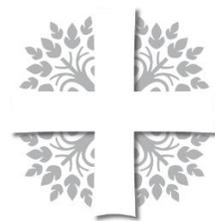


# **SAFE CHURCH POLICY**

for the Protection of  
Children and Vulnerable Adults



CHURCH OF THE  
**REDEEMER**

Effective June 30, 2025

Dear Church Family,

In his introductory letter to our diocesan "[Safe Church Policy](#)," Bishop Alex Cameron wrote:

*The church of Jesus Christ should be a place of love, care, and safety for all its members, especially those who are most vulnerable to harm. Tragically, however, we know that in many Christian institutions, including our own denomination, that has not always been the case. ACNA Canon I.5.8 states that, "it is the moral duty of the whole Church (the Province, the dioceses, and local congregations and ministries) to see that the flock of Christ is protected from abuse." While it is the duty of the whole church, it falls particularly to bishops, rectors, and vestries, as leaders of the church, to be proactive in taking steps that ensure that protection.*

In the baptismal liturgy, our congregation promises to do all in its power to support one another in our life in Christ. As a congregation that values lifelong discipleship, interactions between generations are instrumental to our formation as Jesus's disciples. Therefore, discipleship practices and policies are designed not only to prevent incidence of abuse but also to foster a climate of life-giving Christian fellowship in care for all children, youth, and adults.

Please familiarize yourself with our practices and policies in the document below. After you have carefully read this manual, please complete the agreement form found on the final page.

Blessings in Christ,

Paul Calvin, *Rector*

# Policies for the Protection of Children and Youth

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# Introduction

## Definition of Terms

When used in this manual, the following terms have the following meanings:

- **“Child”** or **“Youth”** or **“Minor”** means any unmarried person under the age of majority under state law who has not been emancipated by order of the court. In most cases, “child” refers to infants through elementary school, and “youth” refers to middle/junior high through high school-aged minors.
- **“Vulnerable/At-Risk Adult”** is a person, 18 years of age or over, who may need care or services because of a disability (mental or other), age, or illness. A person may be a vulnerable adult if he/she is unable to look after him/herself, protect him/herself from abuse or exploitation, or unable to report abuse.
- **“Certified Adults”** means church clergy, staff, paid workers, and all volunteers 18 years and older who work with or have access to children or vulnerable adults on behalf of the church.
- The **“Vestry”** is a lay leadership team which works with the rector to oversee the church. If an elected vestry member is not additionally a Certified Adult, he or she will be expected to complete a background check, abuse awareness training, and training on this policy before beginning service on the vestry.
- **“Children’s Director”** means staff member or volunteer charged with overseeing the church’s children’s ministry.
- **“Youth Director”** means staff member or volunteer charged with overseeing the church’s youth ministry.
- **“Ministry Leader”** means a person, volunteer or staff, who oversees a particular ministry within the church.

## Prohibition on Abuse

Church of the Redeemer has zero tolerance for abuse in ministry programs and ministry activities. It is the responsibility of all Certified Adults at Church of the Redeemer to act in the best interest of all children, youth, and vulnerable adults in every program.

## Violations of This Manual

Violations of policies in this manual may lead to discipline, up to and including immediate termination. In addition, committing abuse against children or vulnerable adults can result in criminal or legal consequences.

## **Definition of Child Abuse**

Child abuse, in practical terms, refers to an act committed by a parent, caregiver, or person in a position of trust that is not accidental and that harms or threatens to harm a child's physical or mental health or welfare.

Abuse includes:

- Physical abuse
- Physical and/or mental neglect
- Sexual abuse and/or exploitation

For more detailed information on Minnesota's definition of child abuse, please see [mn.gov/dhs/people-we-serve/children-and-families/services/child-protection/programs-services/abuse-neglect-defined.jsp](http://mn.gov/dhs/people-we-serve/children-and-families/services/child-protection/programs-services/abuse-neglect-defined.jsp).

## **Definition of Abuse of Vulnerable/At-Risk Adults**

Abuse of vulnerable/at-risk adults refers to maltreatment of adults (persons 18 years of age and older) with a physical, mental, or emotional disorder or disability that makes it difficult for the person to care for themselves without help and to protect themselves from maltreatment.

Maltreatment includes:

- Physical and/or sexual abuse
- Caretaker neglect or abandonment
- Financial exploitation or abuse

For more detailed information on Minnesota's Vulnerable Adult protections, please see [mn.gov/dhs/people-we-serve/adults/services/adult-protection/](http://mn.gov/dhs/people-we-serve/adults/services/adult-protection/).

## **Rector**

The Rector is the ordained priest given oversight of the congregation, ministry teams, vestry, and personnel of the church. As such, he is responsible for the oversight and administration of this Policy within the congregation and for providing all reports requested by the diocese.

The name of the Rector at my church is:  
Rev. Paul Calvin

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## **Senior Warden**

The Senior Warden is the vestry member appointed to give general supervision over the business of the church, and shares responsibility with the Rector to maintain and uphold the policies and procedures outlined in this document.

The name of the Senior Warden at my church is:  
Tim Held

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## **Safe Church Director**

The Safe Church Director is the employee or volunteer at Church of the Redeemer who has been appointed by the Rector to coordinate policies, programs, facilities, screening, training, compliance with policies, responses, and investigations.

The name of the Safe Church Director at my church is:  
Sonia Keillor

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## **Diocesan Reports Receiver**

The Diocesan Reports Receiver is the unbiased receiver, appointed by the Anglican Diocese of Pittsburgh, of which Church of the Redeemer is a congregation in union, who is trained to respond to allegations of misconduct/abuse made through the designated diocesan hotline, website, or email address.

If you need to report an instance of misconduct, please contact the diocesan Reports Receiver at (412) 945-7024 or [reportsreceiver@adpgh.org](mailto:reportsreceiver@adpgh.org) or [adpgh.org/protecting-our-people/](http://adpgh.org/protecting-our-people/).

## **Junior Volunteers, Ages 17 and Younger**

We value youth as volunteers in our children's ministry. Junior Volunteers who work with or have access to children will fulfill requirements pertaining to these policies, which might, depending on the youth's age and role, include:

- a six-month attendance requirement.
- an interview with a church ministry leader.
- a completed and approved background check.
- reading and signing Church of the Redeemer's policies or a Junior Volunteer version of those policies.
- training on abuse awareness and response.
- training on classroom procedures.

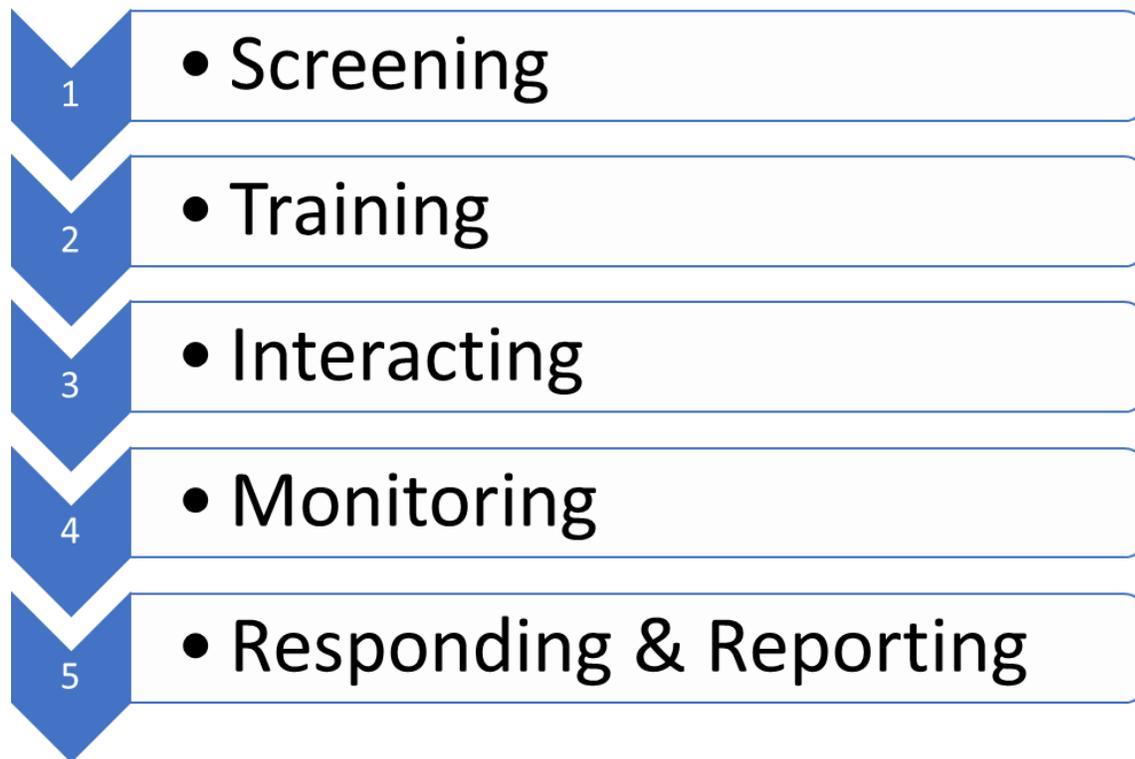
Parents/Caregivers of Junior Volunteers are encouraged to contact their Safe Church Director or their child's ministry leader with any questions pertaining to these requirements.

## **Hiring Childcare**

On occasion, persons may be hired to provide childcare for the church. This will be arranged by a Ministry Leader or the Safe Church Director. Hired caregivers will be required to complete a background check and sign a copy of this policy. An individual who anticipates being hired for ongoing childcare for the church will be required to complete the requirements as a Certified Adult.

# Overview of Church of the Redeemer's Five Step Safety System

The church requires all Certified Adults to complete **SAFETY STEPS 1-2 below** before ministry work or volunteer placements begin.



# Step One: Screening

**Screening** is an opportunity to prevent an abuser from ever having contact with children, youth, or vulnerable adults in our programs. The screening of Certified Adults includes:

## **Attendance Minimum**

Requiring a six-month minimum of in-person Sunday church attendance before anyone is eligible to serve in positions involving access to minors or vulnerable adults.

## **Background Checks**

Conducting National Sexual Offender Registry/Criminal Background checks and renewing them every five years. Depending upon the position or role, differing levels of background checks may be required.

## **Church Screening**

Satisfactory completion of an application with background screening questions, reference checks, and a face-to-face interview with a church ministry leader.

*Disqualifications: Applicants deemed by the congregation, in its discretion, to indicate any threat or danger to children or vulnerable adults will not be permitted to work with children or vulnerable adults. The following conduct or characteristics by an applicant shall automatically disqualify an applicant from working with children or vulnerable adults: any history of sexual abuse, any history of violent crime, and/or any history of sexual crime or misconduct.*

## Step Two: Training

**Training** puts the power to protect in everyone's hands and is an important deterrent to abuse. Those who work with children, youth, or vulnerable adults must be trained to recognize abuser characteristics and grooming behavior, commit to the safe practices specific to Church of the Redeemer, and learn the procedures for reporting suspected abuse.

### Reading Requirements

All Certified Adults must certify that they have read, understood, and accepted Church of the Redeemer's Safe Church Policy and submit an acknowledgement form.

### Training Requirements

- All Certified Adults must complete MinistrySafe sexual abuse awareness training. This training will be renewed every two years.
- All Certified Adults must attend training on Church of the Redeemer's Safe Church Policy before serving with children or vulnerable adults. This training will be renewed every two years.

*The church recognizes that participating in training on abuse, including sexual abuse, may be difficult for individuals who have experienced abuse. Those who need support in connection with completing training requirements should contact their Safe Church Director.*

## **Step Three: Interacting**

**Interacting guidelines** help children, youth, and adults feel safe in ministry and help detect problems before they turn into abuse.

### **Rule of Three**

When working with children, youth, or vulnerable adults, either at least two Certified Adults, preferably unrelated, or one Certified Adult with two youth should be present at all times.

### **Supervisory Plans**

A supervisory plan is required for all educational, pastoral, recreational, or other programming that involves children, youth, or vulnerable adults. A written copy of this plan must be kept onsite (or, if applicable, offsite).

### **Supervision**

Whenever a parent or legal guardian is in the presence of their minor child, full responsibility for that child belongs to the parent, even if clergy, employees, and/or Certified Adults are also present.

Any time a minor or vulnerable adult has been entrusted to Certified Adults, at a church-sponsored event, the church accepts responsibility for the safety and well-being of that individual. Certified Adults must act to ensure the appropriate supervision and safety of individuals in their charge. This includes following the Rule of Three and the worker-to-minor/vulnerable adult ratios set out in this manual.

No children or vulnerable adults should ever be left unattended during ministry programming or classes. Minors or vulnerable adults should not be alone in areas that are not visible or accessible to supervision.

**Worker-to-Child/Youth Ratios**

The church is committed to providing adequate supervision in all Children and Youth Ministry programming.

The following worker-to-child ratios are considered best practice and are to be pursued in all church events:

| <b>Program</b>    | <b>Workers</b> | <b>Children</b> |
|-------------------|----------------|-----------------|
| Nursery (Birth-2) | 2              | Up to 8         |
| Preschool (3-5)   | 2              | Up to 16        |
| Elementary (5-12) | 2              | Up to 20        |

The following worker-to-youth ratios are considered best practice and are to be pursued in all church events:

| <b>Program</b>                  | <b>Workers</b>   | <b>Youth</b>         |
|---------------------------------|--|----------------------|
| Youth Events at Church Building | 2 unrelated<br><i>Add one Certified Adult for every additional 1-10 youth</i>  | Up to 20             |
| Small Groups                    | 1 adult per group<br><i>plus at least one other circulating</i>  | Small groups of 3-10 |
| Away Events                     | 2 unrelated<br><i>Add one Certified Adult for every additional 1-10 youth</i>  | Up to 20             |
| Overnight Events                | 2 unrelated – including at least one person of each gender represented by youth<br><i>Add one Certified Adult for every additional 1-8 youth</i> | Up to 16             |

*If the proper ratio is not present, it is the responsibility of the Certified Adult to notify a ministry leader so that additional individuals may be found or the event cancelled.*

## **Release of Children or Vulnerable Adults**

Parents/caregivers will release minors or vulnerable adults into the care of Certified Adults. Likewise, Certified Adults are responsible for releasing minors or vulnerable adults back into the care of parents, caregivers, legal guardians, or other persons designated by parents or legal guardians at the close of services or activities. It is presumed a person who drops off a minor or vulnerable adult has authority to pick up the same individual.

In the event that a Certified Adult is uncertain of the propriety of releasing a minor or vulnerable adult, they should locate or contact their immediate ministry leader, the Children's Director, or the Youth Director, before releasing the individual.

## **Parental Contact and Involvement**

Parents/Caregivers who leave a child or youth in the care of Certified Adults during church services or activities will be contacted if their child becomes ill, injured, has a severe behavior problem, or is exhibiting separation anxiety lasting more than ten minutes.

Parents are encouraged to visit any services and programs in which their child is involved, and may do so unannounced. Parents who desire to participate in or have continuous, ongoing contact with their children's programs will be required to complete the church's process to become a Certified Adult.

## **Building Safety**

The Rector or his event designate is responsible for ensuring that reasonable attempts are made to secure the building during all ministry activities, events, or programming involving supervision of minors or vulnerable adults. This may include monitoring of clergy, vestry, staff members, contracted workers, volunteers, minors, and/or vulnerable adults in classrooms and other locations.

After every programming event, Certified Adults working the event must ensure that every minor and vulnerable adult safely leaves, and that every room and restroom is checked and vacant prior to leaving.

## **Bathroom Supervision and Assistance**

All Certified Adults will observe the following:

### **Diapering of Nursery-Age Children**

Volunteers will not do any diapering. If there is a need, parents should be contacted.

### **Bathroom Use by Preschool Children**

- No child will be forced to toilet train.
- Only Certified Adult nursery workers or the children's parents or legal guardians will participate in toilet training efforts with children.
- When children are taken into bathrooms, the bathroom door must be left partially open.
- Children must never be left unattended in bathrooms.
- Children may be assisted in straightening their clothing before returning to the room with other children.
- Accidents should be handled by reassuring the child and asking another caregiver to notify parents/caregivers if a change of clothing is needed.

### **Bathroom Use by School-Age Children**

School-age children may be accompanied to the restroom for supervision and assistance as needed. However, children should receive the minimum amount of assistance needed based upon their capabilities. The Rule of Three should be followed.

If a child requires assistance, the Certified Adult should leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child while the child remains behind the door of the bathroom stall.

### **Special Needs Assistance for Children**

A parent/caregiver should be called to assist their child with special needs for bathroom use or diaper changing. Parents/caregivers of children with special needs may also leave written instructions for Certified Adults caring for their child for personal needs.

## **Interpersonal Interaction**

### **Verbal Communication**

Verbal interactions between leaders and minors or vulnerable adults should be positive and uplifting. Certified Adults should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents/caregivers in the spiritual growth and development of their children.

To this end, Certified Adults should not talk to minors or vulnerable adults in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, sexual, derogatory, demeaning, or humiliating. In addition, Certified Adults are expected to refrain from swearing.

This verbal interaction policy does not prohibit appropriate and constructive discipline or redirecting of a minor.

### **Physical Interactions**

Appropriate physical affection between Certified Adults and children or youth is important for young people's development, and is generally suitable in the church setting. However, physical contact should be for the benefit of the minor or vulnerable adult and never based on the emotional needs of the Certified Adult.

- Physical contact and affection are permissible only when the Rule of Three is being followed. Personal conduct must foster trust and be above reproach.
  - Pats on the back, handshakes, high-fives, and other forms of appropriate touch are generally acceptable in the church setting. Hugs should be given only when initiated by the child, youth, or vulnerable adult, should be of short duration, and may not involve any inappropriate touch.
- A minor's or vulnerable adult's preference not to be touched must be respected.
- Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching, or displays of affection must be immediately reported to the Safe Church Director.
  - Inappropriate interactions include: wrestling, kissing, forcing unwanted affection, sitting in laps (except nursery), commenting on bodies, massages, spanking, slapping, or any form of physical discipline.
- Certified Adults are responsible for protecting children and

vulnerable adults under their supervision from inappropriate or unwanted touch by others, including Certified Adults and other children and youth.

Certified Adults may not engage in conduct that could reasonably be anticipated to cause physical harm to a minor or vulnerable adult.

## **Discipline**

Church policy prohibits Certified Adults from using physical discipline in any manner to manage the behavior of minors or vulnerable adults. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by minors or vulnerable adults.

Inappropriate behavior by minors and vulnerable adults is to be addressed using non-physical methods. If a situation requires a disciplinary response, Certified Adults may take appropriate steps to interrupt, stop, or change behavior or actions. However, it is the responsibility of the Children's Director or the Youth Director to plan and enact appropriate discipline or behavioral consequences.

In some circumstances physical restraint may be used to prevent self-injury by the child or vulnerable adult and/or harm to others or to property. Uncontrollable or unusual behavior should be reported immediately to the Safe Church Director.

All Certified Adults are to respect the dignity and privacy of the persons in their care and not discuss an individual's negative behavior with others who have no reason to know, even if doing so seems harmless. Exceptions are for disclosures to those within the church who need to be informed in order to address a situation.

## **Bullying**

Verbal, physical, or emotional bullying is not acceptable in Church of the Redeemer ministry programs. At the first sign of bullying in any form, act decisively and inform your ministry supervisor.

1. *First Offense*: Issue a warning to the child and a general reminder to the group that this kind of interaction is wrong. Try not to embarrass or chastise.
2. *Second Offense*: Remove the offending child(ren) from the group (in a seen or supervised location) and discuss the inappropriate interaction or behavior. Set

clear parameters and behavioral goals. Let the child know that the next step is communication with the child's parents.

Privately, but with another adult present, confirm that a child who was the target of the bullying behaviors is not in danger of continued harassment and is physically and emotionally stable.

3. *Third Offense*: Send the child to a ministry lead or pastor for a phone call with his or her parent(s) and possible removal from the activity or event.

## **Sexual Ethics**

Certified Adults are prohibited from (i) making comments of a sexual, romantic or otherwise intimate nature to or in the presence of a minor or vulnerable adult; (ii) soliciting, engaging in, or encouraging a dating, sexual, or otherwise intimate relationship with a minor or vulnerable adult; and (iii) engaging in any contact of a sexual nature with a minor or vulnerable adult. This includes, but is not limited to, kissing, touching of a sexual, or otherwise intimate nature, contact of any kind with intimate body parts, nudity, and the solicitation or sharing of images and materials of a sexual nature.

Certified Adults should never be nude in the presence of children, youth, or vulnerable adults; neither should children, youth, or vulnerable adults be nude in the presence of any other people. Certified Adults, children, youth, and vulnerable adults should change in private, and if public showers are necessary as part of a church event, showering should be done in swim trunks/bathing suits. If any situation may involve the possibility of nudity, Certified Adults are required to plan necessary safety protocols in advance with the Safe Church Director.

Certified Adults are prohibited from possessing, discussing, viewing, or sharing any sexually oriented materials (magazines, cards, images, videos, films, etc.) on church property or in the presence of any minor or vulnerable adult.

It is expected that, from time to time, youth ministry discussions and lessons may address issues related to dating, sex, and human sexuality. These lessons will convey the church's views on these topics. Prior to introducing these discussions, staff and/or volunteers must notify parents, make the materials available for their review, and obtain their permission.

## **Guidelines for Individualized Ministry and Mentoring**

If spiritual formation, discipleship, or spiritual direction with a youth or vulnerable adult is entered into long-term, consider these safeguards:

- Secure consent from the parent and Youth Director or pastor.
- Communicate the location and time of each meeting to the parent.
- Meet in a public place or where other persons are present. These cannot take place in the mentor's home.
- Follow guidelines outlined in this Policy for interaction with youth or vulnerable adults (regarding awareness, screening, interaction, and reporting).

Certified Adults providing individualized ministry or mentorship to youth or vulnerable adults must be well-known at and have attended the church for at least one year, and must have experience volunteering within the church.

## **Interactions & Relationships Outside of Church Activities**

Certified Adults may interact with minors and vulnerable adults outside of church activities. Interactions at public events, planned and unplanned, are acceptable, but the parents or legal guardians must be informed these took place.

The church understands that a Certified Adult may have a relationship with a minor or vulnerable adult that is separate from their role within the church. A Certified Adult must abide by this policy in all church-related activities and may not use any separate relationship with a minor to violate the conduct requirements of this manual.

## **Electronic Communication**

### **General Guidelines**

- Certified Adults must keep parents or legal guardians informed of ongoing communication occurring between their child and the Certified Adult. Content of any electronic communication should be readily available to share with the youth director or parent.
- Phone, text, and social media communication between Certified Adults and youth or vulnerable adults should be ministry related and/or for ministry purposes.
- Certified Adults must not disproportionately communicate with a youth or vulnerable adult unless a pastoral situation calls for it *and* the Youth Director or Safe Church Director is aware it is occurring.
- Whenever possible, Certified Adults using electronic communication to interact with youth or vulnerable adults should do so in a public or group context.

### **Texts and Email**

In text and email exchanges with young people or vulnerable adults, Certified Adults must copy parents or another Certified Adult in any messages they send.

### **Social Media**

Social media avenues are one of the ways those in ministry might connect with people to whom they minister, whose world is often constructed around social media, for better or worse.

- Certified Adults should not connect with minors on social media when they are younger than the minimum age established by each social media outlet. (For example, Facebook's minimum age is currently 13.)
- With parental or legal guardian consent, Certified Adults may engage in healthy interactions with students on social media.
- The Certified Adult should model appropriate behavior both on and off social media and should report any concerns about social media to the Safe Church Director.
- Certified Adults should not initiate a social media connection (friending, following, etc.). They may respond should a minor initiate, but they are not required to.
- Certified Adults should not initiate communication with minors and vulnerable adults using private messaging or direct message functions of social media. Should a minor or vulnerable adult send a note in this format, the correct course of action is to respond briefly and follow up using a more appropriate form of communication, according to the church's policies.

## **Virtual Environments**

We understand that engaging minors includes not only in-person but also virtual gatherings. Certified Adults should use the following guidelines:

- The Rule of Three must be followed in all virtual environments.
- Participants must be appropriately clothed, and conversations must be observable to others. Calls may not be held in the bedroom.
- Certified Adults may not have suggestive, political, racist, or other similar materials or images on their screens or backgrounds.
- Virtual gathering links should not be included on any social media or in broad email lists.
- If a minor or vulnerable adult is sharing inappropriate, graphic, or other harmful material, he or she will be removed from the virtual environment. Parents or legal guardians of all participants will be immediately contacted.
- Parents or legal guardians must have access to the information about the virtual gathering and their rules for observation must be consistent with those of in-person gatherings.

## **Additional Guidelines**

### **Gifts**

Certified Adults may provide gifts to minors or vulnerable adults only to mark special occasions or in light of significant circumstances, and all gifts must be given with the knowledge of parents or legal guardians. Certified Adults may never give gifts simply to endear themselves to a child or vulnerable adult or to seek a personal relationship with that child or vulnerable adult.

### **Photography**

Church-authorized imagery is generally limited to recording or photographing church events and activities and should involve group photos and/or individual photos that are part of a series of photos of an event. Certified Adults should not take selfies with an individual youth. No photos may be taken of someone in an unclothed state.

## **Medication, Health, and Safety**

If a minor needs assistance taking medication during church events, a parent or legal guardian will be asked to sign a consent and waiver form to permit the church to have Certified Adults assist the minor. By having a minor participate in a church event or activity, parents/caregivers give the church permission to administer basic first aid and obtain emergency treatment for the minor if a parent/caregiver cannot be promptly reached to arrange such care.

Injuries that occur during child or youth activities should be reported to the Certified Adult's immediate ministry leader or to the Safe Church Director, and an incident report (found on our website) should be completed. Any unusual or out-of-character behavior displayed by minors should also be reported.



Incident Report Form

## **Addictive Substances**

Certified Adults are prohibited from using, possessing, or being under the influence of alcohol or controlled substances while traveling with or supervising minors or vulnerable adults during church-sponsored activities. In addition, it is unacceptable to supply any minor with any alcohol, drugs, tobacco products, or smoking materials.

The church requires Certified Adults to abstain from the use or possession of tobacco or nicotine products of any kind in their facilities, and while in the presence of minors or their parents/caregivers. This prohibition includes tobacco and nicotine in any format, including but not limited to cigarettes, e-smoking devices, cigars, chewing tobacco, or other forms of tobacco or smoking.

## Transportation and Overnight Events

### Transportation

Certified Adults may occasionally be in a position to provide transportation for children and vulnerable adults. The following guidelines should be observed during the transportation whenever practicable:

- Certified Adults who are responsible for driving minors or vulnerable adults to a sponsored activity should provide copies of their driver's license, vehicle registration, and proof of insurance. Additionally, they must have undergone an insurance-approved background check, including a DMV record check.
- The Rule of Three should be followed. If extenuating circumstances cause only one adult and one child to travel together in an automobile, written permission must be obtained by the parent or verbal permission documented by the Certified Adult. If parents can't be contacted because immediate or emergency transportation becomes necessary, the Youth Director, Children's Director, or Safe Church Director should be notified immediately.
- Minors and vulnerable adults should be transported directly to their destination. Unauthorized stops to nonpublic places are not permitted except in the event of an emergency or other extenuating circumstances. (Longer trips may require planned stops for gas, lunch, etc.)
- Certified Adults should avoid physical contact with minors or vulnerable adults while in vehicles.
- Any cell phone use while driving must be hands free and in compliance with state law.
- No drivers under age 25 may drive minors or vulnerable adults during church activities.
- A driver must be free of any use or influence of alcohol or controlled substances.
- A driver must follow all applicable driving and motor vehicle laws, including child safety seat and seatbelt laws.

Notwithstanding the foregoing, this Policy does not prohibit carpools involving parents/guardians of minors who may also be volunteers of the church if arranged by the parents/guardians involved in the carpool with advance consent of parents/guardians. Any such carpools are not part of the Certified Adult's activities for the church and, as such, the church has no responsibilities of safety or otherwise in connection with such carpools.

## **Church Travel**

Certified Adults must comply with all Church of the Redeemer policies when participating in any church-related travel. The trip coordinator is responsible for enforcing policies during trips and has the right to take disciplinary or other action, including, but not limited to, sending a Certified Adult, minor, or vulnerable adult home because of disregard for the church's policies.

## **Overnight Events**

Overnight events may include lock-ins, mission trips, retreats, and camps.

- A Supervisory Plan must be created.
- Congregation Camp Directors (any congregation leader leading overnight events, trips, and/or camps), should complete MinistrySafe's Camp Leadership Training every two years.
- Boys and girls must sleep in separate areas and be supervised by leaders of the same biological sex. Whenever possible, leaders will sleep in the same room as the children, or in an adjoining room with the door between kept open.
- Proper ratios (page 13) should be followed. If a situation arises where only one adult is present, the Rule of Three must be followed.
- Certified Adults must remain awake to monitor youth until all are in bed. During bed checks, leaders should never physically touch a child.
- In the event that overnight arrangements do not include standard beds, each Certified Adult and youth must use single sleeping bags or blankets. In these instances, a "one-person-to-one bag or blanket" rule applies.
- Appropriately modest sleeping attire must be worn by all attendees.
- Leaders should use good judgement regarding movies. R-rated movies require advanced approval from both the Rector and parents. NC-17 movies are not permitted.

## Home Group Procedures

Church of the Redeemer does not exercise control or responsibility over social gatherings organized by congregation members. The care and protection of children and vulnerable adults in such settings is the responsibility of the parents or legal guardians of each child or vulnerable adult.

With respect to home groups (defined as a small group meeting offsite for discipleship, Bible study, worship, fellowship, etc.) that are sponsored by the Diocese or one of its congregations, where children or vulnerable adults are in attendance, the following rules apply:

1. It is recommended that the leaders of home groups organized by congregations read this Policy and take the abuse awareness training provided.
2. If children will be supervised in a separate space or behind closed doors from their parents, it is recommended that the leaders create a Supervisory Plan for their events, to ensure
  - a. Any supervision of children is by at least two Certified Adults (preferably unrelated)
  - b. The environment is safe
  - c. Restroom procedures are adequate to the environment and needs of the children
  - d. Parents are involved, when necessary, such as assisting with diapering or restroom use.

## Step Four: Monitoring

**Monitoring** is the ongoing work of maintaining the healthy functioning of Church of the Redeemer's safety policies. Certified Adults should feel confident interacting with children and vulnerable adults, be able to access and remember policies, and encourage each other in keeping the policies.

**Screening** and **Training** will be monitored at the church by its Safe Church Director, who will maintain up-to-date records pertaining to these items.

Monitoring procedures pertaining to **Interacting** should include, but are not limited to:

- All activities shall be designed to be supervised by two or more Certified Adult leaders.
- No child or vulnerable adult will ever be left unattended in the building or on the property during or following a church activity.
- Certified Adults should not conduct unobserved meetings or interactions with children, youth, or vulnerable adults. In a discipleship or mentoring relationship, the interactions should take place in a public place or where other persons are present.
- All Certified Adults are expected to watch for policy violations and report them.
- An open invitation should be extended to parents or legal guardians to visit at any time unannounced.
- New programs and significant changes to program structure should be carefully reviewed.
- Interaction with children must be kept in full view of others at all times.
- Unused rooms should be locked whenever possible.
- Children and youth should be kept in supervised areas within the church building.
- A written copy of the Supervisory Plan must be kept onsite (and, if applicable, offsite) for all educational, pastoral, recreational, or other programming that involves children, youth, or vulnerable adults.

### Supervisory Enforcement of Policies

Church of the Redeemer staff members and volunteers who supervise other Certified Adults are charged with the diligent enforcement of all church policies.

# Step Five: Responding & Reporting

**Responding and Reporting** in a prompt manner gives us the power to prevent or stop abuse and potentially gives a child or vulnerable adult more time to heal.

## Reporting Abuse or Suspicions of Abuse

The church cannot address child abuse of a minor unless it is made aware of potential abuse. The church is committed to providing safe and secure environments for minors and vulnerable adults within the church and during all church activities. A safe environment fosters a culture of reporting relevant information to appropriate civil authorities, as needed, and to the church.

**Church Reporting:** The individual(s) suspecting abuse, neglect, or mistreatment by a lay leader, clergyperson, or bishop should immediately notify the Diocesan Reports Receiver, at (412) 945-7024, of the suspected abuse. The Diocesan Reports Receiver can assist with reporting to civil authorities.

**Civil Reporting:** In addition, Certified Adults shall report any knowledge, suspicion, or concerns that child abuse may have occurred to the appropriate law enforcement agency or child protection agency within 24 hours.

*Diocese Response: The Diocesan Reports Receiver is responsible for reporting allegations: to the Bishop if against clergy, to the Archbishop if against a bishop, and to senior congregation leadership (Rector, Senior Warden, and Safe Church Director) if against lay persons.*

## **Important Contacts for Reporting**

*If a child is in danger call police:*

### **Police Department**

St. Paul Police Department (651) 291-1111 or 911

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*For assistance in reporting:*

### **Childhelp National Child Abuse Hotline**

(1-800) 422-4453

*To file a report, call CPS for the child's county of residence:*

### **Child Protection Services**

[mn.gov/dhs/people-we-serve/children-and-families/services/child-protection/contact-us/](https://mn.gov/dhs/people-we-serve/children-and-families/services/child-protection/contact-us/)

*Adult abuse reporting:*

MAARC (844) 880-1574

## Responding to Abuse Disclosures

If a child, youth, or vulnerable adult discloses abuse, remember to:

- Respect the person's privacy by finding a safe, non-threatening place to talk. In observance of the rule of three, another adult could be visible but out of hearing range.
- Keep calm, listen, and avoid expressing shock or outrage.
- Let the child or vulnerable adult know that you will take this seriously and, if helpful, that they were brave to disclose.
- Avoid questions that could make the person feel responsible or plant ideas that could taint their recollection and account; young people are often vague in their initial disclosure.
- Write down as accurately as possible what was disclosed; this information can be used in reporting to Child Protective Services if warranted.

### Steps Following a Disclosure

Upon learning of any potential abuse, you do not need to substantiate your suspicions and should not speak to the minor at length about it; instead promptly report according to the above policies. The reporting individual should not undertake to investigate the matter and, out of respect for the privacy of the individuals involved in the matter, should maintain confidentiality of the matter outside of reporting to law enforcement or a child protection agency, and reporting to the Diocesan Reports Receiver according to this policy. The reporting individual may also cooperate with any investigations into the reported alleged conduct.

To assist the church with responding appropriately and in a timely manner to a report, reports should, to the extent possible, identify the alleged victim(s), the alleged accused, and other relevant information.

**Summary:** Ensure the safety of the child or vulnerable adult, report to the Diocesan Reports Receiver, at (412) 945-7024, and report to legal authorities.

## **Mandated Reporting Obligations**

The church considers all of its Certified Adults to be mandated reporters in connection with knowledge they obtain about possible abuse based on or in connection with their services for the church. Mandated reporters must immediately report suspected abuse (which includes physical abuse, sexual abuse, or neglect) to law enforcement or Child Protective Services. The Diocesan Reports Receiver can assist with abuse reporting.

Individual criminal penalties may result from failure to make a required report. It is not the role of a reporter to decide if information regarding possible abuse is valid or true before reporting it. Reports must be made when the individual knows or has reason to believe that a minor or vulnerable adult was abused or neglected.

Failure to report is a violation of this policy and is grounds for discipline, up to and including immediate termination of employment or volunteer status or termination of church membership.

## **Reporting Policy Violations**

Certified Adults should also report any relevant information to the Safe Church Director. This includes, but is not limited to, reporting suspicions or concerns of any violation of a policy in this manual, as well as reporting any suspected or known inappropriate behaviors toward a minor or vulnerable adult in the church community, regardless of the identity of the accused. Reports should be made immediately to the Safe Church Director via phone, email, or in person.

If there is a need to report concerns related to the conduct of the Safe Church Director, the Rector, or any clergy or leader, reports may also be made to any member of the church's vestry.

## **Church Response to Reports and Policy Violations**

Upon receipt of any report under this manual, the church will determine appropriate steps for response and care of individuals and the church community. In addition, the church will determine if the mandated reporting policy in this manual requires any further reporting and, if so, will contact the Diocesan Reports Receiver and, where warranted, civil authorities.

The church, in consultation with the diocese, will consider whether interim measures should be taken to promote the safety and welfare of minors and vulnerable adults, promote the integrity of the church's response process or any investigation by law enforcement or child protection agencies, and support church community members and Certified Adults. Interim measures may include, among other things, placing an accused individual on an administrative leave with or without pay.

The Rector holds pastoral and disciplinary responsibilities regarding allegations against a lay person or lay leader and has responsibility to direct appropriate responses. The Bishop holds pastoral and disciplinary responsibilities regarding allegations against clergy and has responsibility to direct appropriate responses.

For more information on the response process, please see *The Anglican Diocese of Pittsburgh's Safe Church Policy*:

[www.adpgh.org/wp-content/uploads/2025/04/Safe-Church-Policy.pdf](http://www.adpgh.org/wp-content/uploads/2025/04/Safe-Church-Policy.pdf)

### **Confidentiality**

To protect the privacy of any victims, the church will strive to keep reports made under this policy confidential. The church reserves the right to share information about someone who has been accused under this policy to the extent that doing so is deemed appropriate by the church to promote the safety and welfare of minors and vulnerable adults.

### **Non-Retaliation**

The church prohibits retaliation based on a good-faith report made under this manual or participation in any church process or any legal proceeding related to a report. Concerns of retaliation should be reported to the Safe Church Director or the Rector. If concerns involve the conduct of such individuals, reports should be made to a member of the vestry.

# Acknowledgement & Agreement

To certify that you have read, understood, and accepted Church of the Redeemer's "Safe Church Policy for the Protection of Children and Vulnerable Adults," use the link or QR code below.

[POLICY ACKNOWLEDGEMENT & AGREEMENT](#)

