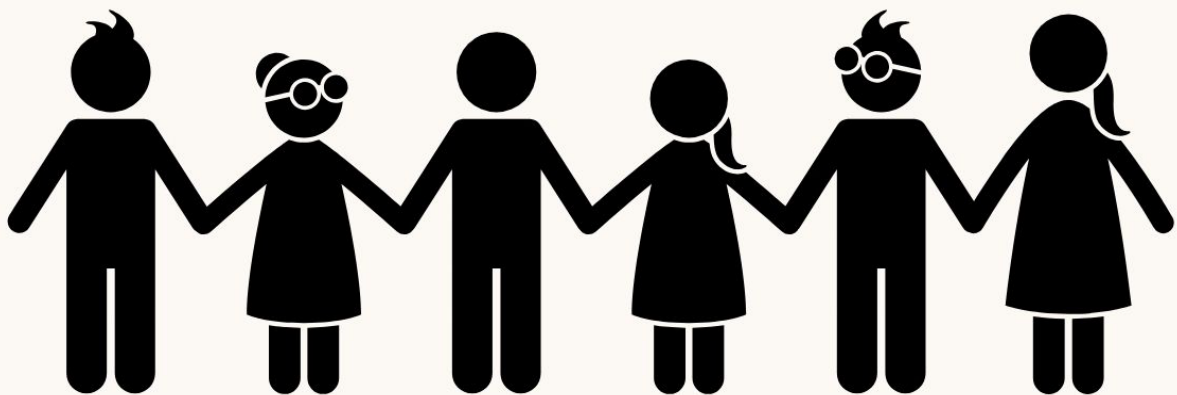


CHURCH OF THE
INCARNATION

Ministry Worker Handbook

Anglican Diocese
of the Upper Midwest



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A. OVERVIEW

A.1. WELCOME FROM BISHOP STEWART

Dear Upper Midwest Diocese,

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

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

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

We must all be committed to making our Congregations, Missions and Diocese safe places for everyone, but especially for our children, youth and vulnerable adults. If you are a Ministry Worker, i.e. a volunteer, staff person, or clergy who serves with children, youth, or vulnerable adults, within The Anglican Diocese of the Upper Midwest or one of its Congregations or Missions, this handbook is written for you. At the beginning of each ministry year, you will be asked to read and signify your agreement to follow the Ministry Worker Handbook.

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



Stewart E. Ruch III
Bishop, Upper Midwest Diocese

A.2. DEFINITIONS

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

Adult: Anyone age 18 or older.

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

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

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

Child: Anyone under the age of 18.

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

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

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

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

Grooming: Behaviors designed to overcome another person's defenses by slowly desensitizing their natural reactions to abusive behaviors. See Appendix 1.

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

Ministry Worker: Any Adult who leads others within the ministry of the Diocese or its Congregations. This includes all volunteers who work with Children or Vulnerable Adults, all volunteers who work in a leadership capacity (e.g., small group leaders and hosts, parish council members, etc.), all Clergy, and most employees. Ministry Workers do not include employees or volunteers whose only role is unrelated to work with Children or leading ministry to Adults, e.g. a janitor, a treasurer, a choir member, or a set-up volunteer. Incarnation's Kids Ministry includes Adult Shepherds aged 18 and up and Youth Shepherds aged about 12-17 who have been through the complete training process. Note: Youth Shepherds will receive age-appropriate training.

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

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

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

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

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

*At Incarnation, Kids Ministry Director

**At Incarnation, Youth Director

A.3. PURPOSE OF THIS HANDBOOK

This handbook is written for you if you are a Ministry Worker within the Anglican Diocese of the Upper Midwest or one of its Congregations.

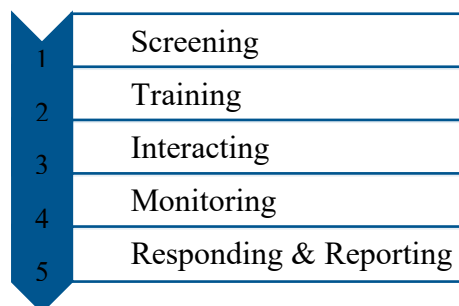
This handbook, together with the UMD *Policy for the Protection of Children and Adults*, is intended to make our Congregations and Diocese a safe place for everyone and especially to protect both Children and Adults from Abuse. All Ministry Workers must read and follow this handbook.

A.4. ZERO TOLERANCE FOR ABUSE

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

A.5. FIVE-POINT SAFETY SYSTEM

We use a five-point safety system to prevent misconduct and abuse:



B. SCREENING AND TRAINING

When you became a Ministry Worker you were screened by a background check and by an application and interview. You also received child protection training. Both the background check and child protection training are renewed every three years. A staff supervisor will contact you when it is time to renew this training.

This handbook provides additional training. You will periodically be asked to agree that you have read and will comply with this handbook. See Appendix 2.

C. INTERACTING

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

C.1. ONE ADULT NEVER ALONE WITH ONE CHILD

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

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

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

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

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

C.2. EXCEPTIONS TO THE RULE OF THREE

Very limited exceptions to the Rule of Three may be allowed to allow for one-on-one discipleship between a Ministry Worker and a Youth. Such exceptions are allowed only if:

1. The parents or legal guardians have consented to the meeting.
2. The Rector consents to the interaction and is kept up to date on the interaction.
3. The meeting is in a place visible to other people, never in a private home (unless the parents or guardians approve and are also present in the home) or behind a closed door without a window.

C.3. PHYSICAL INTERACTIONS WITH CHILDREN

Physical contact must be for the benefit of the Child and never based upon your emotional needs.

Do not physically discipline Children in any way. If needed, you may discipline Children using time-outs and other non-physical methods of behavior management. In some circumstances, you or another Ministry Worker may need to physically restrain a Child to prevent self-injury by the Child or harm to others or to

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property. It is always preferable to distract or remove a Child to a safe place rather than restraining the Child. Report uncontrollable or unusual behavior to the Child's parent or legal guardian or to your staff supervisor.

Give physical contact only in observable places. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation. Physical contact in any form must not give even the appearance of wrongdoing. Do not force physical contact on a reluctant Child.

Inappropriate physical contact is forbidden. Report any inappropriate behavior immediately as described in the Responding and Reporting section below.

Examples of acceptable physical contact include:

- High-fives
- Handshakes
- Fist bumps
- Side hugs
- Pats on the shoulder or back

Examples of inappropriate physical contact include:

- Wrestling
- Tickling
- Kissing

Some types of physical contact are appropriate with Children under the age of five (i.e., sitting on lap or being held or carried in order to comfort) but are not appropriate for older Children.

Incarnation Kids Ministry Shepherds are responsible for protecting Children under their supervision from inappropriate or unwanted touch.

Any inappropriate behavior or suspected abuse by a staff member or lay minister must be reported immediately to the Rector, or the independent Diocesan Intake Officer (<https://midwestanglican.org/reporting-misconduct/>).

Church of the Incarnation: Discipline Guidelines

Ministry Workers are prohibited from using physical discipline in any manner for behavioral management of Children and Youth. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, forcibly moving any part of a Child/Youth's body, or any other physical force as retaliation or correction for inappropriate behaviors by Children and Youth. Minors are to be disciplined using non-physical methods of behavior management. At Church of the Incarnation, we seek to foster an environment that equips our Children and Youth to worship God and connect with one another. Because of this, Children and Youth will not be allowed to disrupt the classroom and/or hinder the growth and learning of others. The purpose of discipline is not punishment for wrongdoing but assistance in doing what is right.

At Incarnation, the Foundational Classroom Statement (FCS) for Kids Ministry is that *"this is a holy time set apart for learning from the Lord. We quiet our mouths, still our bodies, and open our hearts to what the Holy Spirit wants to teach us."* (see *God's Big Story lesson plans*). Ministry Workers are encouraged to anchor correction and model their instruction based on this foundational statement.

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Situations Requiring Discipline could include:

- Direct disobedience to a request from the adult leader or belligerent defiance.
- Disruption by noise, actions, or attitude that interferes with the learning process in their own group/classroom or other groups/classrooms in the area.
- Disrespect and/or damage shown to people or property.
- Other situations deemed dangerous to the safety of the individual or of those around them.

Step-by-step Strategies for De-escalating Situations

Nursery

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

Preschool/Elementary

- STEP ONE: Physical Proximity
 - Simply move close to the Child.
- STEP TWO: Whispering
 - Whisper instructions to the Child. This is an opportunity to use specific language from the FCS. *"Whispering" requires physical closeness by a self-regulated Adult, which is helpful when de-escalating situations and redirecting behavior.*
- STEP THREE: Time-out for Time-in
 - Encourage the Child to move, with the Shepherd, away from the large group. Follow this step while still remaining in view of the other Shepherds.
 - Provide the Child with a simple, understandable reason for why they have been separated from the group, including a clear explanation of your expectations. ("Jamie, you didn't stop hitting Chris when I asked you to, so we will sit together here for a few minutes.")
 - Provide the Child with an invitation to return to the group.
 - *"Time-out" is not a punishment, but rather it's an opportunity for a Shepherd to provide individual attention and instruction for the Child to choose to "Time-in", rejoining the large group. This is an opportunity to reference the FCS language.*

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- STEP FOUR: Contact the Kids Ministry Director
 - Text the Kids Ministry Director to contact the Child's parent or legal guardian, bringing them to the classroom to remove the Child from the room.

Youth:

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

Follow Up:

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

C.4. TRANSPORTATION OF CHILDREN

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

1. The driver must have undergone a DMV record check. This must be planned in advance in order to meet the time requirements of acquiring a DMV record check. The DMV check will be completed every 3 years.
2. The driver must be 21 or older.
3. Provide copies of valid driver's licenses, vehicle registration, and proof of insurance.
4. Always use seat belts. When needed use child safety seats that meet federal standards.
5. Do not use a cell phone while driving except for map functions.
6. Do not be alone with one Child in a vehicle. According to the Rule of Two Adults and the Rule of Three, an Adult will not transport an individual Child. If there is an extenuating circumstance causing only one Adult and one Child to travel together in an automobile, permission must be obtained by the Child's parent or legal guardian. This permission must be written, must include details regarding when and where, and must be signed by the parent or legal guardian, or documented if only verbal consent is obtainable.
7. Drive directly to the destination with no unauthorized stops and especially no stops in a non-public place.
8. In emergencies these policies may be altered. In these cases, the parents or legal guardians and the Rector must be notified as soon as possible.
9. Comply with rental car agreements and insurance policy agreements for vehicles owned or rented by the Congregation or Diocese.

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

C.5. FIRST AID AND MEDICATION FOR CHILDREN

If possible, medication should be administered by the Child's parent or legal guardian. Ask your supervisor if you or another appointed Ministry Worker may give medication to a Child. Prescription medication may be given to a Child only if authorized and given written instructions by the parent or legal guardian. Over-the-counter medication may be given by a Ministry Worker according to the instructions on the bottle. The medication must be in the original packaging, including over-the-counter medication.

You may give first aid to a Child without permission from the parent or legal guardian. In a medical emergency you may give necessary medication to a Child without permission from the parent or legal guardian. **Notify the Child's parent or legal guardian and your staff supervisor as soon as possible. If a Child becomes ill or injured during a ministry event, notify the Child's parent or legal guardian and your staff supervisor as soon as possible.**

C.6. COMMUNICATION WITH CHILDREN

Interact with Children in a way that is encouraging, constructive, and mindful of the mission of aiding parents or legal guardians in the spiritual growth and development of their Children. Do not communicate in a way that could be interpreted as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. Do not use vulgar language.

Obtain permission from the Rector for any postal (letters, postcards) communication with Children.

Electronic Communication With Children

Electronic communication includes phone calls, video calls, email, text messages, social media, etc.

For a Child under twelve years of age, interact with the parent or legal guardian rather than the Child for any electronic communication.

We desire to empower Ministry Workers to engage Youth in meaningful spiritual conversation and encouragement. In our cultural context, Youth are accustomed to relating via electronic methods. Having personal interactions in this venue allows Adults to model appropriate behavior, and it forms valuable connections with Youth.

1. Be aware that your behavior reflects Christ and the church.
2. Relate to Youth as an adult and mentor, not as a peer.
3. Exercise caution regarding the frequency and amount of electronic or written conversation, both for the sake of your personal boundaries and for the Youth's sake. Encourage appropriate face-to-face conversation.
4. Do not disproportionately communicate with an individual Youth unless a pastoral situation calls for it and the Rector is aware of it.
5. Whenever possible interact with groups rather than individuals.
6. Any video interaction (e.g., Zoom, FaceTime) must be approved by the Rector and include two unrelated Adults. Ministry Workers must also gain permission from the parent(s) or legal guardian(s) before initiating video calls.

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7. Private direct messaging (on social media platforms such as Twitter, etc.) with a Youth is prohibited and may be grounds for dismissal.
8. Do not send private messages (for example text messages or email) to a Youth of the opposite sex unless they are of a logistical nature relating to a ministry event (e.g., “Are you able to serve on worship team tonight?”). Group messaging, in accordance with the Rule of Two Adults, is permitted (for example, text the Youth and their parent or legal guardian, or the Youth and another youth leader).
9. Do not discuss ANY sexual topic, even if initiated by the Youth. This includes making comments or replies or “likes” to a Youth’s post that contains inappropriate or questionable content.
10. Report to the Rector any message received from a Youth that has inappropriate content, that indicates the possibility of self-harm or harm to others, or that has other content that concerns you.
11. Do not send messages after 9pm or before 6am.

Whenever Ministry Workers send a message to a Youth in the IncYouth Ministry, they are communicating as a representative of Church of the Incarnation. Ministry Workers should save all messages that are sent to and from Youth. Should any concern arise, Ministry Workers must be prepared to provide any message thread with a Youth to the Rector and/or the Youth’s parents or legal guardians. Refusal or inability to do this may be grounds for being removed from a ministry role.

We encourage parents or legal guardians to monitor their Child’s electronic communication and report if they have any discomfort or suspicion regarding a Ministry Worker’s communication.

Ministry Workers should maintain a high moral standard in their social media presence. **Inappropriate social media content may be a basis for suspension** from kids/youth ministry leadership.

Sexually Oriented Communication With Children

It is expected that periodically youth ministry discussions and lessons may address issues related to dating, sex, and human sexuality. These lessons will convey to Youth the church’s views on these topics. When possible, the Rector will communicate with parents or legal guardians that this topic will be discussed at an upcoming event.

1. Do not discuss inappropriate or explicit information about your own personal relationships or dating. Never discuss your sexual activities with Children. These behaviors are Grooming, which is forbidden.
2. Do not make comments regarding a Youth’s body that could be interpreted sexually.
3. Youth may have questions/struggles in this area and desire to confide in you for guidance. Proceed with great caution; teach with sensitivity and from a biblical perspective. Consult with the Rector regarding how to proceed before re-engaging in such conversations.
4. Do not discuss anything of a sexual nature with Youth in a casual conversation.
5. If a Youth’s questions or comments on a sexual matter become too detailed or explicit, either privately or in a group setting, use discretion and set up another time to meet with the Youth. First consult with the Rector regarding how to proceed before engaging in the conversation. (The Rector may wish to have the conversation with the Youth or may want to provide appropriate boundaries.)
6. Report any sexually oriented communications involving a Youth to the Rector.
7. Only age-appropriate materials approved by the Rector may be employed when leading discussions dealing with human sexuality or sexual abuse prevention.

Movies, Media, and Music

Leaders must check with parents or legal guardians and use good judgment regarding PG or PG-13 movies. No R-rated movies are permitted without approval by the Rector and the parents or legal guardians of the Children involved. Check with the Rector regarding use of movies, media, and music.

C.7. ROMANTIC RELATIONSHIPS

A romantic relationship between a Child and a Ministry Worker is never appropriate. A Ministry Worker who has a romantic relationship with a Child will immediately be removed from the ministry role that provides interaction with the Child and the appropriate abuse reporting protocols will be followed as described in the Responding and Reporting Section.

Children may develop ‘crushes’ on leaders. Never encourage this.

Remember that a Child is anyone under the age of eighteen. A pertinent example is that an 18-year-old Ministry Worker dating a 17-year-old Child is prohibited.

C.8. PHOTOGRAPHY OF CHILDREN

No volunteers may take photos, videos or media recordings of Children. Only staff and/or staff-supervised volunteers may take such recordings.

No pictures of Children at Incarnation events may be posted to social media except by Incarnation staff or individual(s) under staff supervision.

C.9. GIFTS TO CHILDREN

You may provide a gift to a Child if:

1. The gift is for special times such as Easter or Christmas and substantially similar gifts are given to a group of Children, or
2. The gift marks a special occasion in the life of the Child such as confirmation or graduation and permission is obtained from the Child’s parent, legal guardian, or the Rector.

Never provide a gift simply to endear yourself to a Child or to seek a personal relationship with a Child. Such gift giving could be a form of Grooming.

C.10. NUDITY

Nudity is strictly prohibited. If applicable, procedures for showering or changing clothes must be provided so that participants (both Ministry Workers and Children) are never nude in sight of one another.

C.11. DIAPERING AND RESTROOM USE

Nursery

1. Diaper changes should only be done by a parent or legal guardian. Incarnation nursery Shepherds never change diapers. Text the parent or legal guardian to complete the diaper change. If the parent or legal guardian is unresponsive, enlist the help of the Kids Ministry Director in contacting the parent.
2. If a potty-trained Child needs to use the restroom, text the parent or legal guardian to take the Child to the restroom. If a parent or legal guardian does not respond, text the Kids Ministry Director to get the parent or legal guardian.

Preschool

1. If a preschool-aged Child needs to use the restroom, ask the Kids Ministry Director to contact the parent or legal guardian to take the Child to the restroom.
2. Handle accidents by reassuring the Child and have the Kids Ministry Director notify the parent or legal guardian that a change of clothing is needed.

School age children (Elementary Classroom)

1. Do not be alone with a Child in a restroom and do not allow a Child to be alone in a restroom with an Adult. If the Rule of Three cannot be followed, contact the Kids Ministry Director to be the second person assisting.
2. To ensure that the restroom is cleared for use by Child(ren), the Shepherd will open D3 door, keep it open, and proceed to the restroom entry door (either Male or Female restroom). The Child(ren) remain in the classroom until the Shepherd completes the safety check.
3. The Shepherd approaches the entrance of the restroom and verbally communicates two important things to anyone who may be in the restroom. In order to have a Child use the restroom, the Shepherd (1) **needs to clear the restroom** and the Shepherd (2) **will enter the restroom** to perform a safety check prior to the Child(ren) entering the room.

Example 1: Shepherd announces at the restroom entry: "I am Ministry Worker. Is anyone in here? I need to enter." Wait a few seconds for a reply. If someone says "Yes", then indicate that to comply with safety policy you need to ensure that the restroom is clear before allowing a Child to enter the restroom. Let the person know that you will wait until they have left the restroom **before** you perform a mandatory clearance check of the restroom.

Example 2: Shepherd announces at the restroom entry: "I am a Ministry Worker. Is anyone in here? I need to enter." Wait a few seconds for a reply. If no one replies, repeat "I am a Ministry Worker. Is anyone in here? I need to enter. **I will be entering in 5 seconds.**" If no one responds, the Shepherd enters the restroom to complete a thorough clearance check of the **entire room**, to ensure that no one is in the restroom.

4. Once the restroom area has been checked and cleared for use, the Shepherd returns to D3 doorway (continue to leave it open) and accompanies the Child(ren) to the cleared restroom main entry. The Shepherd **waits outside of the restroom main entry** until the Child(ren) exit the restroom (do **not be alone or accompany** a Child(ren) into any restroom). *Note that D3 door is kept open to provide a

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clear line of sight between Shepherds in D3 and the Shepherd supervising the hallway outside of the restroom main entry.

5. The Shepherd accompanies and directs the Child(ren) back to classroom D3, closing the classroom door behind you.
6. If a school-aged Child needs assistance, the parent or legal guardian must be contacted to assist the Child.
7. If a school aged-Child with special needs is not able to use the restroom independently, the parents or legal guardian must be contacted when the Child needs to use the restroom.

Restroom Use for Youth

1. Be aware if a Youth repeatedly leaves to use the restroom and stays there for unusual periods of time. Report this behavior to the Rector.
2. In public contexts, when possible, send Youth to use the restroom in groups of at least three.

Please refer to the building diagrams in the weekly lesson plan for detailed instructions for restroom use at Belfry Hall.

C.12. RELEASE OF CHILDREN

Release Children in your care only to parents or legal guardians or someone designated by parents or legal guardians. It is presumed that a person who drops off a Child has authority to pick up the Child. If you are uncertain of the propriety of releasing a Child contact your supervisor before releasing the Child.

C.13. SUBSTANCE USE

Do not use, possess, or be under the influence of tobacco, alcohol, or any illegal drugs in the ministry context. Do not abuse prescription drugs. Do not supply a Child with tobacco, alcohol, or any illegal drugs or enable a Child to abuse prescription drugs. Such behaviors will result in dismissal or disciplinary action for Clergy or employees or removal from volunteer ministry for volunteers. If you struggle with an addiction talk to your pastor or find a local resource on your own.

C.14. RELATING WELL REGARDING SEXUALITY AND IDENTITY

To provide pastoral ministry to those facing same-sex attraction or who identify themselves as transgender: treat all people as created in the image of God. We strive to build an environment that does not harass, discriminate, intimidate, or devalue God's creation, while also holding to biblical sexual morality. Make sure no one feels isolated, but rather that everyone feels included, welcomed, valued, and respected. Provide ongoing and open communication with parents or legal guardians who have child-specific concerns. If you have concerns about how to interact with a specific Child related to sexuality, talk with the Rector.

C.15. WEAPONS

Do not carry a weapon and do not have a weapon in any location potentially accessible to a Child while serving with Children.

C.16. HOME GROUPS

If you are the leader of a ministry group (for example a Table Group) that meets in a home that may have Children present, consult with your staff supervisor. See Appendix 3.

C.17. VERBAL INTERACTIONS

(This section and subsequent sections apply to all ages.)

Use verbal interactions to encourage and respect others. Use personal interactions (whether face-to-face, on social media, or any other method of communicating) to model appropriate behavior and language. Refrain from inappropriate topics. Be aware that your behavior reflects Christ and the church. Specifically, the following are forbidden:

1. **Intimidation:** behavior directed toward an individual with the intention of causing fear, including forcing someone to do something they do not want to do.
2. **Harassment:** use of words, gestures, material, or electronic communication that shows hostility toward an individual or that is sexually explicit or intended to offend.
3. **Misuse of spiritual authority:** using spiritual authority to influence or attempt to influence another person into relationships, attitudes, or behaviors that are unbiblical.

C.18. PORNOGRAPHY

Do not create, view, or distribute pornography. If you struggle with pornography, talk to the Rector. If you cannot talk to your pastor, find a local resource or reach out to Reverend Dr. Sam Pascoe (703-256-3442) (www.sampascoe.com) for a confidential referral.

Intentionally exposing a Child to pornography is Child Abuse and the appropriate abuse reporting protocols must immediately be followed as described in the Responding and Reporting Section.

C.19. SPIRITUAL FORMATION, SPIRITUAL DIRECTION, & DISCIPLESHIP

Church-sponsored Christian discipleship often occurs in the context of one-on-one or small group relationships where participants meet regularly for a long-term partnership. Such groups may include Adult-only groups, groups of Youth led by an Adult, or perhaps even Youth-only groups if allowed by the Rector. Regardless of age, such groups must avoid the appearance of or potential for inappropriate relationships:

1. Ensure this relationship is brought into the light among the leadership team of the church by informing multiple leaders of the relationship.
2. If this relationship includes Youth meeting in a home, a minimum of two adults must be present. Read and follow the related policies for off-site gatherings in Appendix 4.

C.20. SEXUAL MISCONDUCT

Sexual misconduct is not permitted. It is a form of Abuse. Sexual misconduct can victimize individuals of any age. Sexual misconduct includes any behavior outside of biblical sexual standards as well as a wide variety of behaviors including but not limited to:

Grooming: behaviors designed to overcome another person's defenses by slowly desensitizing their natural reactions to abusive behaviors. See Appendix 1.

Sexual abuse: inappropriate sexual contact or interaction. Sexual abuse includes sexual assault, exploitation, molestation or injury, and all forms of sexual violence.

Sexual coercion: the use of physical or emotional power to gain sexual gratification.

Sexual harassment: unwelcome conduct or communication of a sexual nature including repeated requests for social engagements.

Inappropriate emotional intimacy: a non-sexual relationship involving a similar level of emotional intimacy and bonding as a romantic relationship.

C.21. MEETINGS AND TRAVEL

For meetings and travel arrangements related to your role as a Ministry Worker, avoid any appearance of inappropriate relationships.

Meetings

- A male and female may not be alone together in an office or other room unless they are visible to others outside the room (e.g., via an open door or a window in the door).
- For meetings off-site between a male and female:
 - Let your supervisor know the meeting is taking place, including the time and place.
 - Meet in a public space where other people are present.
 - Inform your spouse if married.

Travel

- Do not be alone together (e.g., in a car) with an unrelated person of the opposite sex.

Regarding travel to overnight events:

- Do not be alone together (e.g., in a car) with an unrelated person of the opposite sex.
- Unrelated people of the opposite sex must book separate, non-adjoining rooms for lodging.
- Inform your spouse if married.

C.22. RESPONSE TO KNOWN SEXUAL OFFENDERS

If you become aware of a known sexual offender attending the church or involved in a ministry activity, immediately notify the Rector and Sr. Warden.

Special care must be taken when a Congregation interacts with a person who is registered as a sexual offender or self-discloses a history of sexual misconduct. Refer to the UMD *Registered Sexual Offender Policy*.

C.23. ADULTS IN RESIDENTIAL CARE FACILITIES

If you minister in a residential care facility (e.g., a nursing home, assisted living residence, or group home) consult with your staff supervisor.

As per the UMD *Policy for the Protection of Children and Adults*, to respect the privacy of the residents, no photos of a resident may be posted online or used in advertising unless a photo release has been obtained from the resident or the resident's legal guardian.

D. MONITORING

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

Watch for Abuse and report it as described in the “Responding and Reporting” section below. Policy violations that do not rise to the level of Abuse should be reported to your supervisor and to the independent Intake Officer.

D.1. MONITORING PROCEDURES FOR CHILDREN

1. Keep Children in supervised areas within the building during a ministry activity.
2. Keep unused rooms locked whenever possible.
3. Keep interactions with Children in full view of others.
4. Never leave a Child unattended during a ministry activity.
5. After a ministry activity, ensure that no Child remains in the building. This may be by means of physically checking each unlocked room (including bathrooms), by a check-in/check-out system, or by some other system of accounting for every Child who was present. For physical room checks follow the Rule of Two Adults or the Rule of Three to prevent a situation where one Adult could be alone with one Child who remained behind.
6. Invite parents or legal guardians to visit at any time unannounced. (If a parent or legal guardian is a known abuser this does not apply. If a parent or legal guardian visits repeatedly the parent or legal guardian should go through the same screening and training required of Ministry Workers.)
7. Watch for violations of this handbook.

D.2. OVERNIGHT OR OFF-SITE EVENTS FOR CHILDREN

If you are helping with an off-site or overnight event read and follow the relevant sections in Appendix 4.

D.3. ADULT-CHILD RATIOS

Each Congregation must meet any state mandated adult-child ratios.

We are committed to providing adequate supervision in all Kids Ministry. Accordingly, the following worker-to-child ratios (based on policies for childcare centers of the Wisconsin Department of Children and Families - <https://dcf.wisconsin.gov/files/publications/pdf/2436.pdf>) will be observed:

- | | |
|----------------------|---|
| a. Birth - 2: | 2 Adults for up to 8 Children |
| b. 2 - 3 years: | 2 Adults for up to 12 Children |
| c. 3 - 5 years: | 2 Adults for up to 20 Children |
| d. 6 years and over: | 2 Adults for up to 36 Children |
| e. Mixed age group: | ratio for the youngest Child in the group |

If a worker is ‘out of ratio’, it is his or her responsibility immediately to notify the Kids Ministry Director. This supervisor will make diligent efforts promptly to find substitute workers to bring worker-to-Child ratios into compliance with church policy.

Ratios for mixed groups will be based on the ages of the youngest Child in that group. If a room is out of

ratio for any reason (or if a worker has any concern about adequate supervision in a room that is within ratio), he/she should immediately tell the Kids Ministry Director.

D.4. ADULT INTERACTIONS WITH ADULTS

If you see one Adult mistreating another Adult, report it as described in the “Responding and Reporting” section below. Including more than one leader in the discussion encourages accountability, transparency, and appropriate resolution. Do not assume that because others saw it, even if they are of a higher supervisory position than you, that they will report it. Do not assume that if the target of the misconduct says nothing that it should not be reported by you. If you believe misconduct occurred, report it.

E. RESPONDING AND REPORTING

The moment someone reports a possibility of Abuse to you **your primary responsibility is to provide a safe environment for the person who may have been abused**. If at all possible, find an appropriate, non-threatening place to talk along with a staff member, trained lay minister, or other responsible Adult to join in listening to the account. If someone begins a conversation implying that they are about to disclose Abuse and asks you to keep it a secret, remind them that your primary job is to keep them safe and sometimes that means getting help and for that reason you cannot promise you will keep it secret. If someone reports Abuse, it is not your responsibility to investigate or verify; you should report to the proper authorities who will investigate.

Responding to a Minor Victim

One of several ways in which a Clergy, staff member, or lay minister may come to suspect abuse or neglect of a minor is from information that a Child/Youth shares. If a Child/Youth discloses abuse or neglect, the Clergy, staff member, or lay minister receiving such a communication should attempt to follow these principles:

- Respect the Child/Youth’s privacy by finding an appropriate, non-threatening place to talk along with a staff member, trained lay minister, or other responsible adult *Rule of two adults* to join in listening to the Child/ Youth’s account.
- Keep calm, listen, and avoid expressing shock or outrage.
- Let the Child/Youth know that he/she is believed.
- Assure the Child/Youth that any abuse was not his/her fault.
- If helpful, tell the Child/Youth that he/she was brave to disclose the abuse.
- Child/Youth victims are often vague in their initial disclosure – avoid questions that could make the Child/Youth feel responsible or plant ideas that could taint the Child/Youth’s recollection and account. A safe question is always, “Is there anything else you’d like to tell me?”
- Gather the minimal information required to make a report. Do not press the Child/Youth to describe in detail or give a full account of the abuse as this might hamper a future investigation
- Accurately write down what the Child/Youth disclosed.
- Do not discuss the information with or in front of other people who do not need to know what happened.

Reporting Abuse or Suspicions of Abuse or Neglect

- If a Child/Youth has spoken to you about abuse, or if you see evidence of it, you do not need to

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substantiate your suspicions before reporting the incident to a supervisor or appropriate authorities. You are encouraged to share what you've seen or heard even if you have hesitations about whether you are "making something out of nothing." Inaction due to hesitations like this often contributes to a culture that fosters abuse. When reporting, you are not making an official allegation. You are giving information for others to investigate.

- Volunteer Shepherds **are required** to report abuse or suspicions of abuse as soon as possible to one of the staff members. Volunteer Shepherds **are not required** to report abuse or suspicions of abuse to CPS or law enforcement, unless the Shepherd is a mandated reporter.
- Under Wisconsin law, **any clergy at Incarnation** who has reasonable cause to suspect that a minor seen by the person in the course of professional duties has been abused or neglected, or who has reason to believe that a minor participating in children's/youth ministry has been threatened with abuse or neglect and that abuse or neglect of the minor will occur, must make a report to county CPS or law enforcement.
- All staff at Incarnation receive mandated-reporter training.
- Follow-up steps after reporting: Ensure the safety of the Child or Youth, report to legal authorities, and report to church authorities. Make sure all the appropriate paperwork is filed.

Buddy Reporting

Because many adults are unfamiliar with Wisconsin reporting requirements, Church of the Incarnation will utilize a 'buddy report' model, where permitted. A 'buddy report' occurs when an Incarnation supervisor reports the suspicion or allegation together with the individual who saw, heard or received information causing him or her to suspect abuse or neglect.

This practice is not required or intended to inhibit any staff member or lay minister from reporting to law enforcement, CPS, or the County Department of Health and Human Services directly. Instead, it is meant to facilitate reporting, protect children/youth, and support individuals who may not feel able or willing to report alone.

No permission is needed from Incarnation before reporting to law enforcement personnel or County Department of Health and Human Services.

While not required by state law, please report all suspicions of abuse or neglect of a Child/Youth (or any inappropriate or 'grooming' behaviors by a colleague or coworker) to one of the staff. This request is intended to assist the church in properly protecting Children/Youth involved in Church of the Incarnation ministries or events.

If abuse is suspected at home

- If abuse is suspected at home, do not discuss the problem with the Child's/Youth's parents.
- Speak directly with a staff member listed.

If grooming is suspected within Incarnation

- Report 'grooming' or suspicious behaviors, policy violations, or any suspicions of these to one of the staff, such that the church may take appropriate action to safeguard Children/Youth in the program.

When in doubt, report to the appropriate County Health and Human Services Department.

Church of the Incarnation does not permit or allow sexual abuse or other forms of abuse to occur in or near its facilities or at any activity sponsored by or related to it. It is the responsibility of every ministry worker

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at Church of the Incarnation to act in the best interest of all minors in every program. If you suspect or witness abuse or evidence of abuse, please tell one of the staff members. We report all suspected or alleged abuse or neglect of minors to the appropriate County Department of Health and Human Services. A report of possible abuse does not equate to an accusation, condemnation, or conviction of the persons involved.

You can report suspected Child/Youth maltreatment 24 hours a day, seven days a week. A child protective social worker will assist you even if you are not sure whether to make a report. *If a child is in immediate danger, call 911.*

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Use the diagrams below to understand how to respond and report.

Someone just disclosed abuse to me, HOW SHOULD I RESPOND?

SAY

DO:

Be compassionate! Listen.
Stay calm.

“I hear you and I take this seriously.”

“I’m very concerned about what you just said and want to make sure you are safe.”

“Thank you for being brave enough to share this with me.”

DON’T:

Express judgment, doubt, or disbelief.

ASK

DO:

Ask open-ended questions that give the person the opportunity to share without influencing his/her account.

Find out if he/she is safe.

Determine who, what, when, where, if possible, without probing.

DON’T:

Probe or ask for details.

Push the person to tell you more than he/she is comfortable with.

ACT

DO:

If necessary, help the person find safety.

Report as shown in the next diagram.

Make notes of the conversation and actions taken.

DON’T:

Tell anyone who does not need to know.

Someone just disclosed abuse to me. WHO SHOULD I REPORT TO?

If the complaint is regarding Abuse of a Child or Vulnerable Adult: immediately report to state authorities (see Resources section) in accordance with applicable law and legal privilege.

If the complaint is against a bishop:
Report to the province at:
misconduct@acna.org

If the complaint is against anyone other than a bishop:
Report to our independent Intake Officer:
midwestanglican.org/reporting-misconduct
Report to an additional senior leader of your congregation (such as the Rector, Sr. Warden, Children’s Pastor, or Youth Pastor) as determined by your context.

Thank you for reading this handbook. Our goal is to make our churches and Diocese safe for everyone. Your careful following of this handbook helps make that possible.

G. RESOURCES

- Wisconsin Department of Children and Families
Website: <https://dcf.wisconsin.gov/reportabuse>
- Outagamie County Department of Health and Human Services
320 South Walnut Street Appleton, WI 54911
HumanSvc@outagamie.org (non-reporting only)
920-832-5161 available 24/7 (report must be made by phone)
- For assistance in reporting, call or text Child Help National Child Abuse Hotline - (1-800) 422-4453.

Diocese of the Upper Midwest

- **Intake Officer:** midwestanglican.org/reporting-misconduct/
- *Policy for the Protection of Children and Adults*

Mandated Report Links:

- Wisconsin: dcf.wisconsin.gov/reportabuse

Mandated Reporter Resources/Guides/Manuals:

- Wisconsin: [Mandated Child Abuse and Neglect Reporters | Wisconsin Department of Children and Families](#)

Mandated Report Links:

- For assistance in reporting, call the Childhelp National Child Abuse Hotline: (1-800) 422-4453
- Wisconsin: dcf.wisconsin.gov/reportabuse

Mandated Reporter Resources/Guides/Manuals:

- All States: [How to Report Child Abuse and Neglect](#)
- Wisconsin: [Mandated Child Abuse and Neglect Reporters | Wisconsin Department of Children and Families](#)

H. APPENDICIES

APPENDIX 1: EXPANDED RESOURCE FOR IDENTIFYING GROOMING

Grooming is behavior designed to overcome another person’s defenses by slowly desensitizing their natural reactions to abusive behaviors. Grooming works by mixing positive behaviors with elements of abuse. Abusive elements are added incrementally so as not to alarm the one targeted for abuse, and to normalize inappropriate behaviors. Grooming happens to both children and adults, and groomers typically groom everyone around their target—the institution, gatekeepers, community, and parents. The steps a person often takes to groom a child include the following:

- Identifying the potential target
- Befriending the child
- Gathering information about the child’s interests and vulnerabilities
- Filling a need and/or furthering an interest that the child has
- Cultivating a “special friendship” with the target
- Isolating the target
- Beginning to sexualize the relationship (lowers the child’s inhibitions, desensitizes the child to touch, engages in sex talk, may provide alcohol or drugs)
- Initiating increasingly intimate contact
- Maintaining control
- Making the target feel responsible

APPENDIX 2: SCREENING AND TRAINING

The table below shows requirements for screening for all new applicants

Who	Screening Required	When it is required
Incarnation Parish Council Standing Committee	Background check	Before serving
Volunteers who work with Children or Vulnerable Adults (Includes all Ministry Workers)	Application, Interview, Six-month rule, and Background check	Before serving
Employees	Application, Interview, and Background check	Before employment
Clergy	Application, Interview, and Background check	Before licensure or being received as Clergy

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The table below shows requirements for training

	Type of Training			
	Reading “Ministry Worker Handbook”	Reading “Protection Policy for Children and Adults”	Child Protection Training	Mandatory Reporter Training as required by the state
Who	When Training is Required			
Incarnation Parish Council	Before serving and annually	N/A (Incarnation Parish Council Recommended)	N/A	N/A
Standing Committee	Before serving and annually	Before serving and annually	N/A	N/A
Volunteers who work with Children or Vulnerable Adults (Includes all Ministry Workers)	Before serving and annually	N/A	Before serving and every three years	Yes, per local requirements
Employees	Within one week of employment and annually	N/A (Incarnation Ministry Staff Recommended)	Within one week of employment and every three years	Yes, if they work with Children or Vulnerable Adults per local requirements
Supervisors	Before supervising and annually	Before supervising and annually	Before supervising and every three years	Yes, per local requirements
Clergy	Before ordination or licensure and annually	Before licensure or being received as Clergy and annually	Before licensure or being received as Clergy and every three years	Yes, per local requirements
Canon to the Ordinary D i o c e s a n S a f e g u a r d i n g C o o r d i n a t o r	Before serving and annually	Before serving and annually	Before serving and every three years	Yes, per local requirements

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Screening Includes:

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

The background check must be renewed every three years.

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

The person overseeing the screening process must have completed the Skillful Screening training from MinistrySafe or similar curriculum.

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

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

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

APPENDIX 3: HOME GROUPS

Best Practices for In-Home Gatherings

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

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

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

Dear Small Group Hosts,

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

Experts recommend the following guidelines for in-home childcare:

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

If you have questions or would like help in some way, please contact the Director of Discipleship.

APPENDIX 4: OFF-SITE OR OVERNIGHT EVENTS

1. We want to encourage positive, life-changing ministry events while also making them safe. Overnight and off- site events require special precautions for safety. Ministry Workers should be especially diligent in monitoring and supervising off-site activities.
2. The leader from any Congregation offering overnight events, trips, and camps, as well as Diocesan sponsored Camp Directors (if any), must complete additional relevant training such as MinistrySafe’s “Camp Leadership Training” every three years.
1. Consent from parents or legal guardians must be obtained.
2. The Rule of Two Adults or the Rule of Three must be followed. If applicable, procedures for showering or changing clothes must be provided so that participants (both Ministry Workers and Youth) are never nude in sight of one another.
3. Overnight sleeping arrangements must be submitted in writing to and approved by the Youth Pastor.
4. When Youth are known to be awake, at least one Ministry Worker should be awake and monitoring Youth to ensure safe behavior.
5. Appropriately modest sleeping attire must be worn.
6. Boys and girls must sleep in separate rooms, properly supervised by Ministry Workers of the same biological sex.
7. Whenever possible, Ministry Workers will sleep in the same room as Youth, or in an adjoining room with the door between the rooms kept open.
8. If overnight arrangements do not include standard beds, each person will use single sleeping bags or blankets; a “one-person-to-one bag or blanket” rule will be observed.

I. MY AGREEMENT TO THIS HANDBOOK

IF YOU ARE A CHURCH MINISTRY WORKER COMPLETING THIS AGREEMENT FOR A CONGREGATION

Name: _____

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

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

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

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

Signature: _____ Date: _____

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

AGREEMENT FOR THE DIOCESE

If you are a clergy person, diocesan staff, Standing Committee Member, diocesan Supervisor or Ministry Worker (as defined in this Handbook), click this [LINK](#) to complete your adherence form.