



THE EPISCOPAL CHURCH
IN EAST TENNESSEE

SAFEGUARDING GOD'S CHILDREN ANNUAL COMPLIANCE RECORDS

Dear Clergy, Wardens, and Board of Chairs of all parishes and worshipping communities,

At the beginning of each year, we require each parish and worshipping community to submit the Notice of Annual Adoption of the Policies and Procedures Manual for Dealing with Sexual Misconduct by the vestry, council, chaplains, or board chairs.

You will find three documents attached to this letter.

1. Notice of Annual Adoption
2. Resolution
3. Certificate of Annual Adoption

Please complete and mail the original copies to the Diocesan House by March 1. Please also keep a copy of each for your records and display the certificate in a common area of your community.

If you have any questions, please do not hesitate to contact me or Canon Michelle Bolt.

Thank you!

Caroline Wood
Missioner for Youth and Young Adults

Safeguarding God's Children

The Diocese of East Tennessee

Notice of the Annual Adoption of the *Policies and Procedures Manual for Dealing with Sexual Misconduct* by vestry/council/board.

To: The Bishop, Standing Committee, and Bishop and Council of the Diocese of East Tennessee

From:

_____ (Name of parish, worshipping community, or other institution)

_____ (Mailing address)

_____ (City, state, zip code)

The Policies and Procedures Manual for Dealing with Sexual Misconduct established by the Diocese of East Tennessee was adopted at a duly convened meeting of the vestry/board of this parish/worshipping community/institution on _____ (date). This resolution also contains an agreement to cooperate in any Response Team or Standing Committee investigation and to carry out any disciplinary action recommended by the Diocese with respect to its lay employees and volunteers as requested in Section VI, A, of the *Manual*. A copy of the adopting resolution and the minutes of that meeting are attached.

Sexual misconduct insurance coverage for this parish/mission/institution is carried by:

_____,
(Insurance Company)

Amount of coverage \$ _____ .

Effective dates of policy _____ .

(Signed by Vestry Secretary or Clerk)

(Date)

Please make a copy of this for your files and mail original to

**Diocese of East Tennessee
Attn: Safeguarding God's Children
814 Episcopal School Way
Knoxville, TN 37932.**

2/20/07 - SHA

Resolution

BE IT RESOLVED that the _____ of
(vestry, board, council)

_____ at its duly scheduled or
(name of parish, worshipping community or institution)

Called meeting on _____ hereby adopts the Diocese of
(date of meeting)

East Tennessee's Policies and Procedures Manual for Dealing with Sexual Misconduct
for _____.
(name of parish, worshipping community or institution.)

BE IT FURTHER RESOLVED that the above mentioned vestry (board, council)
agrees to cooperate in any Response Team or Standing Committee investigation and to
carry out any disciplinary action recommended by the Diocese with respect to its lay
employees and volunteers as requested in Section VI, A, of the Manual.

(Clergy in charge, Senior Warden or Chairman)

(Clerk or Secretary)

SAFEGUARDING GOD'S CHILDREN, YOUTH, and ADULTS

The Diocese of East Tennessee

The Right Reverend Brian Lee Cole, Bishop

It is the policy of the Diocese of East Tennessee that Sexual Misconduct, as defined herein, will not be tolerated. The Diocese will deal with Sexual Misconduct swiftly, confidentially, and decisively. This policy applies to all clergy, lay employees and volunteers serving the Diocese, any parish mission within the Diocese, or any other institution or organization of the Diocese or of any missions or parishes herein. It also applies, subject to canonical limitations, to aspirants, postulants or seminarians sponsored by or working in the Diocese. In the event charges of Sexual Misconduct against any person are substantiated, such a person will be subject to discipline. In the case of clergy, discipline will be administered according to the Canons of the Diocese of East Tennessee and the Episcopal Church. In the case of lay employees, such discipline may include termination of employment. Both lay employees and volunteers may be restricted or prohibited in further activities on church property or in any activity sponsored by any church organization. The intent of this policy is to assure that the Diocese's response to an allegation or instance of Sexual Misconduct will be just and compassionate for all involved. Sexual Misconduct means:

- Sexual abuse or sexual molestation of any person, including but not limited to, any sexual involvement or sexual contact with a person who is a minor or who is legally incompetent; or
- Sexual harassment in a situation where there is an employment, mentor or colleague relationship between the persons involved, including but not limited to, sexually oriented humor or language; questions or comments about sexual behavior or preference unrelated to employment qualification; undesired physical contact; inappropriate comments about clothing or physical appearance; or repeated requests for social engagements; or
- Sexual exploitation, including but not limited to, the development of or an attempt to develop a sexual relationship between a cleric, employee or volunteer and a person with whom he/she has a pastoral relationship, whether there is apparent consent from the individual.

For purposes of this policy, pastoral relationship means: A relationship between a cleric, employee or volunteer and any person to whom such cleric, employee or volunteer provides counseling, pastoral care, spiritual direction or spiritual guidance, or from whom such cleric, employee or volunteer has received a confession or confidential or privileged information.

The Vestry (or Board) of

(Parish, Worshipping Community or Institution)

adopted *The Diocese of East Tennessee Policies and Procedures Manual for Dealing with Sexual Misconduct* on _____, 20 ____ as the standard for this church.

Anyone wishing to report an incident of Sexual Misconduct, as defined on this page, should immediately contact:

(Clergy person/Executive in charge of parish or institution) (Telephone)

(Vestry/board designated contact person) (Telephone)

(Vestry/board designated contact person) (Telephone)

The Rev. Canon Michelle Warriner-Bolt (865-966-2110)