

## RESOURCES FOR A SESSION SEXUAL MISCONDUCT POLICY

### Presbyterian Church (U.S.A.)

Allen, MaryLee, Daley-Harris, Shannon, Mitchell, Douglas, & White, Brandi. (2014, May 22). We Won't Let it Happen Here: Creating a Child Safe Church. Louisville, KY: Presbyterian Church (U.S.A.) & Presbyterian Child Advocacy Network, 38 pp.

PDF format accessed 01/07/16:

[http://www.phewacomcommunity.org/images/We\\_Won\\_t\\_Let\\_It\\_Happen\\_Here\\_rev\\_11-16.pdf](http://www.phewacomcommunity.org/images/We_Won_t_Let_It_Happen_Here_rev_11-16.pdf)

MacDonald, Bonnie Glass. (1993). Surely Heed Their Cry: A Presbyterian Guide to Child Abuse Prevention, Intervention, and Healing. Louisville, KY: Presbyterian Church, (U.S.A.), 63 pp.

Available for \$5.00 World Wide Web site accessed 01/07/16:

<http://store.pcusa.org/Communications?search=25793010> Order # 25793010.

Office of the General Assembly. (2004). Standards of Ethical Conduct. Approved by 210<sup>th</sup> General Assembly, 1998. Louisville, KY: Office of the General Assembly, Presbyterian Church (U.S.A.), 31 pp.

PDF format accessed 01/07/16: <https://www.pcusa.org/resource/standards-ethical-conduct/>

Office of the General Assembly. (2010). Presbyterian Church (U.S.A.) Sexual Misconduct Policy and Its Procedures. Revision approved by the 219<sup>th</sup> General Assembly, 2010.

PDF format accessed 01/07/16:

<http://www.pcusa.org/resource/sexual-misconduct-policy/> [Note: this version states it was revised in 2013 by the Committee on the General Assembly, but does not indicate what changed.]

Presbyterian Church (U.S.A.). (n.d.). *Creating Safe Ministries*.

World Wide Web site accessed 01/07/16:

<http://www.presbyterianmission.org/ministries/creating-safe-ministries/>

Presbyterian Church (U.S.A.). (2010). Legal Resource Manual for Presbyterian Church (U.S.A.) Middle Governing Bodies and churches, 3rd ed. Louisville, KY: Office of Legal/Risk Management Services, PC(U.S.A.).

See Section 9, Risk Management, A. Insurance, 1c, Sexual Misconduct Liability.

PDF format accessed 01/07/16: <http://www.pcusa.org/resource/legal-resource-manual/>

Women's Ministries Program Area, Office of Women's Advocacy, Presbyterian Church (U.S.A.). (1995; 1999). Hearing the Silence, Healing the Pain: Stories of Sexual Misconduct Through Sexual Abuse in the Church.

Louisville, KY: Presbyterian Church, (U.S.A.), 44 pp. [Booklet]

Difficult to locate.

### Presbytery of Genesee Valley

Presbytery of Genesee Valley. (10/25/94; rev. 05/26/98, 11/27/01, & 05/27/10). *Policy on Sexual Misconduct*, 35 pp.

PDF format accessed 01/07/16:

<http://pbygenval.org/wp-content/uploads/sites/47/2013/01/Policy-on-Sexual-Misconduct.pdf>

Evinger, James S. (rev. 2016). Essentials of a Session Policy on Sexual Boundary Violations and Basics of a Protection Policy for Children and Youth.

Updated regularly. Available as a Word document upon request. (Expect it to be posted on PGV website.)

### PC(U.S.A.) Presbyteries and Synods

Presbytery of South Dakota. (2015, June 1). *Presbytery of South Dakota Child Protection Policy*, 24 pp. Appendix A in the Presbytery's *Manual of Administrative Operations*.

Begins at p. 69, PDF numbered pages.

PDF format accessed 01/07/16:

[http://www.presbyteryofsd.org/files/9614/3500/0571/June\\_2015\\_Manual\\_of\\_Administrative\\_Operations.pdf](http://www.presbyteryofsd.org/files/9614/3500/0571/June_2015_Manual_of_Administrative_Operations.pdf)

Synod of the Northeast. (2013, January). *The Synod of the Northeast Background Investigation Consent*, 1 pg.

Example of a consent form for employment or volunteer participation.

PDF format accessed 01/07/16:

[http://synodne.org/Media/Default/Resources/Forms/00\\_Background\\_Consent\\_Form\\_rev\\_01\\_2013.pdf](http://synodne.org/Media/Default/Resources/Forms/00_Background_Consent_Form_rev_01_2013.pdf)

Synod of the Sun. (2014, August 7). *Child and Youth Protection Policy of the Synod of the Sun*, 24 pp.

PDF format accessed 01/07/16:

[http://media.wix.com/ugd/e1e8df\\_96d16d3b185e40638d6541983e7badf8.pdf](http://media.wix.com/ugd/e1e8df_96d16d3b185e40638d6541983e7badf8.pdf)

Year of the Child Task Force. (n.d.). *Making Church a Safe Place: Rationale and Procedures for Minimizing the Risk of Abuse*, 25 pp.

PDF format accessed 01/07/16: <http://www.mission-presbytery.org/pdf/79.pdf>

### **Non-P.C.(U.S.A.)**

Church Law & Tax Report. (2015). *Church Board Guide to a Child Sexual Abuse Prevention Policy*. Carol Stream, IL: Christianity Today.

Available for purchase as a download: <http://store.churchlawtodaystore.com/chbogutochab.html>

For resources related to children and youth: <http://store.churchlawtodaystore.com/childrenyouth.html>

Church Mutual Insurance Company.

Search the available topics. Some, e.g., "Child and Youth Sexual Abuse," include PDF resources.

World Wide We site accessed 01/07/16:

<https://www.churchmutual.com/98/Safety-Resources?gclid=Cljc-sywoMoCFdMYHwodVrINqw>

Church Pension Group. (n.d.). *Preventing Sexual Misconduct*.

World Wide Web site accessed 01/07/16:

<https://www.cpg.org/administrators/insurance/preventing-sexual-misconduct/overview/>

Churches' Child Protection Advisory Service. (2009, April). *Safe and Secure: Key Facts. A Summary of CCPAS' Ten Safeguarding Standards for Places of Worship and Other Organisations*. Swanley, Kent, England: Churches' Child Protection Advisory Service, 16 pp.

PDF format accessed 01/20716: <http://www.ccpas.co.uk/Documents/key%20facts.pdf>

Cobble, Jr., James F., Hammar, Richard R., & Klipowicz, Steven W. (2003; 2008). *Reducing the Risk II: Keeping Your Church Safe from Child Sexual Abuse*, (3rd ed.). Matthews, NC: Christian Ministry Resources.

World Wide Web site accessed 01/07/16: <http://store.churchlawtodaystore.com/reducingrisk.html>

Commit to Kids: Helping Organizations Prevent Child Sexual Abuse. (n.d.). *Assessment Questionnaire*. Winnipeg, Manitoba, Canada: Canadian Centre for Child Protection, 1 pg.

World Wide Web site accessed 01/07/16: [http://www.commit2kids.ca/app/en/assessment\\_questionnaire](http://www.commit2kids.ca/app/en/assessment_questionnaire)

Crosson-Tower, Cynthia. (2006). *A Clergy Guide to Child Abuse and Neglect*. Cleveland, OH: The Pilgrim Press, 256 pp.

Darkness to Light. (2013). *Stewards of Children*. Charleston, SC: Darkness to Light.

World Wide Web site accessed 01/07/16:

[http://www.d2l.org/site/c.4dICIJOKGcISE/b.6243681/k.86C/Child\\_Sexual\\_Abuse\\_Prevention\\_Training.htm](http://www.d2l.org/site/c.4dICIJOKGcISE/b.6243681/k.86C/Child_Sexual_Abuse_Prevention_Training.htm)

Local training for parents and for volunteers who work with youth is provided by Bivona Child Advocacy Center, (585) 935-7800, 1 Mt. Hope Ave., Rochester. <http://www.bivonacac.org>

Day, Jackson, Vermilyea, Elizabeth, Wilkerson, Jennifer, & Giller, Esther. (Eds.). (2006). Risking Connection in Faith Communities: A Training Curriculum for Faith Leaders Supporting Trauma. Baltimore, MD: Sidran Press, 160 pp.

World Wide Web site accessed 01/07/16:

<http://www.sidran.org/shop/books/risking-connection-in-faith-communities-a-training-curriculum-for-faith-leaders-supporting-trauma/>

Division of Violence Prevention, National Center for Injury Prevention and Control, Centers for Disease Control and Prevention, U. S. Department of Health and Human Services. (2014, August). Essentials for Childhood : Steps to Create Safe, Stable, Nurturing Relationships and Environments. Atlanta, GA: Author, 42 pp.

World Wide Web site accessed 02/08/16:

[http://www.cdc.gov/violenceprevention/pdf/essentials\\_for\\_childhood\\_framework.pdf](http://www.cdc.gov/violenceprevention/pdf/essentials_for_childhood_framework.pdf)

Context is prevention of child maltreatment, which “is a significant public health problem,” and includes physical, sexual, and emotional abuse, and neglect. Evidence-based.

Evinger, James S. (2001-Current). *Annotated Bibliography of Clergy Sexual Abuse and Sexual Boundary Violations in Religious Communities*. Updates are posted every 6 months.

World Wide Web site accessed on 01/07/16:

<http://www.faithtrustinstitute.org/resources/bibliographies/clergy-sexual-abuse>

Faith Trust Institute

World Wide Web site accessed 01/027/16: <http://www.faithtrustinstitute.org/>

Federal Bureau of Investigation

A Parent’s Guide to Internet Safety

World Wide Web site accessed 02/05/16:

<https://www.fbi.gov/stats-services/publications/parent-guide/parent-guide>

Social Network Sites: Online Friendships Can Mean Offline Peril

World Wide Web site accessed 02/05/16:

[https://www.fbi.gov/news/stories/2006/april/social\\_networking040306](https://www.fbi.gov/news/stories/2006/april/social_networking040306)

Freeh Sporkin & Sullivan, LLP. (2012, July 12). Report of the Special Investigative Counsel Regarding the Actions of The Pennsylvania State University Related to the Child Sexual Abuse Committed by Gerald A. Sandusky.

Of particular relevance is Chapter 10, recommendations: topics include culture, administration (structure, polices, procedures, responsibilities, operations), compliance (risk and reporting misconduct), management of programs for children and access to facilities, and monitoring change and measuring improvement.

PDF format accessed 01/07/16:

[http://www.nytimes.com/interactive/2012/07/12/sports/ncaafootball/13pennstate-document.html?\\_r=0](http://www.nytimes.com/interactive/2012/07/12/sports/ncaafootball/13pennstate-document.html?_r=0)

Gibbons, Jane, & McJunkin, Merle. (2007, 2008). Child Abuse Prevention in Churches (Revised). Valley Forge, PA: National Ministries, American Baptist Churches, 22 pp.

PDF format accessed 01/07/16:

[http://www.abhms.org/resources/church\\_life\\_leadership/wcll-301\\_Child\\_Abuse\\_Prevention.pdf](http://www.abhms.org/resources/church_life_leadership/wcll-301_Child_Abuse_Prevention.pdf)

Hanna, Jeffrey W. (1999). Safe and Secure: The Alban Guide to Protecting Your Congregation. Herndon, VA: The Alban Institute, 110 pp.

See especially Chapter 4, “Staff, Congregation, and Visitor Protection” (pp. 47-65), and Chapter 5, “Hiring and Personnel” (pp. 66-81). This is available in the Presbytery Resource Center.

Jackson, Elanor, & Wernham, Marie. (2005.). Child Protection Policies and Procedures Toolkit: How to Create a Child-Safe Organization. London, England: ChildHope, 192 pp.

PDF format accessed 01/07/16: [http://createsolutions.org/cp\\_toolkit.htm](http://createsolutions.org/cp_toolkit.htm)

LexisNexis Risk Solutions. (2012). *LexisNexis 2012 Nonprofit Screening Review: The Positive Power of Information*. 20 pp.

PDF format accessed 01/07/16:

<http://crsfportal.org/sites/default/files/LexisNexis-2012-Nonprofit-Screening%20Review.pdf>

McClintock, Karen A. (2004). *Preventing Sexual Abuse in Congregations: A Resource for Leaders*. Herndon, VA: The Alban Institute, 164 pp.

See especially Chapter 9, "Policies That Protect" (pp. 131-147), and Chapter 10, "Abuse Reporting Policies" (pp. 149-160). This is available in the Presbytery Resource Center.

National Center for Missing and Exploited Children: NetSmartz Workshop

World Wide Web site accessed 02/05/16: <http://www.netsmartz.org/Parents>

A program on Internet safety: dedicated sections for parents and guardians, educators, law enforcement, teens, tweens, and kids.

New York State Division of Criminal Justice Services. (2010). *Child Sexual Predators: The Familiar Stranger*. Albany, NY: New York State Division of Criminal Justice Services. [Approx. 35:26 minutes]

Accessed 01/07/16 as an 80.9 MB digital download:

[http://criminaljustice.state.ny.us/pio/press\\_releases/2011-5-27\\_pressrelease.html](http://criminaljustice.state.ny.us/pio/press_releases/2011-5-27_pressrelease.html)

This is available in the Presbytery Resource Center.

Oxford Document Management Company.

World Wide Web site accessed 01/07/16: <http://www.oxforddoc.com/articles.html>

### **Cyber Security, Social Media, et al.**

Anderson, Eric S., Hoare, Kim, Hughes, Marji, & McCallister, Da Vita D. (2012, December 10). Internet safety guidelines. (Connecticut Conference, United Church of Christ).

Accessed 02/11/16: <http://www.ctucc.org/resources/onlinesafetyguidelines.html>

Branough, Matt. (2010). Protecting churches from porn. *Leadership*, 31(3, Summer):67.

Brotherhood Mutual Insurance Company. (2012). [Legal Q & A] How can our ministry reduce liability associated with youth texting sexting activity?

World Wide Web page accessed 02/11/16:

<http://www.brotherhoodmutual.com/index.cfm/resources/legalassistance/legalqanda/questions/youth-textingsexting/>

Brotherhood Mutual Insurance Company. (2012). [Safety Library] Churches that offer free wireless Internet access should protect their computer network.

World Wide Web page accessed 02/11/16:

<https://www.brotherhoodmutual.com/index.cfm/resources/ministry-safety/article/free-wi-fi-at-church/>

Connecticut Conference, United Church of Christ. (2012, December 10). Church safety online links.

World Wide Web page accessed 02/11/16: <http://www.ctucc.org/resources/safechurchonline.php>

Copeland, Adam J. (2012). The Ten Commandments 2.0. *Word & World*, 32(3,Summer):217-226.

Dean, Lee A. (2012). Bandwidth for bullies: Cyberbullying is a growing issue for today's youth. How can churches respond? *Church Law and Tax Report*.

World Wide Web page accessed 02/11/16: <http://www.churchlawandtax.com/web/2012/april/bandwidth-for-bullies.html>

Evangelical Lutheran Church in America. Congregation Computer and Internet Use Policy.

World Wide Web page accessed 02/11/16:

[http://download.elca.org/ELCA%20Resource%20Repository/Computers\\_Internet.pdf?\\_ga=1.42593958.2001929251.1455221230](http://download.elca.org/ELCA%20Resource%20Repository/Computers_Internet.pdf?_ga=1.42593958.2001929251.1455221230)

Hammar, Richard R. (2005). Church software policies.

World Wide Web page accessed 02/11/16: <http://www.churchlawandtax.com/lessons/content/church-software-policies.html?parentcollection=15822>

idealware. (2012, March). Social media policy templates.

World Wide Web page accessed 02/11/16:

[http://seminars.idealware.org/documents/Idealware\\_sm\\_policy\\_template.doc](http://seminars.idealware.org/documents/Idealware_sm_policy_template.doc)

Middlebrook, David, & Hodges, Wendi L. (2011, Nov. 1). The Tweets -- Churches and social media: Can Twitter destroy your church? *Church Executive*.

World Wide Web page accessed 02/11/16: <http://churchexecutive.com/archives/the-tweets>

Oklahoma Annual Conference, United Methodist Church. (2013, October). Safe Sanctuaries Manual.

Pg. 71: Internet and Computer Policy.

Pg. 72: Social Networking and Blogging Policy.

World Wide Web page accessed 02/11/16:

[http://www.okumc.org/files/files\\_library/safesanctuariesmanual\\_2013\\_2.pdf](http://www.okumc.org/files/files_library/safesanctuariesmanual_2013_2.pdf)

Praesidium. (2011). Sample electronic communication policies.

World Wide Web page accessed 02/11/16:

<http://origin.library.constantcontact.com/download/get/file/1102741462204-62/Sample+Electronic+Communication+Policies.pdf>

Presbyterian Church (U.S.A.) Legal Risk Management Services. (2010). *Legal Resource Manual for Presbyterian Church (U.S.A.) Middle Governing Bodies and Churches, 3<sup>rd</sup> edition*. Author.

Pg. 66: F. Advantages and Disadvantages of Personnel Policies, 'Protection from Liability Exposure'

Pg. 70: 4. Employee Privacy

World Wide Web page accessed 02/11/16: <http://www.pcusa.org/media/uploads/legal/pdf/legalmanual.pdf>

Presbytery of Chicago Personnel Policy Manual, rev. 2011, June 21, 19.01 Voicemail, Email, Computer, Software, and Internet Use.

World Wide Web page accessed 02/11/16: [http://www.chicagopresbytery.org/wp-content/uploads/2011/01/Staff-Personnel-Manual-\\_2011.pdf](http://www.chicagopresbytery.org/wp-content/uploads/2011/01/Staff-Personnel-Manual-_2011.pdf)

Mulkey, Lydia. (2015, February 25). "Talking with Teens About Social Media." Webinar presentation archived by FaithTrust Institute.

World Wide Web page accessed 02/11/16:

<http://www.faithtrustinstitute.org/training/events/70112000000k8sSAAQ>

United States Conference of Catholic Bishops. (2012). Social media guidelines.

World Wide Web page accessed 02/11/16: <http://www.usccb.org/about/communications/social-media-guidelines.cfm>

For a sample of a generic policy for a church's computer and electronic communication systems, see the document posted on the World Wide Web site of Church IT Network.

In the RoundTable section, see the query "Computer and Internet AUP".

World Wide Web page accessed 02/11/16:

<https://citrt.onthecity.org/plaza/topics/3398ba840a6bc9b9a4f123de3c011f07230c8344>

Under the "Comments" section, at the first comment by Chris Baynes, open the PDF attachment entitled, "Computer/Electronic Communication Systems Policy." Note that the date is 2003.

## Very Highly Recommended

Melton, Joy Thornburg. (1998; 2000; 2008). Safe Sanctuaries: Reducing the Risk of Child Abuse in the Church. Nashville, TN: Discipleship Resources, 80 pp.

The 1998 edition is available in the Presbytery Resource Center. The 2008 edition, Safe Sanctuaries: Reducing the Risk of Abuse in the Church for Children and Youth, is available in the Resource Center.

\_\_\_\_\_. (2003). Safe Sanctuaries for Youth: Reducing the Risk of Abuse in Youth Ministries. Nashville, TN: Discipleship Resources, 96 pp.

\_\_\_\_\_. (2004). Safe Sanctuaries for Children and Youth: Reducing the Risk of Abuse in the Church. Nashville, TN: Discipleship Resources. [DVD; 90 minutes.]

Melton, Joy Thornburg, & Foster, Michelle L. (2014). Safe Sanctuaries in a Virtual World. Nashville, TN: Discipleship Resources.

This is available in the Presbytery Resource Center.

National Center for Missing and Exploited Children. (2013). Safe to Compete: An Introduction to Sound Practices for Keeping Children Safer in Youth-serving Organizations. Alexandria, VA: National Center for Missing and Exploited Children, 9 pp.

PDF format accessed 01/07/16:

<http://cdn.netSMARTZ.org/safetocompete/SafeToCompeteAnIntroToSoundPractices.pdf>

National Child Traumatic Stress Network Child Sexual Abuse Committee. (2009). Caring for Kids: What Parents Need to Know about Sexual Abuse. Los Angeles, CA & Durham, NC: National Center for Child Traumatic Stress, 58 pp.

PDF format accessed 01/07/16:

[http://www.nctsn.org/sites/default/files/assets/pdfs/caring\\_for\\_kids.pdf](http://www.nctsn.org/sites/default/files/assets/pdfs/caring_for_kids.pdf)

Saul, Janet, & Audage, Natalie C. (2007). Preventing Child Abuse within Youth-serving Organizations: Getting Started on Policies and Procedures. Atlanta, GA: Centers for Disease Control and Prevention, and National Center for Injury Prevention and Control, 55 pp.

PDF format accessed 01/07/16:

<http://www.cdc.gov/violenceprevention/pdf/PreventingChildSexualAbuse-a.pdf> (Be patient; it's slow.)

Swagman, Beth A. (2009). Preventing Child Abuse: Creating a Safe Place, 4<sup>th</sup> ed. Grand Rapids, MI: Faith Alive Christian Resources, 195 pp.

This is available in the Presbytery Resource Center.

## Highest Recommended Resources for

### 1.) Developing a Sexual Misconduct Policy and 2.) On-Line Educational Resources



**Praesidium, Inc.** Arlington, TX

A national organization headed by an interdisciplinary staff with advanced professional and academic degrees whose child sexual abuse prevention programs, services, and products were developed on the basis of research, including the methodology of root cause analysis of incidents of sexual abuse of minors. Prevention approach focuses on 8 organizational operations: policies, screening and selection, training, monitoring and supervision, internal feedback systems, consumer participation, responding, and administrative practices.

World Wide Web site accessed 01/07/16:

<http://website.praesidiuminc.com>



**Insurance Board** Cleveland, OH

“The Insurance Board is a nonprofit corporation established by the participating Conferences of the United Church of Christ. We administer a property and liability insurance program serving churches and related entities within three denominations: United Church of Christ (Disciples of Christ), and Presbyterian Church (USA).”

World Wide Web site accessed 01/07/16:

[http://www.insuranceboard.org/about\\_us/who\\_we\\_are.aspx](http://www.insuranceboard.org/about_us/who_we_are.aspx)



The Insurance Board’s online *Safe Conduct Workbench* is specific to entities related to the United Church of Christ, Christian Church (Disciples of Christ), and Presbyterian Church (U.S.A.). The Web site includes links to topical resources and 12 on-line training courses. Also includes a link to guidelines regarding “Youth Activities, Day Care, Trips and Camps.”

World Wide Web site accessed 01/07/16:

[http://www.insuranceboard.org/safety\\_solutions/safe\\_conduct\\_workbench.aspx](http://www.insuranceboard.org/safety_solutions/safe_conduct_workbench.aspx)



*Insurance Board Self-Assessment* is an online, self-administered inventory of a church’s 8 operations, as identified by Praesidium, that allow the user to measure one’s operations against a concrete standard. E.g., Policies contains 11 standards; Screening and Selection contains 6 for screening of employees, and 6 for screening of staff. The Final Review section includes links to PDFs of resources. E.g., the Policies section contains guidelines for physical contact, verbal interactions, off-site contact outside of regular scheduled activities, and electronic communications. The contents of the operations are based on demographic information supplied by the user, notably the membership size of the church. Accessing the tool requires establishing a user account (password protected) through a no-fee registration.

World Wide Web site accessed 01/07/16:

<http://assess.securesites.net/selfassessment/authentication/login?redirect=%2Fselfassessment%2F>

For an introduction, use the link for the Quick Start guide.