

LCP-4 Prevention of Abuse and Harassment Policy

Change history:

Date:	Change:	Made by:
3/20/13	Modified for new governance, as provided to the Leadership Council for review.	LM

Prevention of Abuse and Harassment Policy

A. The purpose of this policy is to define the policy provisions of Plymouth Congregational United Church of Christ, Fort Collins, Colorado with regard to sexual exploitation, ministerial conduct, and youth protection.

B. POLICY STATEMENT

a. Prohibition of Sexual Exploitation and Harassment (Cf., B. Definitions)

Plymouth Congregational United Church of Christ is committed to creating and maintaining a worship and work community in which members, friends, staff, and volunteers can worship and work together in an atmosphere free of all forms of discrimination, harassment, exploitation, or intimidation. Specifically, all persons associated with Plymouth Congregational United Church of Christ should be aware that the church is strongly opposed to sexual exploitation and harassment and that such behavior is prohibited by church policy. It is the intention and responsibility of the church to take whatever action may be needed to prevent and correct behavior that is contrary to this policy and, if necessary, to discipline those persons who violate this policy.

b. Ministerial Conduct (Cf., B. Definitions)

All persons engaged in the ministry of Plymouth Congregational United Church of Christ (including elected or appointed leaders, employees, volunteers, and authorized ministers) are responsible for knowing the possible impact of their words and actions in ministering to the emotional, mental, and spiritual needs of persons who come to them

for help or over whom they have any kind of authority. Sexual harassment or sexual exploitation of parishioner(s) or other individual(s) by anyone engaged in the ministry of Plymouth Congregational United Church of Christ is unethical and unprofessional behavior and will not be tolerated within this congregation.

Because ministers often deal with individuals who are emotionally and psychologically fragile or otherwise personally vulnerable, it is imperative that those engaged in the ministry of this church maintain their own psychological, emotional, and spiritual health and that they have adequate preparation and education for helping those individuals they seek to serve in ministry. It is the policy of Plymouth Congregational United Church of Christ to encourage its leaders, authorized ministers, employees, and volunteers to nurture safety within ministerial relationships by being attentive to self-care, education, and the importance of referring those in need to supportive and helpful resources. It is also expected that those engaged in providing ministry will complete and submit the attached Application and Disclosure Form.

c. Member and Youth Protection Policy

Plymouth Congregational United Church of Christ is committed to creating a safe and healthful environment in which young people and adults can learn about and experience God's love. In order to ensure this, we prefer that all people applying to be volunteers who work with minors, homebound adults, or in any other one-on-one contact will have been members for at least six months or friends of the church for one year. It is the policy of the church to provide adequate supervision for all youth activities. We expect all employees or volunteers who work with minors or in one-on-one situations to complete and submit the Plymouth Congregational United Church of Christ Application and Disclosure Form.

d. Member and Youth Protection Policy Implementation

a. Responsibility for managing the process

A member of staff will be assigned by the Senior Minister to ensure the following procedures are followed.

b. Process guidelines

- i. Disclosure forms will be renewed every five (5) years
- ii. All employees of Plymouth will complete a disclosure form and a background check will be done.
- iii. All members of Plymouth who work with children or one-on-one with adults will complete a disclosure form. Background checks will be done at the discretion of the Senior Minister or Personnel Committee. Recommendations to conduct a background check should be directed to them.

c. Security guidelines

Completed disclosure forms will be kept locked with access limited as for staff evaluations.

d. Disposition of Completed Form

- e. Every form where a "yes" is checked must be given immediately to the Senior Minister. The Senior Minister and Personnel Committee will determine if an exception should be granted to allow the individual to serve as a volunteer or employee. If a waiver is granted, the reasons for the exception must be put in

- writing, attached to the disclosure form and filed with all other disclosure forms.
- f. The results of every background check must be given to the Senior Minister for review with Personnel Committee. A statement must be written stating the date the review occurred and who participated. This statement should then be attached and filed with the person's personnel records. A note should also be filed with the disclosure forms with the date of the background check so that there is a record to trigger the renewal in five (5) years.

C. DEFINITIONS FOR THIS POLICY

Minister: A person, volunteer or paid, engaged by the church to carry out its ministry. "Minister" includes elected or appointed leaders of the church, employees, and volunteers, as well as authorized ministers.

Authorized Minister: A person who holds ordained ministerial standing or has been commissioned or licensed by an association of the United Church of Christ.

Ministerial Relationship: The relationship between one who carries out the ministry of the church and the one being served by that ministry.

Sexual Exploitation: Sexual activity or contact (not limited to sexual intercourse) in which a minister engaged in the work of the church takes advantage of the vulnerability of a participant by causing or allowing the participant to engage in sexual behavior with the minister.

Sexual Harassment: Repeated or coercive sexual advances toward another person contrary to his or her wishes. It includes behavior directed at another person's sexuality or sexual orientation with the intent of intimidating, humiliating, or embarrassing the other person, or subjecting the person to public discrimination. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition or circumstance of instruction, employment, or participation in any church activity;
- Submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making personnel or church-related decisions affecting an individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or participation in church activities or creating an intimidating, hostile or offensive work or church environment.

Prohibited sexual harassment includes unsolicited and unwelcome contact that has sexual overtones, particularly:

- Written contact, such as sexually suggestive or obscene letters, notes or invitations;
- Verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender-specific traits or sexual orientation, or sexual propositions;
- Physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, coercing sexual intercourse; and
- Visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, or magazines.

Sexual harassment also includes continuing to express sexual interest after being informed directly that the interest is unwelcome—and using sexual behavior to control, influence, or affect the career, salary, work, learning, or worship environment of another. It is not permissible to suggest, threaten, or imply that failure to accept a request for a date or sexual intimacy will affect a person's job prospects, church leadership, or comfortable participation in the life of the church. For example, it is forbidden either to imply or actually withhold support for an appointment, promotion, or change of assignment, to suggest that a poor performance report will be given because a person has declined a personal proposition; or to hint that benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations or reclassifications, will be forthcoming in exchange for sexual favors.

PLYMOUTH CONGREGATIONAL UNITED CHURCH OF CHRIST

VOLUNTEER DISCLOSURE FORM EMPLOYEE EMPLOYMENT APPLICATION

Date: _____

This form has been designed to acknowledge that our children and adults are our most precious resource. As such we must assure they have in Plymouth a place of safety, a place where they can learn, pray, and grow. This form must be filled out by all employees. It must also be filled out by all volunteers who work directly with children or in other sensitive positions (such as performing one-on-one visits with adults (home-bound members, for example).

Name _____
Last _____ First _____ Middle _____
Address _____
Street, Unit number if any _____
City _____ State _____ Zip Code _____
Daytime Phone _____ Evening Phone _____
Social Security Number _____ Date of Birth _____

**My previous experience in the past five years (paid or volunteer) to the ministry I am seeking to fill includes:
[Attach additional page(s) as necessary.]**

Agency Name _____ Position _____
City, State, Zip _____
Contact Person _____ Phone _____
Agency Name _____ Position _____
City, State, Zip _____
Contact Person _____ Phone _____

My previous employment for the past five years [Attach additional page(s) as necessary.]
Company Name _____ Position _____
City, State, Zip _____
Contact Person _____ Phone _____
Agency Name _____ Position _____
City, State, Zip _____
Contact Person _____ Phone _____

Name of church where I am currently a friend or member _____
I have been a member of this church since _____
I have been a friend of this church since _____

Have you ever been found guilty, or pled guilty or no contest, to a criminal charge? _____ Yes _____ No _____
If yes, give a short explanation of the charge. (Please indicate the date, nature, and place of the incident leading to the charge; where the charge was filed; and the precise disposition of the charge.)

Have you ever had a civil lawsuit alleging actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse, or financial misconduct resulting in a judgment entered against you, settled out of court, or dismissed because the statute of limitations has expired? _____ Yes _____ No _____
If yes, give a short explanation of the lawsuit. (Please indicate the date, nature, and place of the incident leading to the lawsuit; where the lawsuit was filed; and the precise disposition of the lawsuit.)

Have you ever been found guilty of or terminated your employment, professional credentials, or service in a volunteer position or had your employment, professional credentials, or authorization to have a volunteer position terminated for reasons relating to actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct? _____ Yes _____ No

If yes, give a short explanation. (Please indicate the date of termination; name, address, and telephone number of employer or volunteer supervisor; and nature of the incident(s) leading to your termination.)

Do you have a valid driver's license? _____ Yes _____ No

State where driver's license was issued _____ Driver's license number _____

Have you ever had your driver's license suspended or revoked within the last five years due to reckless driving or driving while intoxicated and/or under the influence of a controlled substance? _____ Yes _____ No

Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the responsibilities of the position for which you are applying? _____ Yes _____ No

If yes, please provide a brief explanation.

The covenants between persons seeking employment in the church require honesty, integrity, and truthfulness for the health of the church. To that end, I attest that the information set forth in this application is true and complete. I understand that any misrepresentation or omission may be grounds for rejection of consideration for, or termination of, the position I am seeking to fill. I acknowledge that it is my duty in a timely fashion to amend the responses and information I have provided if I come to know that the response or information was incorrect when given or, though accurate when given, the response or information is no longer accurate.

Beginning such relationships with an open exchange of relevant information builds the foundation for a continuing and healthy covenant between employees/volunteers and the church they seek to serve. To that end, I authorize Plymouth Congregational United Church of Christ and/or its agents to make inquiries regarding all statements I have set forth above. I also authorize all entities, persons, former employers, supervisions, courts, law enforcement, and other public agencies to respond to inquiries concerning me, to supply verification of the statements I have made, and to comment on and state opinions regarding my background and character. To encourage such persons and entities to speak openly and responsibly, I hereby release them from all liability arising from their responses, comments, and statements made in good faith and without malice.

Plymouth Congregational United Church of Christ's hiring and recruitment process involves the distribution of information regarding applicants with those persons responsible for screening and/or hiring the position I am seeking to fill. To that end, I authorize Plymouth Congregational United Church of Christ and its agents to circulate, distribute, and otherwise share information gathered in connection with my application to such persons for these stated purposes. Plymouth Congregational United Church of Christ will limit access to this information to what is required to perform these functions properly. I understand that Plymouth Congregational United Church of Christ will share with me information it has gathered about me, if I request it to do so. I understand that Plymouth Congregational United Church of Christ will undertake a security check before approving employment and may undertake a security check before extending volunteer status.

Signature _____ Date _____

Signature _____ Date _____
(Parent's or guardian's signature for applicants under 18)