has been made and is pending, no grant may be made for in-service leave until that Professional Development Leave application has been resolved.
2. As nearly as practicable, the in-service grant may be up to two-thirds of the expenses as listed by the application.
3. Priest applicants shall be responsible for arranging Sunday supply should the short-term program require absence from the parish over a weekend.
4. The Vestry/Bishop's Committee shall be in full knowledge of the application and approval will normally be expected to accompany the application. Approval denotes willingness to pay for priest's Sunday supply.
5. The length of a "short-term" or "in-service" leave may vary from a short seminar type meeting up to a limit of four full weeks.
6. Any such leave shall not be taken as part of the cleric's or lay professional's vacation time.
7. The Bishop shall have full discretion within the limits of funds available to modify or waive any of the above conditions.
8. Determination of grants shall be made by the Bishop based upon recommendations from the Professional Development Leave chair and at least two other members of this committee.
9. All clerics and lay professionals will receive these guidelines when entering the Diocese of Iowa. The Professional Development Leave Committee will give first priority to clerics and lay professionals who have not requested leaves and/or funds for the last three years before considering those who have had recent year requests.

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Policy Statement For Retired And Needy Clergy Insurance Program 1983 Ways and Means Committee

Clergy who have served in a full-time cure in the Diocese of Iowa for five years or more immediately prior to retirement and who retire from that service to a normal (after 65) retirement will have their premiums for Medical and Life Insurance paid up to the amount necessary for the single Medicare Rate.

If the cure has been part-time, then Medical and Life Insurance costs will be paid in proportion to the amount of time (40%, 50%, 75%) spent in ministry.

Special circumstances may be discussed privately with the Bishop.

Revolving Fund Guidelines Episcopal Corporation of the Diocese of Iowa (Revised March 19, 1993)

The Episcopal Corporation of the Diocese of Iowa, through its directors, is involved in partnership for mission. In recent history of the Diocese, the people, both clergy and lay, expressed clearly their belief in mission. The life blood of the body of Christ is our zeal for outreach. The people of the Diocese, in the early 1960's, raised in excess of one million dollars through the Episcopal Expansion Fund Drive, and by Convention action earmarked \$370,000 as a Revolving Fund for new mission work, and for expansion and renovation of existing facilities in growth situations. The Revolving Fund provides the opportunity for a wholesome response to opportunities God provides to us in His Holy wisdom.

The Directors of the Episcopal Corporation of the Diocese of Iowa not only shared greatly in the raising of the Episcopal Expansion Fund, but also shared the sense of mission expressed by the people in establishing the Revolving Fund. We have a role in enabling the mission of the Church in Iowa which we gladly accept and we have a commitment individually and collectively to that mission.

We also have a hope. The signs of renaissance of religion are tentative but numerous. We have a hope that will result in a new growth. The Revolving Fund exists to assist new growth.

The Revolving Fund does not have unlimited funds. That these limited funds may be used across as broad a front as possible in the mission of the Diocese of Iowa, we would ask that the following policies and procedures be followed:

1. Request and complete the appropriate one of the following Revolving Fund Loan Applications:
 - a. Purchasing Land Site, Purchasing Existing Building, and/or New Construction of New Land Site
 - b. Repairs and Maintenance of Existing Property
 - c. Remodeling, Improving or Adding to Existing Building

These loan applications are available upon request from the Episcopal Diocese of Iowa, 225 Thirty-seventh Street, Des Moines, Iowa 50312.

2. In that there may well be several different commissions and committees which will be involved in the loan consideration process, e.g. Board of Directors, Mission Commission, Property Committee, etc. the church applying for a loan from the Revolving Fund should determine when these groups will next meet to allow for sufficient time for the church to assemble the requested information. In any case it is strongly urged that such completed loan applications be sent to the Diocesan office at least 90 days prior to the date when the

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Revolving Fund Guidelines

loan will be needed to begin the project. The appropriate loan application should be completed in its entirety to provide the Board of Directors and other appropriate commissions and committees the complete details of the project for which the loan is being requested. Delays in considering loan applications can result if the forms are incomplete.

3. Loans are granted for a maximum period of ten years.
4. The rate of interest shall be 2% less than the posted New York prime rate fixed for the term of the loan on the date the loan is made.
5. Loans are to be repaid in equal monthly payments consisting of principal and interest according to a standard mortgage loan amortization schedule.
6. The maximum amount of the loan shall be \$100,000.00.
7. If a loan is granted, that parish or mission will be required to meet its Diocesan responsibilities regularly -- i.e. Assessment, etc.
8. Loan advances shall be made at the request of the borrower. Borrower is required to obtain lien waivers from contractors, sub-contractors, national materialmen, and suppliers before or at the time that payment for the material or services is made to them. Borrower shall maintain lien waivers for inspection by the lender at lender's request.
9. If a loan is granted, repayment of the loan shall begin the month after the maximum amount granted has been dispersed or upon the completion of the project, whichever comes first.
10. If the church borrowing the money is a mission and takes out a commercial loan, either separately or in addition to the loan from the Board of Directors of the Episcopal Corporation of the Diocese of Iowa, special action is required. The Board of Directors, as title holders of all mission property, must sign the papers for the commercial loan. However, a meeting of the congregation of that mission must authorize the Bishop's Committee to arrange for this commercial loan, and also authorize the Bishop's Committee to acknowledge to the Board of Directors in writing their (the mission's) responsibility in making payments on this commercial loan. The Board of Directors asks that the Mission Commission supply it with a report about the health and growth potential of all Mission churches requesting commercial loans. This report will reflect the reporting done each year by all Mission churches in response to the Diocesan Mission Policy.
11. No parish or mission may dispose of or mortgage any real property without permission of the Bishop, acting with the advice and consent of the Standing Committee. Such permission should be requested at least one month before any contemplated sale or mortgage.
12. Churches with substantial endowment funds, defined as endowment resources with a current value greater than one-half the current operating budget of the church, are eligible for Revolving Fund loans at a rate of interest equal to the return on such invested monies in the endowment fund.
13. Diocesan policy requires all congregations involved in new construction to include handicapped accessibility in their plans. In addition, in consultation with the Commission on Church Architecture and the Allied Arts, feasibility studies of handicapped accessibility shall be a part of all loan applications and, to the extent possible, handicapped accessibility shall also be required as a consideration in major renovations.

Policies And Procedures Concerning Sexual Boundaries 2005

I. INTRODUCTION

Scripture teaches us that every human being is made in the image of God. Our Lord Jesus Christ urges us to receive and serve the least among us as we receive and serve him. Our churches are to be havens of safety for all. In Baptism, we promise to seek and serve

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Christ in all persons, love our neighbors as ourselves, strive for justice and peace, and respect the dignity of every human being. When a person is baptized, we in the congregation promise to help that child of God grow into the full stature of Christ.

The Church has always recognized that those who are set apart for ordained ministry bear a particular responsibility to pattern their lives according to Jesus' example. Not only are bishops, priests, and deacons regarded by the faithful and the world as examples of what a Christian life should be but any moral offense by clerics is especially hurtful because it betrays that trust committed to them by the Church to nurture and care for every member.

In recent years it has become increasingly clear that some clergy, lay employees and church volunteers have engaged in inappropriate sexual behavior which has hurt the very persons entrusted to their care. Unfortunately, in the past, instances of such behavior were sometimes denied by church authorities or dealt with secretly. Clergy offenders were sent on to another congregation or diocese. Lay employees and church volunteers were permitted to stay in positions of trust or quietly moved on to other congregations while victims were neglected or even blamed and congregations ignored. Such responses, however, fail to implement the standards of justice and Christian love that God requires of the Church.

Since at least 1992, the Diocese of Iowa has worked to establish clear standards concerning Sexual Misconduct and, where allegations of Sexual Misconduct have been made, to establish procedures which afford a full and fair hearing to persons making complaints, alleged victims (if not the person making the complaint) and to alleged offenders. The primary intent of these Policies has been and continues to be the prevention of occurrences of Sexual Misconduct in the first place and the assurance that, where allegations of Sexual Misconduct are made, the response to any allegation or instance of Sexual Misconduct will be just and compassionate, and so may allow God's grace to work redemptively and healing to occur for all involved.

Important Definitions

Sexual Misconduct includes sexual abuse, sexual harassment, and sexual exploitation. For the purposes of these Policies, the terms **Sexual Abuse**, **Sexual harassment** and **Sexual exploitation** shall have the following meanings:

- **Sexual abuse perpetrated by an adult** is any contact or activity of a sexual nature with a person who is a child, youth, or dependent adult. Examples include but are not limited to contact with any sexual body part (genitals, breasts, buttocks) or the clothing which covers them; deep (tongue) kissing, exhibitionism, voyeurism, vaginal, anal or oral penetration, display of pornographic materials, attempts to photograph or record for purposes of producing pornography, and/or invitations to a minor to engage in any of the above with any person. Sexual abuse includes any activity that is meant to arouse or gratify the sexual desires of a child, youth or adult.
- **Sexual abuse perpetrated by another child or youth** is any contact or activity of a sexual nature that occurs between a child or youth and another child or youth when there is no consent or consent is not possible, or when the child or youth has power over the other child or youth. Examples include but are not limited to contact with any sexual body part (genitals, breasts, buttocks) or the clothing which covers them; deep (tongue) kissing, exhibitionism, voyeurism, anal or oral penetration, display of pornographic materials, attempts to photograph or record for purposes of producing pornography, and/or invitations to a minor to engage in any of the above with any person. Sexual abuse includes any activity that is meant to arouse or gratify the sexual desires of any of the children or youth.
- **Sexual harassment** includes but is 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 when

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such behaviors occur in a situation where there is an employment, mentor or colleague relationship between the persons involved.

- **Sexual exploitation** includes, but not limited to, the development of or the attempt to develop a sexual or romantic relationship between a cleric, employee or volunteer and a person with whom he/she has a Pastoral Relationship, whether or not there is apparent consent for the individual.

Pastoral Relationship, as used in these Policies, refers to:

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

Children and Youth, as used in these Policies are defined as follows:

- A Child is defined as anyone under the age of 12 years
- A Youth is defined as anyone who is at least 12 years old, but not yet 18 years old.
- A Youth may also be an individual who is 18 years old or older, but still in high school.
- A Dependent Adult is defined as an individual 18 years of age or older who is incapable of adequate self-care due to physical or mental conditions and requires assistance from other people.

Church Personnel, as used in these Policies includes:

1. All clergy whether stipendiary, non-stipendiary, or otherwise who are engaged in ministry or service to the church.
2. All postulants, candidates or seminarians sponsored by or working in the Diocese.
3. All paid personnel whether employed in areas of ministry or other kinds of services by the Diocese, its congregations, camps or other organizations.
4. Those who contract their services to the Diocese, its congregations, camps or other organizations.
5. Volunteers including any person who performs a church related service. Volunteers include but are not limited to church school teachers, Vacation Bible School teachers, youth leaders, ushers, lay readers, lay eucharistic ministers and visitors, and members of advisory boards, vestries, bishop's committees, and boards of directors.

Church Personnel who Regularly Work with or Around Children or Youth, as used in these Policies include:

1. All clergy whether stipendiary, non-stipendiary, or otherwise who are engaged in ministry or service to the church.
2. All postulants, candidates or seminarians sponsored by or working in the Diocese.
3. All paid or volunteer Church Personnel whose work regularly takes them throughout the facility or grounds at times when children and youth can reasonably be expected to be present.
4. All persons who supervise or assist with supervising children or youth (other than church school teachers) in ministries, programs or activities more often than occasionally.
5. All persons who provide transportation to children or youth without another unrelated adult in the vehicle.
6. Any paid personnel whose living quarters are on the grounds of the church, camp, or other related agency.
7. All vestry or other members of similar decision-making groups who have the authority to approve the creation of ministries, programs, or activities for children or youth.

Examples of Church Personnel who regularly work with or around children or youth include but are not limited to children's or youth choir directors, organists who work with

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children or youth, lay youth directors, all who work or assist in the nursery other than occasionally, all who work in the nursery if they are the only person over 21 present at any time, all staff (whether volunteer or paid) at church camps, adults who participate in overnight activities with children or youth.

Church Personnel who Occasionally Work With or Around Children or Youth, as used in these Policies include:

1. Church school teachers.
2. All persons who supervise or assist with supervising children or youth in ministries, programs, or activities infrequently (no more than three times a year or for one program or activity during a year that lasts less than a month – for example, assisting with preparation for the Christmas pageant or Vacation Bible School.
3. All persons who work or assist in the nursery four or fewer times a year, whether on an emergency basis or otherwise.
4. Adults who participate in overnight activities with children or youth once or twice a year.

II. POLICIES CONCERNING SEXUAL MISCONDUCT, PROTECTION OF CHILDREN, EXTENDED COUNSELING RELATIONSHIPS, SPIRITUAL DIRECTION AND CLERGY DATING

A. Sexual Abuse Prohibited. The Diocese of Iowa strictly prohibits all forms of Sexual Misconduct.

B. Protection of Children – Screening & Selection of Church Personnel Who Work With or Around Children or Youth. The Diocese of Iowa strictly prohibits interaction with children and/or youth by anyone known to have a civil or criminal record of child sexual abuse or who has admitted prior sexual abuse or anyone known to have a paraphiliac diagnosis (e.g., pedophilia, exhibitionism, voyeurism) as defined by the American Psychiatric Association.

In order to protect children and youth all church personnel who **Regularly Work With or Around Children or Youth** are to be screened and selected utilizing at least the following:

1. The person must have been a part of the congregation for at least six months.
2. A standard application completed by the applicant that includes an authorization for the release of information to conduct background checks. (Appendix A)
3. Criminal records check in any state where the applicant has resided during the past seven years. (Appendices B, C and K)
4. Sexual offender registry check in any state where the applicant has resided during the past seven years. (Appendices D, E and K)
5. Individual Interview with the applicant.
6. Reference checks of persons outside the congregation who know the applicant, preferably who know how the applicant works with children. (Appendix F)
7. Driving or Motor Vehicle records check if the person may be transporting children or youth. (Appendices G and H)

In order to protect children and youth all church personnel who **Occasionally Work With or Around Children or Youth** are to be screened and selected utilizing at least the following:

1. The person must have been a part of the congregation for at least six months.

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2. A standard application completed by the applicant that includes an authorization for the release of information to conduct background checks. (Appendix A)
3. Sexual offender registry check in any state where the applicant has resided during the past seven years. (Appendices D, E and K)
4. Individual Interview with the applicant.
5. At least one Reference checks of persons outside the congregation who know the applicant, preferably who know how the applicant works with children. (Appendix F)
6. Driving or Motor Vehicle records check if the person may be transporting children or youth. (Appendices G and H)

All information gathered about an applicant is to be carefully reviewed by the rector (or canonical equivalent), in consultation with others as necessary, to determine whether or not the applicant is appropriate to work with children or youth.

Church personnel who work with or around children or youth must have a personnel file. This file is to contain the person's written application, documentation of references and background checks, including criminal record and sex offender registry, and documentation of participation in the required level of Safeguarding God's Children (sexual abuse prevention training developed by the Church Pension Fund). Personnel files should be kept in the church in a locked cabinet so that there is reasonable assurance of privacy. Personnel files shall be available to the Bishop, if he so desires, at the time of the Bishop's Visitation.

Criminal records checks and sexual offender registry checks are to be conducted every five years for church personnel who **Regularly Work With or Around Children or Youth**.

It is preferred that no person supervise an immediate family member when working with children or youth. (For purposes of these policies, immediate family member is defined as spouse, partner, child, parent, sister, brother, similar in-law relationship, step-child, step-parent, step-sibling, grandparent, or co-habitant.)

Church personnel who transfer within the Diocese of Iowa and apply for, are asked to, or who do undertake a position working with or around children or youth are required to undergo the same screening and selection process in their new setting. This requirement may be met through a transfer of a copy of their personnel file to the new setting along with an updating which is to include a new application, individual interview, and reference check within the setting in which the applicant has worked with or around children or youth since the last screening shown in the personnel file.

C. Prevention of Child Sexual Abuse – Mandatory Education & Training. In order to prevent child abuse and to make our church a safe haven for all, all church personnel who **Regularly Work With or Around Children or Youth** are required to participate in three hours of diocesan approved child abuse prevention education and training before they start their work with children or youth, or, if that is not possible, one hour of child abuse awareness training before they start work and the rest of the training within three months of starting. Church personnel who **Occasionally Work With or Around Children or Youth** are required to participate in one hour of diocesan approved child sexual abuse awareness education and training before they start their work with children or youth. Church personnel who are responsible for screening, selection, supervision, and training of others in child sexual abuse prevention are required to complete additional specialized education and training every two years.

D. Prevention of Child Sexual Abuse – Standards for Programs with Children or Youth. Children and youth are protected through the establishment of

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codes of conduct and structural guidelines for all programs and activities in which they are involved. These standards include descriptions of behaviors that are expected of those participating and such things as who approves new programs, how many adults need to be present and the like. Congregations (and other groups working with children and youth such as camps and conferences) in the Diocese of Iowa are required to abide by the Guidelines for Appropriate Affection found in Appendix I. In addition to establishing such standards, church leaders must make sure the standards established are followed. Programs and activities have to be monitored and supervised to do that.

E. Prevention of Child Sexual Abuse - Monitoring & Supervision of Programs. As stated above, programs and activities have to be monitored and supervised to insure that standards are followed. It is the responsibility of the rector (or canonical equivalent) and the vestry or bishop's committee to make sure programs are adequately monitored and supervised based on at least the following:

1. At least two Church Personnel must supervise activities. To the extent that it is possible in the local situation, these two personnel should be unrelated to one another. When both boys and girls are participating, male and female adults must be present. (It is acceptable for one adult to be with a group of children in a church school or vacation Bible school class as long as the door is open or has a window and there are other adults nearby.)
2. Every program must have established ratios (1:5) for adults and children or youth. Compliance with the established ratio is required at all times, including activities that occur off church premises.
3. Church personnel are prohibited from being alone with a child or youth or multiple children or youth where other adults cannot easily observe them.
4. An up to date list of approved congregation-sponsored programs for children and youth must be maintained in the church office or other place where church records are kept.
5. Church personnel are not permitted to develop activities for children or youth without approval from the rector (or canonical equivalent). Requests to develop new activities should be submitted in writing to the rector (or canonical equivalent) who will decide, consulting with others as needed, whether the plan includes adequate adult supervision.

F. Prevention of Child Sexual Abuse – Responding to Problems. Congregations need to work together to keep children and youth safe. When Church Personnel observe inappropriate behaviors or behaviors that are inconsistent with established standards, they must immediately report their observations. Examples of inappropriate behavior or violations of established standards would be seeking private time with children or youth, taking children or youth on over-night trips without other adults, or selecting or using staff or volunteers without the required screening. Inappropriate behaviors or possible policy violations that relate to interactions with children or youth are to be reported in a timely manner to the immediate supervisor of that person. If the immediate supervisor is not the rector, the supervisor and the person observing the questionable behavior, are to report the concern to the rector in a timely manner. (If the person engaging in the questionable behavior is the rector, the report is to be made to a church warden who is then to submit a Notice of Concern to the Bishop (Appendix J) or discuss the matter with the bishop in a timely manner.) All reports of inappropriate behavior or violations of established standards are to be taken seriously.

G. Child Abuse Reporting – It is Diocesan policy that the clergy of the diocese will make immediate reports to the proper authorities when they have reason to

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believe that neglect or physical, emotional, or sexual abuse of a minor or a legally dependent adult has occurred. The above policy shall also apply to any employee or volunteer of the Diocese or parish while he or she is in the service of parish or Diocese.

All incidents of sexual abuse shall be reported to the Department of Human Services in conformity with applicable law. See Child Abuse – A Guide for Mandatory Reporters (Appendix N). Although clergy are not currently mandated as reporters under Iowa law, it is the policy of the Diocese that there is a moral and ethical obligation to report child abuse in a manner that does not violate the secrecy of sacramental confession.

In addition, it is the policy of the Diocese of Iowa that other Church Personnel report known or suspected abuse or neglect of children or youth to the Department of Human Services. Reports may be made confidentially or anonymously. In addition to reporting to the state authorities, Church Personnel are required to report any suspected or known abuse or children or youth that may have been perpetrated by Church Personnel directly to the rector (or canonical equivalent) so that immediate and proper steps may be taken to ensure the safety to alleged victims. Reports of suspected or known abuse by Church Personnel are also to be reported to the Diocese of Iowa in one of the following ways:

1. A telephone call, meeting or fax to the bishop.
2. Submit a Notice of Concern (Appendix J) to the bishop.

The Diocese of Iowa (including its parishes, camps, conferences and other organizations) will cooperate with any investigation by state authorities to the fullest extent appropriate and inform authorities that a concurrent internal investigation will be directed by the diocese itself.

H. Sexual Harassment and Exploitation Prohibited - The Diocese of Iowa strictly prohibits Sexual Harassment and Sexual Exploitation.

I. Prevention of Sexual Harassment and Exploitation – In addition to the screening, selection and training required of those regularly working with or around children and youth, all clergy, lay spiritual directors and eucharistic visitors, postulants or seminarians sponsored by or working in the Diocese of Iowa and employees (excluding clerical and maintenance workers) are required to participate in training on issues of sexual harassment in employment, mentor and colleague relationships and sexual exploitation in pastoral relationships within six months of employment or becoming a postulant.

J. Pastoral Counseling and Spiritual Direction. The Diocese of Iowa requires that clergy and lay ministers doing pastoral counseling and/or spiritual direction shall be required to have ongoing professional supervision or to refer an individual to professional counseling after six sessions have been held. Fees or donations for pastoral care are prohibited; any person charging fees for counseling outside the scope of church employment must possess appropriate professional credentials and proof of separate professional liability insurance, including coverage for Sexual Misconduct, in force at all times. Persons practicing formal spiritual direction shall submit that ministry to peer or supervisory review with a spiritual advisor approved by the Bishop.

K. Clergy Dating - Single Clergy. In the past, the danger of sexual exploitation in romantic relationships between single clerics and other single persons with whom the cleric has a pastoral relationship has not always been recognized. There are a number of priests, for example, who are married to persons who were parishioners in a parish that they have served. Nevertheless, such relationships may be complex and

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subject to later interpretation. While they may appear consensual, these relationships may not truly be mutual because of the imbalance of power between the cleric and the parishioner. Similar relationships are recognized as inappropriate by members of other professions, such as doctors and therapists. Thus, in a single clergy parish, a parishioner dating a cleric loses his or her priest. If the relationship between the parishioner and the cleric ends, the parishioner may feel ill-treated. Regardless of the outcome of the relationship, the parish may be harmed by secrecy surrounding the relationship or by the sense of ownership and responsibility accompanying even a relationship that results in marriage.

Any cleric contemplating a relationship with a person with whom the cleric has a pastoral relationship is advised to seek discernment in the Christian community. This includes consultation with the Bishop or a person appointed by the Bishop and with representatives of the parish or other place of ministry. In addition, care must be taken in such a situation that pastoral care for the parishioner is available from another priest. Even with these precautions, there is the possibility for jealousy in the congregation, pressure to marry, and the risk of a painful termination of the relationship. If a complaint is made regarding such a relationship, this Diocese will investigate it according to these procedures.

While not an official part of diocesan policy, Karen Lebacqz's suggestions for protection in courtship between pastor and parishioner are worth considering:

- New Pastor for Parishioner: Avoid Dual Relationship
- Prior Disclosure to Parish Officials
- Honest Feedback by Colleagues to Cleric
- No Previous Exchange of Privileged Information
- Parishioner Must Have no History of Abuse

L. Annual Review of Policies by Congregations. It is expected that all congregations will abide by these Policies. The Vestry/Bishop's Committee of each Congregation in this Diocese shall review these Policies yearly and document the review in the official minutes of the Vestry/Bishop's Committee meeting. A copy of the minutes, along with a completed Compliance Checklist (Appendix M), shall be sent to the Diocesan Office on or before August 31st of each year. All clergy, all lay employees and all volunteers who regularly supervise youth activities, including unpaid Sunday School teachers, and vestry members shall be furnished with a copy of these Policies and shall complete and sign a certificate evidencing the receipt of these Policies. A sample form of receipt is provided as Appendix L. Each Congregation shall retain the receipts among its permanent records and copies are to be provided to the Diocese of Iowa with the annual Church Information forms.

III. DIOCESAN PROCEDURES FOR RESPONDING TO COMPLAINTS OF SEXUAL MISCONDUCT

A. When a complaint is received

1. All complaints involving Sexual Misconduct by any cleric, lay employee or volunteer affiliated with the Diocese of Iowa, any Congregation or other institution affiliated with the Diocese of Iowa immediately shall be reported to the Standing Committee.
2. If complaints of sexual misconduct are made concerning lay volunteers of the church, they may involve another adult or a child or dependent adult.
 - a. For the purposes of this policy adult lay volunteers will be considered to be peers of other adults, and unless the action is illegal, any sexual activity will not be considered the responsibility of the church to monitor or rectify. Pastoral support will be offered to both parties in assessing and dealing with the personal dilemma posed.

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If a complaint is made by one adult against another adult volunteer alleging criminal behavior against him/herself or another adult, it will be the responsibility of the complainant to make a criminal complaint to the secular authorities. The person making the complaint will at all times be treated with respect, and if the complaint results in a conviction, the perpetrator will be relieved of any leadership responsibilities.

b. If the complaint involves criminal activity perpetrated against a child or dependent adult, the legal authorities will be informed immediately. While the matter is investigated, the accused volunteer will withdraw without prejudice from all leadership positions. The parish clergy will not, while the complaint is under investigation, hear the formal sacramental confession of the either the accused or the complainant; but will make every effort to provide for ongoing pastoral care for both parties. Both the complainant and the accused will refrain from discussing the case with the congregation at large.

If the complaint is found to be true, the perpetrator will resign formally from any position of responsibility in the church and will be barred from further service for a period of time to be determined by the nature of the charges. Assuming that the misconduct is against a child, the perpetrator will be permanently prohibited from further ministries involving children or youth.

3. Complaints made against lay professional employees (e.g., paid youth directors, Directors of Christian Education, Music Directors) of the church will be handled carefully, in accordance with employment law as well as the church's policies and procedures. A carefully written job description will include directions about expectations regarding dating relationships with members of the congregation. In the event of a complaint involving a child or dependent adult, once again the appropriate legal authorities will be notified, and the accused will be removed from any supervision of or work with children and youth. Where the lay employee directly supervises adult volunteers, the professional will be expected to refrain from exploitative relationships with those supervised, and to report to the priest in charge any dating relationship within the church.

Any party to a complaint may ask the Bishop and Standing Committee to be involved if they are not satisfied with the resolution offered on the local level.

4. If a complaint alleges sexual misconduct by the Bishop the procedure to be followed is that specified in Title IV, Canon 3, of the Constitution and Canons of the Episcopal Church (Revised 1994).

5. If a complaint alleges sexual misconduct by a Priest or Deacon, the following procedure shall be followed:

a. Upon receiving a complaint of Sexual Misconduct the Standing Committee will personally assure the person making the complaint of the Church's concern regarding the complaint and that the complaint will be promptly and thoroughly investigated.

At the earliest opportunity, the Standing Committee will ask the person making the complaint to sign a written statement which includes the name, address, and telephone number of that person. The written statement shall also include the date, location, time and a description of the alleged misconduct as well as the name and title of the alleged offender and the name, addresses and telephone numbers of any witnesses if known. The Bishop shall appoint a person to assist the complainant in the formal preparation of charges to be submitted to the President of the Standing Committee.

b. The President of the Standing Committee, within five working days of receiving the written statement described in section 2 above, will assign the

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complaint to a Church Attorney for investigation. The Standing Committee will immediately notify the complainant, the alleged victim (if not the complainant) and the alleged offender, that the complaint has been assigned to a Church Attorney for investigation. Simultaneously, the President of the Standing Committee also will make available to the complainant, the alleged victim (if not the complainant) and to the alleged offender an Advocate, lay or ordained (supporter, communicator). This is not a legal counsel. The President of the Standing Committee will personally assure the complainant, the alleged victim (if not the complainant) and the alleged offender of the Church's concern regarding the complaint and of the thorough investigation and response which the complaint will receive. The Bishop may temporarily inhibit the alleged offender, and shall prohibit further contact by the alleged offender with the complainant. Nor may the offender take the initiative to engage in his/her own advocacy efforts in the community until the Church Attorney has completed his/her investigation. The alleged offender is free to seek legal counsel at any point in the process.

The Bishop will not at any time following the making of the complaint hear the sacramental confession of any of these persons.

c. The Church Attorney will begin investigating the complaint no later than five working days following the receiving of the written complaint.

d. The Church Attorney will attempt to interview the complainant, the alleged victim (if other than the complainant), the alleged offender, and all other witnesses. Both the alleged victim and the alleged offender may be accompanied by a person of their choosing at the interview. The Church Attorney may, at his/her discretion, consult with parish wardens, Vestry members and staff members from present or previous contexts of ministry. The Church Attorney will at all times strive to ensure the privacy of the alleged victim and the complainant (if other than the alleged victim) from the general public.

e. Any party or witness to an alleged act of Sexual Misconduct may submit a statement in writing if desired.

f. The Church Attorney will make a preliminary written report to the Standing Committee within fifteen (15) working days. The final report of the Church Attorney shall be made within two months. This report shall include the original written statement of the complainant and all written statements submitted by other persons. The Church Attorney's final report will include a recommendation that a Presentment issue or not issue.

g. All matters and information related to accusations or charges shall be confidential until such time as the Standing Committee issues a Presentment, or declines to issue a Presentment.

h. After receiving the Church Attorney's recommendation, the Standing Committee may meet with the complainant, the alleged victim (if other than the complaining witness) and/or the alleged offender.

i. A Presentment may be brought by two thirds (2/3) of the Standing Committee, after receiving the recommendation by the Church Attorney. The Presentment shall be immediately transmitted to the trial court (Canon 35, Diocese of Iowa), the Bishop, the accused and each complainant. A copy shall be served upon the Bishop who shall file it with the Secretary of the Convention of the Diocese, the Respondent, the Church Attorney, each Complainant, and, unless waived in writing, the Victim. (IV.3.18)

The Standing Committee will arrange for an evaluation of the alleged offender within thirty days by a person professionally qualified and experienced in the evaluation of Sexual Misconduct. The Bishop will

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encourage the alleged offender to undergo the evaluation. Upon receipt of the appropriate releases, the results of the evaluation will be available to the Bishop and the Standing Committee, the Church Attorney, and the alleged offender. An evaluation may be waived at the Standing Committee's discretion if the Church Attorney recommends that the evidence does not initially appear to warrant an evaluation. The Diocese will pay for the evaluation only if a release is signed by the alleged offender.

j. If, after receiving the recommendation of the Church Attorney, the Standing Committee votes not to issue a Presentment, a report of that decision shall be in writing and shall include an explanation. This report shall be placed in the cleric's diocesan personnel file. The Bishop will meet with the complainant to discuss the determination and will also meet with the alleged offender to discuss steps necessary to make the determination known.

k. Nothing outlined above affects the right of the accused cleric to exercise his/her option under the Canons of the Episcopal Church (Title IV, Canon 2) to submit to the Bishop at any point in the proceedings, with a full confession and the acceptance of summary sentence.

B. When a Presentment is Made

1. **The Trial Court.** Upon receipt of a Presentment issued by the Standing Committee, the Presiding Judge of the elected trial court (Canon 35, Diocese of Iowa) shall advise the members of the Court and shall establish a time sequence for the selection process whereby the accused may strike members from the whole of the elected body of the Court to determine those who shall sit in judgment. At trial, the Church Attorney shall serve as prosecutor, the accused may be represented by counsel of the accused's choice, and the procedure for trial shall be dictated by the provisions of Title IV (IV.4.9 and IV.4.10). In the event the Court finds the accused guilty of the charges made in the Presentment, the findings of the Court, with a recommendation for sentence, shall be immediately transmitted to the Bishop for sentencing (Art. IX). Any finding of conviction or acquittal shall be promptly transmitted to the Bishop in whose diocese the trial was held, the Bishop of the diocese in which the accused is canonically resident, the Standing Committee of that diocese, the accused, and the complainant (IV.4.27).

2. **A member of the Standing Committee** will meet with the victim to express the Church's deep regret and to discuss appropriate responses by the Church to assist in the victim's healing. The victim may be accompanied by persons of the victim's choosing. The Bishop will ordinarily offer therapeutic or other assistance to the victim.

3. **Court of Review.** Each province shall establish a Court of Review, to whom a convicted priest or deacon may appeal, appointed from a panel consisting of a Bishop, five priests, and five lay persons (IV.4.3).

In order for the offender to be eligible for continued service by the Diocese of Iowa, any Congregation or other affiliated institution of the Diocese of Iowa, the Bishop must receive an acceptable professional rehabilitation assessment by a credentialed professional approved by the Church Insurance Company.

In most cases, significant involvement in personal psychotherapy and employment outside the Church will be required before any re-deployment in the Church will be considered. Satisfactory public acknowledgment of the misconduct, including exoneration of and restitution to the victim, will be required in order for an offender to be eligible for continued service or re-deployment.

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C. Confidentiality

1. All records of Church Attorney investigations and determinations by the Standing Committee will be held in strict confidence and separate from ordinary personnel files except as specified above but these records will be made available by the Diocese if they are requested by subpoena from a civil or criminal court.

2. The Bishop, Standing Committee, Church Attorney, and all other representatives of the Diocese will make every effort to protect the privacy of victims of Sexual Misconduct.

IV. DIOCESAN POLICY FOR RESPONDING IN THE CONGREGATION TO ALLEGATIONS AND INCIDENTS OF SEXUAL MISCONDUCT

These policies generally refer to the person with whom the cleric, lay employee or church volunteer was sexually involved as the victim of the misconduct. While it is true that such a person is a victim, there are also other victims whenever there is an instance of Sexual Misconduct. Those persons include the families of the persons involved, the clergy who have succeeded an offending cleric, and the congregation. The response of the congregation to the betrayal and violation of the trust relationship is akin to that in cases of physical or other psychic trauma as if the congregation has experienced the behavior firsthand. Despite growing awareness of the incidence of Sexual Misconduct and the Church's attempt to respond in justice, compassion and Christian love, there is still little experience with models of effective response in congregations. The impact on the life of the congregation is enormous. Research evidence shows that many congregations which have experienced the misconduct of a pastor subsequently have higher levels of conflict and other problems.

The following procedures are intended to facilitate the healing that will be needed in the congregation. They will be revised as new learning suggests improvements. They should be read in conjunction with the policies and procedures set out above for the diocesan response to complaints of Sexual Misconduct.

The principle guiding these procedures is that the healing of a congregation occurs best when people are informed of the facts of misconduct and are able to move forward as a community from the trauma. The Church is a place for telling the truth because, in our Lord's words, "You will know the truth, and the truth will make you free." (John 8:32)

A. When a Presentment is made

1. When a Presentment of Sexual Misconduct is made by the Standing Committee, the Standing Committee will inform the Vestry or Bishop's Committee of the parish of the priest or deacon against whom the Presentment is made. The Bishop may provide such additional information as seems appropriate.

2. If the Presentment involves sexual abuse of a minor or, a dependent adult, the Standing Committee will inform the Vestry of the details of the complaint and of the notification which has been given to the relevant law enforcement authorities. The Standing Committee shall direct the Vestry to cooperate fully with the law enforcement authorities.

3. The Bishop or the Bishop's representative shall with the Vestry make provisions for ongoing priestly ministry in the parish and to discuss plans for congregational healing as necessary.

B. Congregational healing

1. The Bishop and the Vestry may invite other members of the congregation as appropriate to participate in the planning for congregational healing.

2. At the time deemed appropriate by the Bishop and Vestry, an open congregational meeting will normally be held if the misconduct occurred in the current congregation or if the misconduct is the subject of rumor or gossip in the congregation. The format of this meeting should follow the outline of a Trauma

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Debriefing Process, with minor modifications made as needed to fit the particular circumstances. Normally, the congregational meeting will be held in the nave of the church and the Bishop, or the Bishop's representative, will be present at the meeting.

3. The Bishop, or the Bishop's representative, will also encourage and assist the Vestry in planning regular follow-up sessions with the congregation in the first year after disclosure of the incident of misconduct.

4. If an interim priest is engaged, the Bishop, or the Bishop's representative, will assist the Vestry in finding an interim priest trained in working with congregations who have experienced Sexual Misconduct. If an interim priest is engaged who does not have such training, the Bishop's representative will assist the Vestry in making available this training. The Bishop's representative will also offer the interim priest and the Vestry regular opportunities to debrief, report, and consult about the congregation with the Bishop or with designated representatives.

5. The Bishop's representative will assist the Vestry in making available information about local mental health resources (including sliding-scale fee agencies) so that members of the congregation know how to obtain counseling services if necessary.

6. The Bishop and the Bishop's representative will work with the parish in making every effort to protect the privacy of victims of Sexual Misconduct.

7. If the incident of Sexual Misconduct occurred at sometime in the past and not immediately before the complaint and determination were made, the Bishop will adapt these procedures as seems appropriate. The aim of Diocesan policy is to avoid the festering of secrecy and rumors regarding incidents of misconduct.

8. As soon as practicable following the resolution of the case, the Bishop and a member of the Standing Committee will meet with the Vestry and clergy of the parish. At this meeting a summary will be provided outlining the sequence of events; the response of the parish, Bishop and Standing Committee; the outcome and the assistance offered, and this summary will be recorded in Vestry minutes.

Approved by Board of Directors of the Episcopal Corporation of the Diocese of Iowa:
January 21, 2005

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Appendix A

VOLUNTEER APPLICATION FOR WORKING WITH CHILDREN OR YOUTH

Name: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

E-mail Address: _____

Social Security # _____

Driver's License # _____

Emergency Contact _____ Phone # _____

Name and relationship

Occupation _____

Current job responsibilities and schedule: _____

Employment History (include present and prior employers for the past ten years – add additional pages as needed)

Company name: _____

Position held: _____

Name of Supervisor and Phone # _____

Dates of employment: from _____ to present

Company name: _____

Position held: _____

Name of Supervisor and Phone # _____

Dates of employment: from _____ to _____

Reason for leaving position: _____

Company name: _____

Position held: _____

Name of Supervisor and Phone # _____

Dates of employment: from _____ to _____

Reason for leaving position: _____

Current and previous volunteer experience (include present and past experience for the past ten years – add additional pages as needed)

Organization: _____

Duties: _____

Name of Supervisor and Phone # _____

Dates: from _____ to _____

Organization: _____

Duties: _____

Name of Supervisor and Phone # _____

Dates: from _____ to _____

Organization: _____

Duties: _____

Name of Supervisor and Phone # _____

Dates: from _____ to _____

Special interests, hobbies, and skills: _____

Why would you like to work with children and/or youth? _____

What qualities do you have that would help you work with children and/or youth? _____

How were you parented as a child? _____

How do/did you discipline your own children? _____

Would you be available for periodic training sessions? Yes No

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Appendix A

Protection of Children and Youth

In order to protect children and youth, the Diocese of Iowa strictly prohibits interaction with children or youth by anyone known to have a civil or criminal record of child abuse, or who has admitted to sexually abusing children or youth, or has a paraphiliac diagnosis (i.e. pedophilia, exhibitionism, voyeurism) as defined by the American Psychiatric Association.

In order to keep our children safe, the Diocese of Iowa requires that all those who work with or around children and/or youth be screened. This screening includes completion of this application, reference checks, sexual offender registry checks, driving or motor vehicle checks (if the person may be transporting children or youth) and criminal history checks (except for church school teachers, adults who participate in overnight activities with children or youth once or twice a year, adults who work or assist in the nursery four or fewer times a year, and adults who supervise or assist with supervising children or youth infrequently – no more than three times a year or for one program or activity during a year that lasts less than one month – for example, assisting with preparation for the Christmas pageant or Vacation Bible School).

In order to complete your screening, we need the following information:

References: (Please provide three character references - other than family members - who can identify your strengths and weaknesses and describe your background and ability to relate with children and youth.)

1. Name _____
Address _____
Home/ work phone #s _____
How does this person know you? _____
2. Name _____
Address _____
Home/ work phone #s _____
How does this person know you? _____
3. Name _____
Address _____
Home/ work phone #s _____
How does this person know you? _____

Please answer the following questions. (If any of your answers are yes, please attach another page and write a full explanation.)

- Yes No 1. Have you, at any time, been involved in or accused, rightly or wrongly, of sexual abuse, neglect or mistreatment (emotional or physical) of children or youth?
- Yes No 2. Have you ever been accused or convicted of possession/sales of controlled substances or of driving under the influence of alcohol or drugs?
- Yes No 3. Are you using illegal drugs?
- Yes No 4. Have you ever been arrested or convicted for any criminal act more serious than a traffic violation?
- Yes No 5. Have you ever been involved romantically or sexually with any student in youth ministry or had sexual relations with any minor after you became an adult?
- Yes No 6. Have you ever had a paraphiliac diagnosis (pedophilia, exhibitionism, or voyeurism)?

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- Yes No 7. Have you ever been asked to step away from ministry or work with children or youth in any setting, paid or volunteer?
- Yes No 8. Is there anything in your past or current life that might be a problem if we found out about it later?
- Yes No 9. Have you ever been the victim of any form of child abuse?
(If so, would you like to speak with your priest or a counselor? Yes No)
- Yes No 10. Do you have any medical conditions or take any medications that might affect or make ministry with children and youth hazardous for you or them?

Acknowledgement, Release and Signature

To the best of my knowledge, the information contained in this application is complete and accurate. I understand that providing false information is grounds for not hiring me or choosing me for a volunteer position or for my discharge if I have already been hired or chosen.

I authorize any person or organization, whether or not identified in this application, to provide any information concerning my educational, employment, volunteer, driving, criminal record, sexual registry or other qualification for my employment or volunteering. I also authorize _____ (parish) to request and receive such information.

In consideration of the receipt and evaluation of this application by the Church, I hereby release any individual, church, youth organization, charity, employer, supervisor, reference, or other person or organization, including records custodians, from any and all liability for damages of whatever kind or nature that may at any time result to me, my heirs or family, because of compliance or any attempts to comply, with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

If hired or chosen, I agree to be bound by the Diocese of Iowa Policies and Procedures Concerning Sexual Boundaries. I have been given and have read a copy of these Policies & Procedures. If, I violate these Policies and Procedures, I understand that my volunteer status may be terminated.

I state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF, AND I SIGN THIS RELEASE AS MY OWN ACT. This is a legally binding document, which I have read and understand.

Print name

Signature

Date

Witness

Date

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Appendix B – How to conduct a CRIMINAL BACKGROUND CHECK in the State of Iowa

The Diocese of Iowa requires that the background of church personnel *who regularly work with or around children or youth* be checked for any history of criminal behavior prior to beginning employment or volunteer work and every five years thereafter. The initial background check must go back at least seven years.

To check for a criminal record in the State of Iowa, contact the following:

Iowa Division of Criminal Investigation
Bureau of Identification
Wallace State Office Building
Des Moines, IA 50319

In Appendix C you will find the forms required for a criminal background check in the State of Iowa. These forms can also be obtained by calling (515) 281-4776 or downloaded from <http://www.state.ia.us/government/dps/dci/crimhist.htm>. The form is available in either Word for Windows 6.0 format (with .doc as the extender on the file name) or in Portable Document Format (with .pdf as the extender). Adobe Acrobat Reader, or another program compatible with the format, is required for viewing .pdf files.

A billing form (also available in Appendix C) must be submitted, along with one record check request for each surname on which a check is being requested. The fee for each request is \$5 per surname if you are checking a volunteer's background and \$13 per surname if you are checking an employee's background. (If the applicant has changed their name, you will need to check under both surnames.) The fee is \$7 and \$15 per surname for every fax-in/ fax-back request. The fax number is (515) 242-6876. A fax-back request requires a credit/debit card as the method of payment. A waiver for the record check and an explanation of the waiver is included in the record request form. Include a self-addressed envelope along with the request and billing forms. **Be sure you have the applicant's signature before you request the criminal record check.** Keep a copy of the request form so that you have a record of the applicant's signature.

If the applicant has lived outside the State of Iowa in the past seven years, you will need to contact the other state(s) in which the person has lived to complete the check. In Appendix J, you can find the information needed to check for a criminal record in other states.

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Appendix C – Forms needed to conduct CRIMINAL BACKGROUND CHECKS in the State of Iowa

http://www.dhs.state.ia.us/policyanalysis/PolicyManualPages/Manual_Documents/Forms/59-5-1489.pdf

ACCOUNT NUMBER: DHS

State of Iowa NON-LAW ENFORCEMENT RECORD CHECK REQUEST FORM A
--

TO: Iowa Division of Criminal Investigation
Bureau of Identification
Wallace State Office Building
Des Moines, Iowa 50319
(515) 281-5138 (voice - days)
(515) 242-6876 (fax)

From: _____
Fax # _____
Phone # _____

I am requesting an Iowa criminal history check on:

(Type or Print Legibly)

REQUEST		
Last Name (Mandatory)	First Name (Mandatory)	Middle Name (Recommended)
Date of Birth (Mandatory)	Sex (Mandatory) <input type="checkbox"/> M <input type="checkbox"/> F	Social Security Number (Recommended)
Signature of Requester		

(There is a separate form "A" requested for each last name submitted)

(DCI Use Only)	RESULTS
As of _____ date	a name and date of birth check revealed:
<input type="checkbox"/> CCH record attached	<input type="checkbox"/> No CCH record found
DCI Initials _____	

WAIVER

I hereby give permission for the above requesting official to conduct an Iowa criminal history check with the Division of Criminal Investigation. Any information maintained by the DCI may be released as allowed by law.

Signature	Date
-----------	------

White: DCI

Yellow: Control Copy

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Appendix C

WAIVER:

Iowa law does **not** require a waiver. However, without a waiver any arrest over 18 months old **without** a disposition, cannot be given to a non-law enforcement agency.

Deferred judgments where DCI has received notice of successful completion of probation also cannot be given out to non-law enforcement agencies without a signed waiver.

General Information:

The information requested is based on **name** and **exact date of birth only**. Without fingerprints a **positive** identification cannot be assured. If a person disputes the accuracy of information maintained by the Department, they may challenge the information by writing to the address on the front of this form or personally appearing at DCI headquarters during normal working hours.

The records maintained by the Iowa Department of Public Safety are based upon reports from other criminal justice agencies and therefore, the Department cannot guarantee the completeness of the information provided.

The criminal history check is of the Iowa Central Repository only. No other state or federal agency records can be searched under current law.

In Iowa, a **deferred judgment is not** considered a conviction once the defendant has been discharged after successfully completing probation. However, it should be noted that a deferred judgment may still be considered as an offense when considering charges for certain specified multiple offense crimes, i.e., second offense OWI. If a disposition reflects that a deferred judgment was given, you may want to inquire of the individual his or her current status.

A **deferred sentence is** a conviction. The judge simply withholds implementing a sentence for a certain probationary period. If probation is successful, the sentence is not carried out.

Any questions in reference to Iowa criminal history records can be answered by writing to the address on the front of this form or calling (515) 281-5138 between 8:00 a.m. and 4:30 p.m., Monday - Friday.

If the "No CCH record found" box is checked, it could also mean that information in the file is not releasable per Iowa law without a waiver.

REMINDER CHILD CARE ONLY -Send in a separate form for each surname. Iowa law requires employers to pay the fee for potential employees' record checks.

REMINDER FOR ALL OTHER REQUESTS - (1) Send in a separate form for each surname, (2) \$13 for each surname, (3) Attach a billing form with request(s), and, (4) submit a self-addressed envelope. Iowa law requires employers to pay the fee for potential employees' record checks.

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Appendix C

http://www.dhs.state.ia.us/policyanalysis/PolicyManualPages/Manual_Documents/Forms/595-1494.pdf

BILLING FORM NON-LAW ENFORCEMENT RECORD CHECK

Date _____

TO: Iowa Division of Criminal Investigation
Bureau of Identification
Wallace State Office Building
Des Moines, Iowa 50319

From: _____

Attached, please find a request(s) for a non-law enforcement criminal history record check information, if authorized by law.

The Division of Criminal Investigation does not warrant the completeness or accuracy of the data provided since the information is based upon reports from other criminal justice agencies.

	Name Search
Fee per surname	\$13.00
Number of requests*	_____
Amount enclosed	_____

A CHECK OR MONEY ORDER MUST ACCOMPANY THE REQUEST.

*Each **surname** submitted (alias names, maiden names, previous married name) must be counted as a record check. Departments in Iowa State Government may arrange an inter-agency transfer of funds.

METHOD OF PAYMENT:

Check Money Order Cash Pre-arranged billing

Cardholder's Name	Master Card Number	Expiration Date
Cardholder's Name	Visa Card Number	Expiration Date

INSTRUCTIONS

This form is to be used by non-law enforcement agencies, who through Chapter 692 of the code of Iowa have access to criminal history information maintained by the Iowa Division of Criminal Investigation.

Please complete this form, filing in all spaces and submit it to the Division of Criminal Investigation with a self-addressed envelope. Be sure to include your complete agency name and address.

Do not submit this form without a check, money order or other pre-arranged method of payment.

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Appendix D – How to check the SEXUAL ABUSE REGISTRY in the State of Iowa

The Diocese of Iowa requires that the Sexual Offender Registry be checked for any church personnel *who work (either regularly or occasionally) with or around children* prior to beginning employment or volunteer work and every five years thereafter. The initial check must go back at least seven years.

To check for a criminal record in the State of Iowa, contact your local Sheriff/Police Department using the form found in Appendix E. Prior to checking the sexual abuse registry, **be sure you have a signed release** from the individual whose background you are checking. This release is part of the Volunteer Application for Working With Children or Youth (See Appendix A.)

If the applicant has lived outside the State of Iowa in the past seven years, you will need to contact the other state(s) in which the person has lived to complete the check. In Appendix J, you can find the information needed to check the Sexual Abuse Registries in other states.

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Appendix E – Forms needed to check the Iowa Department of Public Safety Sex Offender Registry

<http://www.iowasexoffenders.com/dci150.pdf>

IOWA DEPARTMENT OF PUBLIC SAFETY SEX OFFENDER REGISTRY REQUEST FOR REGISTRY INFORMATION
--

Pursuant to 692A.13, Subsection 3., Code of Iowa, this written request is for information on the person with the following name and one or more of the following identifiers – address, date of birth, or Social Security Number:

Registrant's Last Name	First	Middle
Registrant's Address		Apt.
City	State	Zip
Date of Birth	Social Security Number	

Person Requesting Registry Information:

Requester's Last Name	First	Middle	
Requester's Address		Apt.	
City	County	State	Zip

Signature of Requester	Signature of Agency Official		
Date	Agency	Date	Time

Results of This Request:

- Not registered at this date and time.
 Registered - Information provided to requester.

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Appendix E

REQUEST FOR REGISTRY INFORMATION

1. A member of the general public can request registry information.
2. The person requesting the information must provide the following information in writing:
 - a. Their own name and address;
 - b. Name and address of the person about whom the information is sought.
3. Upon completion of this form, the Sheriff shall release only registry information of the person whose name and address was requested.
4. Dissemination of the Request for Registry Information form:
 - a. Original to Sheriff;
 - b. Copy to person making request.

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Appendix F – How to check REFERENCES

The Diocese of Iowa requires references submitted by those who will be working with children or youth be checked. At least one reference must be checked for those who occasionally work with or around children or youth and it is recommended that all three be checked for those working regularly with children and youth.

The following form is offered for your use:

_____ is applying to work with children and/or youth
at

_____ and has given your name as a reference.

This person will have close contact with children and/or youth and we want to ensure that these relationships will be healthy ones. Please complete the form below and use the enclosed envelope to send us your evaluation of this person's character and integrity. Your response will remain confidential.

1. Describe your relationship with this person.
2. How long have you known this person?

Please use the following scale to respond to questions 3 through 8:

1 – low 2 – below average 3 – average 4 – very good 5 – excellent

How would you rate the following?

- | | | | | | |
|---|---|---|---|---|---|
| 3. Involvement in peer relationships? _____ | 1 | 2 | 3 | 4 | 5 |
| 4. Emotional maturity? _____ | 1 | 2 | 3 | 4 | 5 |
| 5. Resolving conflict? _____ | 1 | 2 | 3 | 4 | 5 |
| 6. Following through with commitments? _____ | 1 | 2 | 3 | 4 | 5 |
| 7. Ability to relate to children (3-12) _____ | 1 | 2 | 3 | 4 | 5 |
| 8. Ability to relate to children (13-18) _____ | 1 | 2 | 3 | 4 | 5 |
| 9. What are this person's greatest strengths? | | | | | |
| 10. How would you feel about having this person working with your child or youth? | | | | | |
| 11. Do you have any concerns with this person working with children or youth? If so, please explain. (Please check here ___ if you have concerns that you would prefer discussing in person.) | | | | | |
| 12. Is there anything else we should know in our consideration of this person? | | | | | |

Thank you for taking the time to fill this out. If you have questions regarding this reference, please contact

Your name (*printed*) _____

Phone #s (*day and evening*) _____

Signature _____

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Appendix G – How to check Motor Vehicle Records in the State of Iowa

The Diocese of Iowa requires checking the driving record of any person who may be transporting children or youth. This information can be obtained, with the person's permission, from the Iowa Department of Transportation.

In order to check the person's driving record, follow the steps below:

1. Obtain a release of information indicating the person authorizes release of the driving record to the church. The person's signature must be notarized. (This can be done at most banks.)
2. Along with the release, include the person's driver license number (or a photocopy of their license).
3. The cost for each driving record check is \$5.50. (Include a check with your request.)
4. If the request is taken to the office in Des Moines, the information is given immediately. If the request is mailed, allow approximately 3 days for processing.
5. Send the request along with the required materials (1-3) to:

IDOT
100 Euclid Ave
Des Moines, IA 50306

In Appendix H you will find a sample form that can be used both to obtain the needed release of information and to send to Des Moines to request the person's driving record. It is a good idea to make a copy of this form and put it in the person's file.

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Appendix H – Forms to use when checking Motor Vehicle Records (driving record) in the State of Iowa

State of Iowa – Driving Record Request

TO: IDOT	FROM: <u>Rector's Name</u>
100 Euclid Ave	<u>Church Name</u>
Des Moines, IA 50306	<u>Church Address</u>
	<u>Church Phone Number</u>

I am requesting the driving record of _____

Driver's license # _____

I have included a check to IDOT for \$5.50

Below is a signed and notarized release of information.

Release of Information

I hereby give permission for the above requesting official to conduct a check of my driving record with the Iowa Department of Transportation. Any information maintained by IDOT may be released as allowed by law.

_____	_____
<i>Signature</i>	<i>Date</i>

STATE OF _____
COUNTY OF _____

Subscribed and sworn to before me on _____ (date).

Notary Public in and for the State of Iowa

My commission expires _____

(Notary seal)

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Appendix I

Guidelines for Appropriate Affection

The Diocese of Iowa is committed to creating and promoting a positive, nurturing environment for our children's and youth ministries that protect our children and youth from abuse and our Church Personnel from misunderstandings. When creating safe boundaries for children and youth, it is important to establish what types of affection are appropriate and inappropriate, otherwise that decision is left to each individual. Stating which behaviors are appropriate and inappropriate allows Church Personnel to comfortably show positive affection in ministry, and yet identify individuals who are not maintaining safe boundaries with children or youth. These Guidelines are based, in large part, on avoiding behaviors known to be used by child molesters to groom children or youth and their parents for future abuse. The following guidelines are to be carefully followed by all Church Personnel working around or with children or youth.

1. Love and affection are part of church life and ministry. There are many ways to demonstrate affection while maintaining positive and safe boundaries with children and youth. Some POSITIVE and APPROPRIATE forms of affection are listed below:

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

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

- Inappropriate or lengthy embraces.
- Kisses on the mouth.
- Holding children over three years old on the lap.
- Touching bottoms, chests or genital areas other than for appropriate diapering or toileting of infants and toddlers.
- Showing affection in isolated areas such as bedrooms, closets, staff only areas or other private rooms.
- Occupying a bed with a child or youth
- Touching knees or legs of children or youth.
- Wrestling with children or youth.
- Tickling children or youth.
- Piggyback rides.
- Any type of massage given by a child or youth to an adult.
- Any type of massage given by an adult to a child or youth.
- Any form of unwanted affection.
- Comments or compliments (spoken, written, or electronic) that relate to physique or body development. Examples would be, "You sure are developing," or "You look really hot in those jeans."
- Snapping bras or giving wedgies or similar touch of underwear whether or not it is covered by other clothing.
- Giving gifts or money to individual children or youth.
- Private meals with individual children or youth.

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Appendix J

Confidential Notice of Concern

Individual(s) of Concern: _____

Date of occurrence: _____

Time of occurrence: _____

Type of Concern:

- Inappropriate behavior with a child or youth
- Policy violation with a child or youth
- Possible risk of abuse
- Other concern: _____

Describe the situation: What happened, where it happened, when it happened, who was involved, who was present, who was notified? If reported to the State, what was their recommendation about investigating? Attach additional sheets if needed.

Has this situation ever occurred previously? Attach additional sheets if needed.

What action was taken? How was the situation handled, who was involved, who was questioned, were police called? Attach additional sheets if needed.

What is the follow-up plan? Does anyone else need to be notified? Will the situation need monitoring? Would you like someone to call you to discuss this situation? Attach additional sheets if needed.

Submitted by: (Please print) _____

Telephone number: _____

Location and address: _____

Signature: _____

Date: _____

Reviewed by: _____

Once completed, please fax to the confidential fax line 515-277-0106.

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Appendix K – How to Check Other States' Criminal Records and Sex Offenders Registry Information

ALABAMA

AGENCY Alabama Bureau of Investigation
Identification Unit - Record Checks
P. O. Box 1511, Montgomery, AL 36102-1511
(334) 260-1100 phone
(334) 395-4350 fax
jamespotts@gsiweb.net
WEBSITE www.dps.state.al.us
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through name and date of birth checks.
SEX OFFENDER REGISTRY
Online Sex Offender Registry: www.gsiweb.net.

ALASKA

AGENCY Department of Public Safety
Records and Identification Bureau
5700 East Tudor Road, Anchorage, AK 99507
(907) 269-5511 phone
(907) 269-5091 fax
WEBSITE www.dps.state.ak.us
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through fingerprint checks.
SEX OFFENDER REGISTRY
Sex Offender Registry hotline: (907) 269-5767.

ARIZONA

AGENCY Arizona Department of Public Safety
Attn: Applicant Clearance Card Team
Mail Code 2200
P. O. Box 6638, Phoenix, AZ 85005-6638
(602) 223-2223 phone
(602) 223-2972(Attn: Applicant Team 1) fax
WEBSITE www.dps.state.az.us
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through fingerprint checks.
SEX OFFENDER REGISTRY
Sex Offender Registry hotline: (602) 223-2876.

ARKANSAS

AGENCY Arkansas State Police
Identification Bureau
#1 State Police Plaza Drive, Little Rock, AR 72209
(501) 618-8500
(501) 618-8404 fax
WEBSITE www.aps.state.ar.us
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through name and date of birth checks.
SEX OFFENDER REGISTRY
Sex Offender Registry hotline: (501) 682-2222.

CALIFORNIA

AGENCY State of California
Department of Justice
Record Security Section, C-121
P. O. Box 903387, Sacramento, CA 94203-3870

(916) 227-2928
WEBSITE www.caag.state.ca.us
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.
SEX OFFENDER REGISTRY
Sex Offender Registry hotline: (860) 685-8060.

COLORADO

AGENCY Colorado Bureau of Investigations
690 Kipling Street, Ste. 3000, Denver, CO 80215
(303) 239-4300 phone
WEBSITE www.sor.state.co.us
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.
SEX OFFENDER REGISTRY
Sex Offender Registry hotline: (303) 239-4208.
Online Sex Offender Registry: www.sor.state.co.us.

CONNECTICUT

AGENCY State of Connecticut
Department of Public Safety
Attn: Bureau of ID, Records Section
1111 Country Club Road, P. O. Box 2794
Middletown, CT 06457-9294
(860) 685-8480 (for Name and Date of Birth Check)
(860) 685-8270 (for Fingerprint Check)
WEBSITE www.state.ct.us/dps/
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.
SEX OFFENDER REGISTRY
Sex Offender Registry hotline: (860) 685-8060.
Online Sex Offender Registry:
www.state.ct.us/dps/SexOffenderRegistryNOTICE.htm
Currently, information on registered sex offenders is only available to law enforcement personnel. This law is being appealed before the U.S. Supreme Court.

DELAWARE

AGENCY Delaware State Police
State Bureau of Identification
1407 North Dupont Highway, Dover, DE 19901
(302) 739-5880
WEBSITE www.state.de.us
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through fingerprint checks.
SEX OFFENDER REGISTRY
Online Sex Offender Registry: www.state.de.us.

DISTRICT OF COLUMBIA

AGENCY Metropolitan Police Department

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Attn: Mail in Correspondence
300 Indiana Ave. NorthW., Room 3061
Washington, DC 20001
(202) 727-4245
WEBSITE www.ci.washington.dc.us
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through name and date of birth checks.
SEX OFFENDER REGISTRY
Sex Offender Registry hotline: (202) 727-4407.

FLORIDA

AGENCY Florida Department of Law Enforcement
ATTN: USB (User Services Bureau)
P.O. Box 1489, Tallahassee, FL 32302
(850) 410-8109
WEBSITE www.2.fdle.state.fl.us
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or on the internet.
SEX OFFENDER REGISTRY
Sex Offender Registry hotline: (850) 410.8572.

GEORGIA

AGENCY Georgia Bureau of Investigations
3121 Panthersville Road, Decatur, GA 30034
(404) 244-2770
WEBSITE www.ganet.org/gbi
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.
SEX OFFENDER REGISTRY
Online Sex Offender Registry: www.ganet.org/gbi.

HAWAII

AGENCY Hawaii Criminal Justice Data Center
Room 101 Administration
465 South King Street, Honolulu, HI 96813
(808) 587-3100
WEBSITE www.state.hi.us
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.
SEX OFFENDER REGISTRY
Sex Offender Registry hotline: (808) 587-3100.

IDAHO

AGENCY Idaho State Police
Attn: BCI(Bureau of Criminal Identifications)
P. O. Box 700, Meridian, ID 83642
(208) 884-7134
WEBSITE www.isp.st.id.us
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.
SEX OFFENDER REGISTRY
Sex Offender Registry hotline: (208) 884-7305.

ILLINOIS

AGENCY Illinois State Police
Information and Technology Command
Bureau of Identification
260 North Chicago, Joliet, Illinois 60432-4075
(815) 740-5189
WEBSITE www.state.il.us/isp/isp.php
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.
SEX OFFENDER REGISTRY
Sex Offender Registry hotline: (815) 740-5211.

INDIANA

AGENCY Indiana State Police, Central Repository
100 North Senate Avenue, Room N302
Indianapolis, IN 46202-259
(317) 232-8266
WEBSITE www.in.gov/isp/lch
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.
SEX OFFENDER REGISTRY
Sex Offender Registry hotline: (317) 232-2560.

IOWA

AGENCY Iowa Division of Criminal Investigation
Bureau of Identification
Wallace State Office Building,
Des Moines, IA 50319
(515) 281-5138
(515) 242-6876 fax
WEBSITE
www.state.ia.us/govt/dps/dci/crimhist.htm
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through name and date of birth checks.
SEX OFFENDER REGISTRY
Sex Offender Registry hotline: (515) 281-4976.

KANSAS

AGENCY Kansas Bureau of Investigations
Criminal Justice Information Systems Division
Attn: Adult Records(NCJRC)
1620 S. W. Tyler
Topeka, KS 66612-1837
(785) 296-8200
WEBSITE www.kbi.state.ks.us
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.
SEX OFFENDER REGISTRY
Online Sex Offender Registry: www.kbi.state.ks.us.

KENTUCKY

AGENCY Kentucky State Police
Records Branch
1250 Louisville Road, Frankfort, KY 40601

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(502) 227-8700
(502) 227-8734 fax
Website Website is unavailable at this time.
Criminal Background Check
Criminal background records are obtained through name and date of birth checks.
SEX OFFENDER REGISTRY Sex Offender Registry hotline: (502) 227-8700.
Sex Offender Registry is only available with a criminal background check.

LOUISIANA

AGENCY Louisiana State Police
Bureau of Criminal Identification and Information
P. O. Box 66614, Mail Slip 18
Baton Rouge, LA 70896-6614
(225) 925-6095
(225) 925-7005 fax
WEBSITE www.state.la.us
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.
SEX OFFENDER REGISTRY
Sex Offender Registry hotline: (225) 925-6100.

MAINE

AGENCY State Bureau of Identification
42 State House Station, Augusta, ME 04333
(207) 624-7009
WEBSITE www.state.me.us
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through name and date of birth checks.
SEX OFFENDER REGISTRY
Sex Offender Registry hotline: (207) 624-7100.

MARYLAND

AGENCY Central Repository
CJIS
P. O. Box 32708, Pikesville, MD 21282-2708
(410) 764-4501
WEBSITE Website is unavailable at this time.
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through fingerprint checks.
SEX OFFENDER REGISTRY
Sex Offender Registry is available through a written request including name, address and reason for your request either faxed to (410)653-5690 or e-mailed to sor@dpscs.state.md.us.

MASSACHUSETTS

AGENCY Criminal History Systems Board
Attn: CORI unit
200 Arlington Street, Chelsea, MA 02150
(617) 472-2881 ext. 340
WEBSITE www.state.ma.us/chsb
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through name and date of birth checks.
SEX OFFENDER REGISTRY
Sex Offender Registry hotline: (978) 740-6400.

MICHIGAN

AGENCY Michigan State Police
CJIC
7150 Harris Dr., Lansing, MI 48913
(517) 322-1956
WEBSITE www.michigan.gov
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through name and date of birth checks.
SEX OFFENDER REGISTRY
Sex Offender Registry hotline: (517) 322-4939.
Online Sex Offender Registry:
www.mipsor.state.mi.us.

MINNESOTA

AGENCY Minnesota Department of Public Safety
Bureau of Criminal Apprehension
Criminal Justice Information Systems Section
1246 University Avenue, St. Paul, MN 55104
(651) 642-0670
WEBSITE www.dps.state.mn.us
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through name and date of birth checks.
SEX OFFENDER REGISTRY
Sex Offender Registry Phone: (651) 603-6748.
Online Sex Offender Registry:
www.doc.state.mn.us.

MISSISSIPPI

AGENCY Mississippi State Department of Health
Child Care Facilities Licensure Central Office
P. O. Box 1700, Jackson, MS 39215
(601) 576-7613
WEBSITE www.msdh.state.ms.us
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.
SEX OFFENDER REGISTRY
Sex Offender Registry hotline: (800) 222-8000.

MISSOURI

AGENCY Missouri State Highway Patrol
Criminal Records and ID Division
1510 East Elm St., P. O. Box 568
Jefferson City, MO 65102
(573) 526-6153
WEBSITE www.state.mo.us
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.
SEX OFFENDER REGISTRY
Sex Offender Registry is available through your local sheriff's department.

MONTANA

AGENCY ID Bureau
P. O. Box 201403, Helena, MT 59620-1403
(406) 444-3625
WEBSITE Website is unavailable at this time.
CRIMINAL BACKGROUND CHECK

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Criminal background records are obtained through either name and date of birth checks or fingerprint checks.
SEX OFFENDER REGISTRY
Sex Offender Registry hotline: (406) 444-9479.

NEBRASKA

AGENCY Nebraska State Patrol
Attn: CID
P. O. Box 94907, Lincoln, NE 68509
(402) 471-4545
WEBSITE www.state.ne.us
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.
SEX OFFENDER REGISTRY
Sex Offender Registry hotline: (402) 471-8647.

NEW HAMPSHIRE

AGENCY New Hampshire State Police
James Hayes Safety Building
10 Hazen Drive, Concord, NH 03305
(603) 271-2538
WEBSITE www.state.nh.us
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through name and date of birth checks.
SEX OFFENDER REGISTRY
Sex Offender Registry hotline: (603) 271-2663

NEW JERSEY

AGENCY New Jersey State Police
Records and Identification Section
P. O. Box 7068, West Trenton, NJ 08625-0068
(609) 882-2000
WEBSITE www.state.nj.us
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.
SEX OFFENDER REGISTRY
Sex Offender Registry hotline: (609) 882-2000.

NEW MEXICO

AGENCY Department of Public Safety
4491 Cerrillos Rd., Santa Fe, NM 87504
(505) 827-9181
WEBSITE www.state.nm.us
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.
SEX OFFENDER REGISTRY
Sex Offender Registry hotline: (505) 827-9181.

NEW YORK

AGENCY Office of Court Administration
Criminal Search Intake Unit
25 Beaver Street, New York, New York 10004
(212) 428-2810
WEBSITE www.courts.state.ny.us
CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through name and date of birth checks.
SEX OFFENDER REGISTRY
Sex Offender Registry hotline: (900) 288-3838.

NORTH CAROLINA

AGENCY State Bureau of Investigation
North Carolina Department of Justice
P. O. Box 29500, Raleigh, NC 27626-0500
(919) 662-4500
WEBSITE www.state.nc.us
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.
SEX OFFENDER REGISTRY
Online Sex Offender Registry:
<http://sbi.jus.state.nc.us/DOJHAHT/SOR/Default.htm>.

NORTH DAKOTA

AGENCY North Dakota Bureau of Criminal Investigations, Criminal Records Section
4205 State Street (zip code is 58503)
P.O. Box 1054, Bismarck, ND 58502-1054
(701) 328-5500
WEBSITE www.ag.state.nd.us
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.
SEX OFFENDER REGISTRY
Sex Offender Registry hotline: (701) 328-5500.

OHIO

AGENCY Ohio Bureau of Criminal Identification
P. O. Box 365, London, OH 43140
(740) 845-2000
WEBSITE www.state.oh.us
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through fingerprint checks.
SEX OFFENDER REGISTRY
Sex Offender Registry is only available with a criminal background check.

OKLAHOMA

AGENCY Oklahoma State Bureau Identification
Criminal History Reporting
6600 North Harvey, Building 6, Ste. 140
Oklahoma City, OK 73116
(405) 879-2528
WEBSITE www.osbi.state.ok.us
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.
SEX OFFENDER REGISTRY
Sex Offender Registry hotline: (405) 228-2060.

OREGON

AGENCY Oregon State Police
Attn: Open Records
Unit 11, P.O. Box 4395, Portland, OR 97208-4395

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(503) 378-3070
WEBSITE www.osp.state.or.us
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.
SEX OFFENDER REGISTRY
Sex Offender Registry hotline: (503) 378-3720.

PENNSYLVANIA

AGENCY Pennsylvania State Police
Records and Identification Division
1800 Elmerton Avenue, Harrisburg, PA 17110
(717) 783-5492
WEBSITE www.state.pa.us
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.
SEX OFFENDER REGISTRY
Sex Offender Registry hotline: (717) 705-4253.

RHODE ISLAND

Agency Department of Attorney General Office
Attn: BCI
150 South Maine Street, Providence, RI 02903
(401) 421-5268
WEBSITE www.state.ri.us
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through name and date of birth checks.
SEX OFFENDER REGISTRY
Sex Offender Registry hotline: (401) 421-5268 ext.2288

SOUTH CAROLINA

AGENCY SLED (State Law Enforcement Division)
Attn: Records
P. O. Box 21398, Columbia, SC 29221
(803) 737-9000
WEBSITE www.sled.state.sc.us
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through name and date of birth checks.
Criminal background records can be obtained online at www.sled.state.sc.us.
SEX OFFENDER REGISTRY
Online Sex Offender Registry: www.sled.state.sc.us.

SOUTH DAKOTA

AGENCY Division of Criminal Investigation
Identification Section
500 East Capital, Pierre, SD 57501-5070
(605) 773-3331
WEBSITE www.state.sd.com
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through fingerprint checks.
SEX OFFENDER REGISTRY
Sex Offender Registry hotline: (605) 773-3331.

TENNESSEE

AGENCY Tennessee Bureau of Investigation

Records and Identification Unit - Applicant
Processing
901 R. S. Gass Blvd., Nashville, TN 37216
(615) 744-4000
WEBSITE www.tbi.state.tn.us
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through fingerprint checks.
SEX OFFENDER REGISTRY
Sex Offender Registry hotline: (615) 744-4000.

TEXAS

AGENCY Texas Department of Public Safety
Crime Records Division
P. O. Box 4143, Austin, Texas 78765
(512) 424-5664
WEBSITE www.txdps.state.tx.us
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.
SEX OFFENDER REGISTRY
Sex Offender Registry hotline (512) 424-2279.

UTAH

AGENCY Utah Department of Criminal Identification
3888 W. 5400 S., Salt Lake City, UT 84114-8280
(801) 965-4569
WEBSITE www.bci.utah.gov
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.
SEX OFFENDER REGISTRY
Sex Offender Registry hotline: (801) 538-4003.

VERMONT

AGENCY Vermont Criminal Information Center
Department of Public Safety
103 South Main Street, Waterbury, VT 05671-2101
(802) 244-8727
WEBSITE www.dps.state.vt.us
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.
SEX OFFENDER REGISTRY
Sex Offender Registry hotline: (802) 241-5400.

VIRGINIA

AGENCY Virginia State Police
7700 Midlophian Turnpike, Richmond, VA 23235
(804) 674-2000
WEBSITE www.virginiatrooper.org
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.
SEX OFFENDER REGISTRY
Sex Offender Registry hotline: (804) 674-2000.

WASHINGTON

AGENCY Washington State Patrol

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Identification and Criminal History Section
P. O. Box 42633, Olympia, WA 98504-2633
(360) 705-5100
WEBSITE <https://watch.wsp.wa.gov>
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.
SEX OFFENDER REGISTRY
Sex Offender Registry is available through your local sheriff's department.

WEST VIRGINIA

AGENCY West Virginia State Police
Criminal Identification Bureau
Records Section
725 Jefferson Road, South Charleston, WV 25309
(304) 746-2100
WEBSITE www.wvstatepolice.com
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through fingerprint checks.
SEX OFFENDER REGISTRY
Sex Offender Registry hotline (304) 746-2133.

WISCONSIN

AGENCY Crime Information Bureau
Record Check Unit
P. O. Box 2688, Madison, WI 53701-2688
(608) 266-5764
WEBSITE <http://wi-recordcheck.org>
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.
SEX OFFENDER REGISTRY
Sex Offender Registry hotline (800) 398-2403.

WYOMING

Agency Division of Criminal Investigation
316 West 22nd St., Cheyenne, WY 82002
(307) 777-7523
WEBSITE www.wy.state.us
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through fingerprint checks.
SEX OFFENDER REGISTRY
Sex Offender Registry hotline: (307) 777-7809

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Appendix L

Individual Form of Receipt

I hereby acknowledge that I have received a copy of the Policies and Procedures Concerning Sexual Boundaries of the Diocese of Iowa and that I understand the content of these Policies and Procedures.

X _____
Signature Date

Print Name

(All clergy, all lay employees and all volunteers who regularly supervise youth activities, *including* unpaid Sunday School teachers, and vestry members shall be furnished with a copy of these Policies and shall complete and sign a certificate evidencing the receipt of these Policies. A sample form of receipt is provided as Appendix L. Each Congregation shall retain the receipts among its permanent records and copies are to be provided to the Diocese of Iowa with the annual Church Information forms.)

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Appendix M – Compliance Checklist for Congregations

Name of Church _____

Church location _____

- ___ 1. This Compliance Checklist is to be attached to a copy of the official minutes of the Vestry/Bishop’s Committee meeting documenting the annual review of the Policies and Procedures Concerning Sexual Boundaries in the Episcopal Diocese of Iowa.
- ___ 2. A personnel file has been established for every lay person who works with or around children or youth. The personnel files are kept in a locked cabinet in the church where there is reasonable assurance of privacy. (Documentation for clergy is to be kept in their personnel file in the diocesan office.)
- ___ 3. A standard application has been completed and placed in the personnel file of each person who works with our around children or youth.
- ___ 4. A criminal records check has been completed and placed in the personnel file of each person who regularly works with or around children or youth.
- ___ 5. A sexual offender registry check has been completed and placed in the personnel file for each person who works with or around children or youth.
- ___ 6. An individual interview has been conducted with each person who works with or around children and youth and documented in their personnel file.
- ___ 7. Reference checks have been completed on each person working with or around children or youth and documented in their personnel file.
- ___ 8. A motor vehicle driving record check has been completed and placed in the personnel file of each person who may be transporting children or youth.
- ___ 9. All church personnel who work with or around children or youth have completed the required level of Safeguarding God’s Children training. Documentation of completion of training has been placed in each person’s personnel file.

Date

Signature of Person completing Checklist

Return Checklist to: Episcopal Diocese of Iowa, 225-37th Street, Des Moines IA 50312-4305

Policies

Sexual Boundaries

Appendix N – (These publications are no longer being printed in booklet form by Iowa's Department of Human Services; however, they are available online.)

Child Abuse – A Guide for Mandatory Reporters:

http://www.dhs.state.ia.us/policyanalysis/policymanualpages/Manual_Documents/Forms/comm164.pdf

Dependent Adult Abuse – A Guide for Mandatory Reporters:

http://www.dhs.state.ia.us/policyanalysis/policymanualpages/Manual_Documents/Forms/comm118.pdf

List of Appendices

- A. Standard Application (including release form)
 - B. How to Conduct a Criminal Background Check
 - C. Forms Needed to Conduct Criminal Background Check in the State of Iowa
 - D. How to check the Sexual Abuse Registry in the State of Iowa
 - E. Forms need to check Iowa Department of Public Safety Sex Offender Registry
 - F. How to Check References
 - G. How to Check Motor Vehicle Records in the State of Iowa
 - H. Form to use when checking Motor Vehicle Records (driving record) in the State of Iowa
 - I. Guidelines for Appropriate Affection
 - J. Confidential Notice of Concern
 - K. How to Check Other States Criminal Records and Sex Offender Registries
 - L. Sample Form of Receipt
 - M. Compliance checklist for congregations
 - N. Child Abuse – A Guide for Mandatory Reporters; Dependent Adult Abuse – A Guide for Mandatory Reporters
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Policies

Guidelines For Stewardship 131st Annual Convention November 1983

1. We reaffirm the tithing as the minimum standard of our own giving and of our witness in the world.
2. We urge that every unit of the Church should look beyond its own parochial needs and continue to hold up Mission as a priority of our giving and spending.
3. It should be recognized that outreach includes commitment of our time (our human resources) as well as the allocation of our monetary resources.
4. The Church should recognize that faithful stewardship requires not only sacrificial giving but care in allocating responsibly the resources entrusted to it.
5. The proportionate allocation of resources to international, diocesan, and parish levels should be determined by the most effective way in which the tasks of the Church including its outreach activities can be carried on and administered.

In adopting these guidelines, this convention expects that as they are followed at least fifty percent of the budgets at national, diocesan, parish, and mission levels will be spent for purposes and activities beyond ourselves.

Policy On Surplus Diocesan Budgetary Funds November 1979

Each year, if and when it shall appear to the Committee on Ways and Means that the budgetary items for the current fiscal year shall have been funded and that there shall appear to be an actual monetary surplus, the Committee shall notify the Board of Directors of the Episcopal Corporation of the amount of such anticipated surplus. The Board of Directors is authorized to take immediate, appropriate action; to develop additional programs for the extension of Christ's Church; and/or to expend such funds for the Mission of the Church at home or abroad, in order to utilize such funds as responsible stewards of God's gifts.

Policy On Working Capital Supplement As Revised by Diocesan Convention November 1985

It shall be the policy of the Diocese of Iowa, that at the end of each year the Working Capital Supplement shall be adjusted to be equal to at least 20%, but not more than 25%, of the following year's budget.
