

**Episcopal Diocese of Indianapolis**  
*(Adopted by Executive Council 6/13/09)*

***Supporting Documents regarding Policies and Procedures for  
Child Sexual Abuse, Adult Sexual Harassment and Exploitation, and  
Allegations and Incidents of & Response to Sexual Misconduct***

**A. DOCUMENTS CONCERNING CHILDREN**

- a. Confidential Notice of Concern for Child Sexual Abuse
- b. Code Of Conduct For Protection Of Children And Youth
- c. Guidelines for Appropriate Affection with Children and Youth
- d. Child Law Documents

**B. DOCUMENTS CONCERNING ADULTS**

- a. Confidential Notice of Concern for Adult Sexual Harassment or Exploitation
- b. Code of Conduct for Persons Who Have Pastoral Relationships
- c. Guidelines for Appropriate Interactions with Adults
- d. Guidelines for Providing Counseling
- e. Guidelines for Office Décor

**C. DOCUMENTS CONCERNING EMPLOYMENT AND  
VOLUNTEERING**

- a. Application Form
- b. Specialized Questions for the Interview
- c. Specialized Questions for References
- d. Equal Employment Opportunity Commission (EEOC)
- e. Human Rights Issues in Private Employment

**D. GENERAL CONVENTION RESOLUTIONS**

- a. Resolution B052 (1991)
- b. Resolution A156 (2006)

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## A. DOCUMENTS CONCERNING CHILDREN

### a. CONFIDENTIAL NOTICE OF CONCERN FOR CHILD SEXUAL ABUSE

Individual(s) of Concern:

Date of occurrence:

Time of occurrence:

Type of Concern:

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Inappropriate behavior with a child or youth |
| <input type="checkbox"/> | Policy violation with a child or youth       |
| <input type="checkbox"/> | Possible risk of abuse                       |
| <input type="checkbox"/> | 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? Attach additional sheets if needed.

Submitted by: (Please print)

Telephone number:

Location and address:

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

**b. CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN AND YOUTH**

*Read and initial each item to signify your agreement to comply with the statement.*

I agree to do my best to prevent abuse and neglect among children and youth involved in church activities and services.

I agree not to physically, sexually or emotionally abuse or neglect a child or youth.

I agree to comply with the policies for GENERAL CONDUCT FOR THE PROTECTION OF CHILDREN AND YOUTH defined in the Policies for the Protection of Children and Youth from Abuse.

I agree to comply with the GUIDELINES FOR APPROPRIATE AFFECTION with children and youth.

In the event that I observe any inappropriate behaviors or possible policy violations with children or youth, I agree to immediately report my observations.

I acknowledge my obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children or youth to appropriate church leaders and state authorities in accordance with the POLICIES FOR THE PROTECTION OF CHILDREN AND YOUTH FROM ABUSE.

I understand that the church will not tolerate abuse of children and youth and I agree to comply in spirit and in action with this position.

**ACKNOWLEDGMENT, RELEASE AND SIGNATURE**

I agree to be bound by Policies and Procedures of the Diocese of Indianapolis, including but not limited to, The Policies for the Protection of Children and Youth from Abuse, the Code of Conduct for the Protection of Children and Youth, and the Guidelines for Appropriate Affection. I understand that these may be changed, withdrawn, added to or interpreted at any time at the diocese's sole discretion and without prior notice to me. I also understand that my employment or volunteering may be terminated, or any offer or acceptance of employment or volunteering withdrawn, at any time, with or without cause, and with or without prior notice at the option of the diocese or myself. Nothing contained in this document or in any pre-employment or pre-volunteering communication is intended to or creates a contract between myself and the diocese for either employment, volunteering, the providing of any benefit. I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS.

Signature

Date

\_\_\_\_\_

### c. **GUIDELINES FOR APPROPRIATE AFFECTION WITH CHILDREN AND YOUTH**

The Diocese of Indianapolis 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.

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).

The following forms of affection are **considered inappropriate with children and youth** in a 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. (For example: "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.

**d. CHILD LAW DOCUMENTS**

(From the Office of Code Revision Indiana Legislative Services Agency)

**IC 31-33-5**

Chapter 5. Duty to Report Child Abuse or Neglect

**IC 31-33-5-1**

Duty to make report

Sec. 1. In addition to any other duty to report arising under this article, an individual who has reason to believe that a child is a victim of child abuse or neglect shall make a report as required by this article. As added by P.L.1-1997, SEC.16.

**IC 31-33-5-2**

Notification of individual in charge of institution, school, facility, or agency; report

Sec. 2. (a) If an individual is required to make a report under this article in the individual's capacity as a member of the Staff of a medical or other public or private institution, school, facility, or agency, the individual shall immediately notify the individual in charge of the institution, school, facility, or agency or the designated agent of the individual in charge of the institution, school, facility, or agency.

Sec. 2 (b) An individual notified under subsection (a) shall report or cause a report to be made. As added by P.L.1-1997, SEC. 16.

**IC 31-33-5-3**

Effect of compliance on individual's own duty to report

Sec. 3. This chapter does not relieve an individual of the obligation to report on the individual's own behalf, unless a report has already been made to the best of the individual's belief. As added by P.L.1-1997, SEC.16.

**IC 31-33-5-4**

Immediate oral report to local child protection service or law enforcement agency

Sec. 4. A person who has a duty under this chapter to report that a child may be a victim of child abuse or neglect shall immediately make an oral report to: (1) the department [of Child Services] or (2) the local law enforcement agency. As added by P.L.1-1997, SEC.16.

**B. DOCUMENTS CONCERNING ADULTS**

**a. CONFIDENTIAL NOTICE OF CONCERN FOR ADULT SEXUAL HARASSMENT OR EXPLOITATION**

Individual(s) of Concern:

Date of occurrence:

Time of occurrence:

Type of Concern:

- Inappropriate behavior within a Pastoral Relationship
- Policy violation with those served in ministry
- Possible risk of an inappropriate relationship between adults of unequal power
- Other concern:

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

Has this situation 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: \_\_\_\_\_

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## **b. CODE OF CONDUCT FOR PERSONS WHO HAVE PASTORAL RELATIONSHIPS**

### **Persons Who Have Pastoral Relationships agree to:**

- accept the fact that the church will not tolerate the sexual exploitation of adults it serves.
- not attempt to or to sexually exploit any person they serve or work with on behalf of the church.
- comply with the policies for general conduct with adults as defined in these *Policies for the Prevention of Sexual Exploitation of Adults*.
- comply with the \_\_\_\_\_ [Parish] Code of Conduct for Persons Who Have Pastoral Relationships.
- whenever appropriate and possible, to have one-to-one meetings with adults during regularly/publicly scheduled hours and by appointment on church property while others are present in the building or in other appropriate professional settings where they can be observed.
- maintain clear and appropriate boundaries and avoid even the appearance of impropriety.
- immediately end any sexual or inappropriate relationship with a person with whom he/she has a Pastoral Relationship or when he/she has questions about the implementation of these policies and immediately seek advice from the bishop, a trusted colleague or mental health professional.
- immediately report any inappropriate behaviors, boundary violations or possible policy violations they observe under these policies.
- acknowledge their obligation and responsibility to prevent sexual exploitation of adults
- report known or suspected sexual exploitation of adults to church leaders and state authorities in accordance with these policies.

### **Persons Who Have Pastoral Relationships are prohibited from:**

- having sexual contact with any person with whom he/she has a Pastoral Relationship
- dating or becoming romantically or sexually involved with those with whom they have a Pastoral Relationship as long as the Pastoral Relationship continues, and for at least six months thereafter.
- possessing any sexually oriented materials (magazines, cards, videos, films, clothing, etc.) on church property or using such materials in the conduct of their ministry unless the materials are part of a pre-approved educational program or curriculum and are used only for that purpose
- using the Internet to view or download any sexually oriented materials on church property or from having it on church-owned computers, and from bringing such materials onto church property
- discussing their own sexual activities, including dreams and fantasies, or discussing their use of sexually oriented or explicit materials such as pornography, videos or materials on or from the Internet, with any person with whom they have a Pastoral Relationship

**ACKNOWLEDGMENT, RELEASE AND SIGNATURE**  
*For Safeguarding God's People Training*

I agree to be bound by Policies and Procedures of the Diocese of Indianapolis, including but not limited to, The Policies for the Prevention of Sexual Exploitation of Adults, the Policies for the Prevention of Sexual Harassment of Adults, The Code of Conduct for Persons Who Have Pastoral Relationships and the Guidelines for Appropriate Interactions with Adults and the Policies and Procedures Concerning Allegations and Incidents of Response to Sexual Misconduct. I understand that these may be changed, withdrawn, added to or interpreted at any time at the diocese's sole discretion and without prior notice to me. I also understand that my employment or volunteering for the Diocese may be terminated, or any offer or acceptance of such employment or volunteering withdrawn, at any time, with or without cause, and with or without prior notice at the option of the Diocese or myself. Nothing contained in this document or in any pre-employment or pre-volunteering communication is intended to or creates a contract between myself and the diocese for employment, volunteering, or the providing of any benefit. I further understand that the Diocese of Indianapolis and its constituent congregations and institutions does not tolerate sexual misconduct in any form.

**I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS.**

Name of Parish \_\_\_\_\_

Please PRINT Name \_\_\_\_\_

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

Witness \_\_\_\_\_ Date \_\_\_\_\_

## **GUIDELINES FOR APPROPRIATE INTERACTIONS WITH ADULTS**

- are based, in large part, on avoiding behaviors known to be used by those who have engaged in sexual exploitation of adults
- are intended to assist Church Personnel and Congregants in monitoring and supervising behaviors and interactions of Persons Who Have Pastoral Relationships to help maintain appropriate boundaries at all times
- are intended to be used to make decisions about interactions of Persons Who Have Pastoral Relationships with those with whom they have a Pastoral Relationship
- are to be carefully followed by all who are involved in Pastoral Relationships

Some **appropriate** interactions, as long as they are welcomed by the recipient, are listed below:

- brief hugs
- pats on the shoulder or back
- kisses on the cheek
- handshakes
- holding hands during prayer

Some **inappropriate** interactions in Pastoral Relationships and other ministries with adults include:

- inappropriate or lengthy embraces
- kisses on the mouth
- touching sexual areas of the body
- showing affection while in isolated areas such as bedrooms, closets, staff-only areas or other private rooms
- any form of unwanted affection
- comments or compliments (spoken, written, or electronic) that relate to a person's body or appearance that are at all suggestive. Examples would be, "You should wear that outfit more often," or "You look really hot in those jeans."
- giving gifts or money to favored individuals
- repeated and/or private meetings with individual adults, especially meetings that occur away from church property and during non-business hours
- repeated electronic communications, such as email or texts, especially those that contain personal disclosures or solicitations of an intimate relationship
- seeking excessive private time with a specific adult
- changing one's manner of dress when in the company of a specific adult
- providing a specific adult with personal access such as one's personal email address or cell phone number if that is not the norm

### c. GUIDELINES FOR PROVIDING COUNSELING

- Limit the number of sessions, generally no more than 5 on any particular life issue
- Don't go outside your area of expertise. Refer to a psychologist, credentialed professional, medical doctor, or mental health professional.
- Even if you are separately credentialed and/or licensed as a mental health professional (psychologist, marriage and family therapist, substance abuse counselor, etc.) while you are functioning on behalf of the church you should:
  - o Make it clear to those you are serving that you are NOT serving in that role.
  - o If you function in that role while you are also functioning on behalf of the church, you should clearly separate those two roles by where you practice each and clearly communicate to all concerned of when you are functioning in each role.
  - o You must maintain in full force separate professional insurance coverage at all times for any work you do outside your church role. The insurance must have per occurrence limits of at least \$1,000,000 and aggregate limits of at least \$2,000,000, including coverage for Sexual Misconduct, however defined in the policy(s) in with limits of at least \$500,000 and name your church employer or church for whom you function in Pastoral Relationships as an additional insured.
  - o You must provide evidence of such insurance to your church employer or church for which you function in Pastoral Relationships annually.

### d. GUIDELINES FOR OFFICE DÉCOR

**Spaces** where Pastoral Relationships occur should be a relaxing and productive setting ready at all times for use for Pastoral Relationships. The following are recommendations that will help create an environment that is peaceful and private while allowing appropriate supervision.

**Furniture:** Comfortable chairs set at a 45 degree angle from each other create a good area for conversation. Couches and love seats are discouraged but if they are used Persons Who Have Pastoral Relationships should not sit on them with parishioners or other visitors. Having furniture that allows reclining can leave persons open to false allegations of inappropriate behavior.

**Artwork** should be tasteful without offending the staff or other visitors.

**Windows** in walls or doors should be unobstructed by blinds, furniture, curtains, or posters so that the space is always available to casual monitoring. A sense of privacy can be maintained by arranging the furniture so that Persons Who Have Pastoral Relationships are always visible, but the parishioner or visitor does not feel exposed.

**Entrances:** If the space has a private entrance, and it is used, be sure staff knows when someone is in the space and when it is being used for Pastoral Relationships.

## **C. DOCUMENTS CONCERNING EMPLOYMENT AND VOLUNTEERING**

### **a. POSITION APPLICATION FORM**

**INSTRUCTIONS:** Please complete all of the questions accurately and fully.  
Attach additional sheets if needed.

Today's date:

#### **PERSONAL DATA**

Name:

Street address:

City:

State: Zip:

How long at current address:

Home phone:

Work phone:

Best time to contact you:

Email address:

Driver license number: State

Social Security number:

Are you legally eligible to work in this country?

Yes  No

Note: If you are chosen for a paid position, you will be required to show documents verifying your employment eligibility and identity to complete the INS Form I-9 as required by the Immigration Reform and Control Act. Please list your addresses in the past five years:

For what position are you applying?

What interests you about the position for which you are currently applying?

What has prepared you for the position for which you are currently applying?

**EMPLOYMENT HISTORY** for your prior employers, covering the past **TEN** years.

**CURRENT EMPLOYER** **Company name:**

Address:

City: State: Zip:

Immediate supervisor name:

Immediate supervisor phone number:  
Position held:  
Dates of employment: from to  
Reason for leaving position:

**PREVIOUS EMPLOYER Company name:**

Address  
City: State: Zip:  
Immediate supervisor name:  
Immediate supervisor phone number:  
Position held:  
Dates of employment: from to  
Reason for leaving position:

**PREVIOUS EMPLOYER Company name:**

Address  
City: State: Zip:  
Immediate supervisor name:  
Immediate supervisor phone number:  
Position held:  
Dates of employment: from to  
Reason for leaving position:

**PREVIOUS EMPLOYER Company name:**

Address  
City: State: Zip:  
Immediate supervisor name:  
Immediate supervisor phone number:  
Position held:  
Dates of employment: from to  
Reason for leaving position:

**PREVIOUS EMPLOYER Company name:**

Address  
City: State: Zip:  
Immediate supervisor name:  
Immediate supervisor phone number:  
Position held:  
Dates of employment: from to  
Reason for leaving position:

**VOLUNTEER EXPERIENCE** *Include all experience working with children or youth*

**Organization:**

Contact:  
Phone:  
Duties:  
Dates: from to

**Organization:**

Duties:

Dates: from to

Contact:

Phone:

**Organization:**

Duties:

Dates: from to

Contact:

Phone:

**Organization:**

Duties:

Dates: from to

Contact:

Phone:

**EDUCATIONAL HISTORY**

**Name of school**

Address

City State Zip

Type of school

Name of program or degree

Program completed?

**Name of School**

Address

City State Zip

Type of school

Name of program or degree

Program completed?

**Name of school**

Address

City State Zip

Type of school:

Name of program or degree:

Program completed?

**PROFESSIONAL/CIVIC REFERENCES**

**Name:**

Address

City State Zip

Daytime phone:

How long have you known this person?

Relationship to you:

**Name:**

Address:

City State Zip

Daytime phone:

How long have you known this person?

Relationship to you:

**PERSONAL REFERENCES**

**Name:**

Address

City State Zip

Daytime phone: Evening:

How long have you known this person?

Relationship to you:

**Name:**

Address

City State Zip

Daytime phone: Evening:

How long have you known this person?

Relationship to you:

**FAMILY REFERENCES**

**Name:**

Address:

City State Zip

Daytime phone: Evening:

How long have you known this person?

Relationship to you:

*Have you ever been accused of physically, sexually or emotionally abusing a child or an adult?*

Yes  No

If yes, please explain.



## **ACKNOWLEDGMENT, 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 previous employment, education, credit history, driving record, criminal conviction record, sexual offender registry or other qualifications for my employment or volunteering. I also authorize \_\_\_\_\_ [Diocese or Parish] to request and receive such information.

If hired or chosen, I agree to be bound by The Diocese of Indianapolis' policies and procedures, including but not limited to:

- |  |   |
|--|---|
|  | Policies for Protection of Children & Youth from Abuse  |
|  | Code of Conduct for Protection of Children and Youth from Abuse                               |
|  | Policies for the Prevention of Sexual Exploitation of Adults                                  |
|  | Policies for the Prevention of Sexual Harassment of Adults                                    |
|  | Code of Conduct for Persons who Have pastoral Relationships                                   |
|  | Policies and Procedures Concerning Allegations and Incidents of Response to Sexual Misconduct |

I understand that these may be changed, withdrawn, added to or interpreted at any time at the diocese's sole discretion and without prior notice to me. I also understand that my employment or volunteering may be terminated, or any offer or acceptance of employment or volunteering withdrawn, at any time, with or without cause, and with or without prior notice at the option of \_\_\_\_\_ [Diocese or Parish] or myself. Nothing contained in this application or in any pre-employment or pre-volunteering communication is intended to or creates a contract between myself and \_\_\_\_\_ [Diocese or Parish] for either employment, volunteering or the providing of any benefit.

**I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS.**

Signature

Date

\_\_\_\_\_

\_\_\_\_\_

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## **b. SPECIALIZED QUESTIONS FOR THE INTERVIEW**

The following are sample questions that may help you screen out someone who is unable to maintain healthy boundaries with adults.

- Please tell me about the last time a member of your (congregation, youth group, office staff, etc.) demanded too much of your time. How did you handle that?
- Please give an example of a time in your work or volunteer history when you thought the policies were too rigid. How did you handle that?
- Please describe a time when you felt a special bond or friendship between yourself and a member of your (congregation, youth group, office staff, etc.).
- Please give an example of a “boundary violation.” Has that ever happened to you, or has anyone ever said that you violated a boundary of some sort?
- Has disciplinary action of any sort ever been taken against you by a licensing board, professional association, ecclesiastical body or educational or training institution? Have there been complaints against you that did not result in discipline? Are there complaints pending against you before any of the above-named bodies? If yes, please explain.
- Have you ever been asked to resign or been terminated by a training program or employer? If yes, please explain.
- Have you ever had a civil suit brought against you about your professional work or is any such action pending? Have you ever had professional malpractice insurance suspended or revoked for any reason? If yes, please explain.
- Have you ever been charged (formally or informally) with any ethics violations, sexual exploitation, sexual abuse or sexual harassment? Are any such actions or complaints pending against you? If yes, please explain.
- Are you now or have you ever had sexual contact or attempted sexual contact (sexual intercourse of any kind, intentional touching, or conversation for the purpose of sexual arousal) with any person you were/are seeing in any professional context or in a Pastoral Relationship (i.e. parishioner, client, patient, employee, student)? If yes, please explain.
- Are you now or have you ever been involved in the production, sale, or distribution of pornographic materials? If yes, please explain.
- Have you ever had a restraining order, injunction, order for protection or the like issued against you? Have you ever had your parental rights restricted, suspended or terminated or have any of your children ever been in foster care? Have you ever been accused of domestic violence? If so, please explain.

**c. SPECIALIZED QUESTIONS FOR REFERENCES**

- Please give me an example of how \_\_\_\_\_ maintains good boundaries with adults.
- Have you ever heard \_\_\_\_\_ tell a joke or say something that made you or others uncomfortable?
- Would you be comfortable referring a vulnerable friend of yours to \_\_\_\_\_ for pastoral counseling? Why? Why not?
- The position for which \_\_\_\_\_ has applied requires that s/he be able to work closely with people whose lives may be in turmoil and who may not have good judgment at that point in time. Can you think of any reason that \_\_\_\_\_ should not be allowed to do this work?

**d. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC)**

The directory information contained herein was current at the time it was compiled in September 2008. Agencies may change their name and/or contact information from time to time, and therefore, the information contained herein may no longer be current.

**Federal**

U.S. Equal Employment Opportunity Commission  
1801 L. Street, N.W.  
Washington, C.C. 20507  
(202) 663-4900  
ITY: (202) 663-4494  
1-800-669-4000  
<http://www.eeoc.gov>

**District Offices**

Indianapolis District Office  
(The Indianapolis District Office has jurisdiction over the entire state of Indiana.)  
101 West Ohio St., Ste 1900  
Indianapolis, IN 46204  
1-800-669-4000  
FAX: 317-226-7953  
ITY: 1-800-669-6820

**e. HUMAN RIGHTS ISSUES IN PRIVATE EMPLOYMENT**

The directory information contained herein was current at the time it was compiled in July 2008. Agencies may change their name and/or contact information from time to time, and therefore the information contained herein may no longer be current.

Indiana Civil Rights Commission  
100 North Senate Avenue  
Indiana Government Center North, Room N103  
Indianapolis, IN 46204-2211  
Toll-Free: (800) 628-2909  
Tel: (317) 232-2600  
Fax: (317) 232-6580  
TDD: (800) 743-3333  
<http://www.iowa.gov/government/crc/>

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## D. GENERAL CONVENTION RESOLUTIONS

### a. GENERAL CONVENTION RESOLUTION B052 (1991)

**Resolution Number:** 1991-B052

**Title:** Establish a Committee on Sexual Exploitation

**Legislative Action Taken:** Concurred As Amended

**Final Text:** *Resolved*, the House of Deputies concurring, That the 70th General Convention of the Episcopal Church declares that sexual abuse, exploitation, coercion, and harassment of adults and minors by clergy and church employees are abuses of trust, a violation of the Baptismal Covenant, contrary to Christian Character, and are therefore wrong; and be it further

*Resolved*, That the 70th General Convention of the Episcopal Church establish a Committee on Sexual Exploitation to be appointed by the Presiding Bishop and the President of the House of Deputies to work with the Office of Pastoral Development. It shall be the duty of the Committee on Sexual Exploitation to study, educate, develop curriculum, and propose policy and standards of conduct on sexual abuse, exploitation, coercion, and harassment, and to advise the Office of Pastoral Development as resource persons. The membership of the committee is to be representative as to sex, race and ethnic diversity. The Committee will report to the 71st General Convention.

**Citation:** General Convention, *Journal of the General Convention of...The Episcopal Church, Phoenix*, 1991 (New York: General Convention, 1992), p. 783.

### b. GENERAL CONVENTION RESOLUTION A156 (2006)

**Resolution A156**

**Title:** Sexual Exploitation

**Topic:** Sexual Misconduct

**Committee:** Social and Urban Affairs

**House of Initial Action:** Bishops

**Proposer:** Institutional Wellness and Prevention of Sexual Misconduct Sub Committee

*Resolved*, That the 75<sup>th</sup> General Convention of The Episcopal Church affirm the work already occurring in many dioceses and at the same time recommit itself to the positions taken by

previous General Conventions that sexual misconduct (encompassing both sexual harassment and sexual exploitation) of adults by clergy, church employees, and volunteer workers has been and continues to be of deep concern to this Church, is an abuse of trust, a violation of the Baptismal Covenant, contrary to Christian character and is, therefore, wrong; and be it further *Resolved*, That each diocese adopt policies for the protection from sexual misconduct of those served by diocesan programs, those who volunteer in the work of the diocese or are employed by the diocese, and that dioceses assist congregations in the development of such procedures and policies, including using the many resources that already exist, that address the following:

1. the articulation of behavioral standards for all clergy, lay employees and volunteers who work with adults or who provide pastoral counseling, pastoral care, spiritual direction, or the sacraments;
2. a screening process for all clergy, lay employees and volunteers who provide pastoral counseling and care, spiritual direction or the sacraments and who supervise clergy or lay volunteers;
3. education and training for all clergy, lay employees, and volunteers as listed above, with particular attention paid to what legally constitutes sexual harassment and to appropriate behavior and inappropriate sexual or sexualized behaviors towards adults, and with periodic refresher training encouraged;
4. guidelines for responding to concerns of sexual misconduct; and be it further

*Resolved*, That each diocese shall report to the House of Bishops Committee on Pastoral Development prior to the Spring 2009 House of Bishops meeting with a copy of its adopted and implemented policy and an evaluation of the history of its use. A summary report shall be made to the House of Bishops Spring 2009 meeting and a full report made to the 76<sup>th</sup> General Convention.