

**Canterbury Colorado**  
**Policies Regarding Children, Youth, or Young Adults**

**1. Philosophy**

- 1.1. Ministry with children, youth, and young adults, like much of the work Jesus Christ has given us to do, is a ministry of relationships. Program members and clergy and other Church Workers and volunteers come into contact with one another in the Canterbury Colorado ministry and programs to share their lives, worship, have fun and explore how their spiritual beliefs shape their lives. Canterbury program participants are faculty, staff or students of the University of Colorado at Boulder and other young adults in the greater metropolitan area who attend Canterbury events or events of St. Aidan's Episcopal Church that are oriented to Canterbury participation. For the purposes of this policy, Program Members are Young Adults who are such Canterbury program participants.
- 1.2. Jesus Christ calls us to loving relationships that are healthy and helpful to each other, not taking advantage of those who are weaker or putting people in situations that are inappropriate for their age or maturity. All persons involved in Canterbury Colorado deserve to be treated as Jesus Christ would treat them, with love, respect, kindness and as an end in themselves rather than a means to another's wishes. We are to seek God's purposes for one another and not our own selfish purposes.
- 1.3. All participants of Canterbury Colorado deserve to be in a safe environment; which includes, but is not limited to, an environment that is free from harassment, abuse, and misconduct. These policies are meant to help provide for such an environment.
- 1.4. The document serves as a statement of policies for ministry to program members sponsored or promoted by Canterbury Colorado. If these policies are not met, the activity must be cancelled.
- 1.5. Canterbury Colorado conducts its ministry substantially by and through its management agreement with St. Aidan's Episcopal Church and will require that St. Aidan's Episcopal Church adopt this policy and adhere to it for matters involving the ministry of or related to Canterbury Colorado.

**2. Definition of terms**

- 2.1. **Church Workers.** For the purposes of this policy, the following are included in the definition of Church Workers when they are functioning in their respective roles for the church:
  - 2.1.1. All clergy, whether stipendiary, non-stipendiary, or otherwise, who are engaged in ministry or service to the church.
  - 2.1.2. All paid employees of Canterbury Colorado or its agencies, including without limit any peer ministers.
  - 2.1.3. Volunteers, including any person who enters into or offers him or herself for a church related service, or who actually assists

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with or performs a service, whether or not they have been selected or assigned to do so. Volunteers include, but are not limited to, members of advisory boards, board of stewards, Board committees, and Christian education workers.

2.1.4. Those who contract their services to Canterbury Colorado or its agencies, including without limit its host parish, St. Aidan's Episcopal Church.

2.1.5. All persons who regularly (more than five times per year) supervise or assist with supervising program members in ministries, programs, or activities.

2.1.6. All persons who regularly (more than five times per year) provide transportation to program members.

2.1.7. All employees and those persons 18 years old and older whose living quarters are on the grounds of Canterbury Colorado or its host parish, St. Aidan's Episcopal Church.

2.1.8. All persons who supervise program members at an overnight activity.

**2.2. Senior Clergy.** For the purpose of this policy, the Senior Clergy is the rector of the host parish, St. Aidan's Episcopal Church. The Senior Clergy may delegate powers or duties hereunder with the advice and consent of the board of stewards.

**2.3. Age Groups.** This policy defines the age groups, grade school level and appropriate involvement of each.

2.3.1. **Children:** birth up to the entrance of the 6<sup>th</sup> grade. Children are excluded from all ministry activities and programs, except when they are the children of participants, continuously in their care and custody, and present by express consent of the Senior Clergy.

2.3.2. **Youth:** entering 6<sup>th</sup> grade up to 18<sup>th</sup> Birthday or high school graduation (whichever is earlier). Youth are excluded from all ministry activities and programs, except when they are the children of participants, continuously in their care and custody, and present by express consent of the Senior Clergy. No Youth may also be a member of Canterbury.

2.3.3. **Young Adults:** those who have had their 18<sup>th</sup> birthday or graduated from high school up to their 21<sup>st</sup> birthday.

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**2.4. Definitions of abuse.**

2.4.1. **Physical abuse** is non-accidental injury, which is intentionally inflicted upon a program member.

2.4.2. **Sexual abuse perpetrated by an adult** is any contact or activity of a sexual nature that occurs between a program member and a Church Worker. This includes any activity, which is meant to arouse or gratify the sexual desires of the adult, program member.

2.4.3. **Sexual abuse perpetrated by another program member** is any contact or activity of a sexual nature that occurs between a program member and another program member when there is no consent, when consent is not possible, or when one program member has power over the other program member. This includes any activity which is meant to arouse or gratify the sexual desires of any of the program members.

2.4.4. **Emotional abuse** is mental or emotional injury to a program member that results in an observable and material impairment in the program member's growth, development or psychological functioning.

2.4.5. **Neglect** is the failure to provide for a program member's basic needs or the failure to protect a program member from harm.

2.4.6. **Economic exploitation** is the deliberate misplacement, exploitation, or wrongful temporary or permanent use of a program member's belongings or money.

**3. Policies Regarding Church Workers.**

3.1. Church Workers must be appropriately screened. Screening must include at least the following:

3.1.1. A standard application completed by the applicant that includes an authorization for the release of information to conduct background checks.

3.1.2. Reference checks of persons who know the applicant; preferably who knows how the applicant works with program members. A minimum of one reference must be from outside the congregation.

3.1.3. Criminal records check of all applicants in any state where the applicant has resided during the past seven (7) years, and other states, if any, as determined by the church.

3.1.4. Sexual offender registry check in any state where the applicant has resided during the past seven (7) years.

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- 3.1.5. Driving or Motor Vehicle records check if the person will be regularly transporting program members.
- 3.1.6. A face-to-face interview of the applicant by the Senior Clergy or Senior Clergy's designee(s).
- 3.2. Church Workers must be at least 18 years of age.
- 3.3. A person convicted of child abuse or molestation will not be permitted to be a Church Worker.
- 3.4. All Church Workers, except employees of Canterbury Colorado, must have been actively involved at Canterbury Colorado or St. Aidan's or an Episcopal church in the Diocese of Colorado for at least 3 months prior to involvement with program members.
- 3.5. All Church Workers must have written documentation of attendance, within the last four years, of the Diocese of Colorado's *Prevention of Adult Sexual Misconduct* workshop or an equivalent prevention of sexual abuse program approved by the Diocese of Colorado's Canon to the Ordinary.
- 3.6. Church Workers who are responsible for screening, selection, and supervision of adult Church Workers in programs for program members are required to complete the Diocese of Colorado's *Safeguarding God's Children* workshop or an equivalent program approved by the Diocese of Colorado's Canon to the Ordinary.
- 3.7. All information gathered about an applicant must be carefully reviewed and evaluated by the Senior Clergy or the Senior Clergy's designee(s) to make a determination, in consultation with others as necessary, of whether or not the person is appropriate to work with program members.
- 3.8. Church Workers must have a personnel file that is kept where other church records are kept. Appropriate care must be taken with these files to assure confidentiality.
- 3.9. Church membership or active involvement at the church does not guarantee involvement with program members as a Church Worker. Ministry with program members is a call and requires a specific set of gifts, talents, and spiritual maturity. Involvement with program members is always at the Senior Clergy's discretion and therefore, the Senior Clergy must provide written approval of an individual's eligibility to work with program members.

**4. Monitoring and Supervision Policies**

- 4.1. These minimum standards of supervision apply to all Canterbury Colorado sponsored activities and include, but are not limited to, regular worship times, programs, camps, and retreats.

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- 4.2. An appropriate clergy person or adult layperson with adequate experience and training must be designated by the Senior Clergy to oversee all Church Workers in ministries with program members.
- 4.3. To the extent possible, no person will be permitted to supervise Church Workers who is an immediate family member when working with or around program members. For the purpose of this policy, immediate family member is defined as spouse, partner, child, parent, sister, brother, similar in-law relationship, stepchild, stepparent, stepsibling, grandparent, or co-habitant.
- 4.4. In order to assure compliance with ministry policies and safety all new and developing Canterbury Colorado activities for program members must receive the prior approval of the Senior Clergy. Requests to develop new activities should be submitted in writing to the Senior Clergy. The Senior Clergy will consider whether the plan for a new activity adheres to these policies and includes adequate supervision.
- 4.5. An up to date list of approved Canterbury Colorado sponsored programs for program members will be maintained in the ministry office or other place where ministry records are kept.
- 4.6. A minimum of two Church Workers who are not related to each other must be present at all programs, except with the express prior permission of the Senior Clergy. The two-person rule must meet one of the following criteria:
  - 4.6.1. *Two-person rule*: each program must have a minimum of one Church Worker and one additional Church Worker who are not related.
  - 4.6.2. *One-person-plus-supervisor rule*: each program must have at least one Church Worker. In addition the Senior Clergy or the Senior Clergy's designee(s) must also designate one Church Worker to supervise, and be available to classes throughout the scheduled activity. This designated individual must not be responsible for another program and must regularly visit each program during the scheduled activity to assist as necessary and assure no reasonable expectation of privacy for each program.
- 4.7. To the extent possible, Church Workers who are immediate family members may not be the only adults supervising an activity for program members. For the purpose of this policy, immediate family member is defined as spouse, partner, child, parent, sister, brother, similar in-law relationship, stepchild, stepparent, stepsibling, grandparent, or co-habitant.
- 4.8. Males and females must sleep in separated areas and have separate bathroom facilities or schedules for changing, bathing, or showering. Church Workers who are not program members and program members

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must have separate facilities or schedules for changing, bathing, or showering.

**5. General Policies Concerning Activities with Program members**

- 5.1. Every Canterbury Colorado activity for program members is an open event. Clergy, parents, church staff members and others involved in the ministry are always welcome to observe any event at any time and to receive all generally distributed messages of the ministry to program members.
- 5.2. Activities sponsored by Canterbury Colorado for program members shall prohibit the non-sacramental use of alcohol (except by the express prior permission of the Senior Clergy and in accord with applicable law and regulation); possession, distribution or being under the influence of alcohol or illegal drugs; or misuse of legal drugs. Possession or use of fireworks or weapons is also prohibited. Persons who smoke must do so in a designated area.
- 5.3. Between the beginning and end of a Canterbury Colorado sponsored event for program members at which transportation is required there will be at least one Church Worker per vehicle. All drivers must be at least 21 years old and must provide proof of auto insurance. All drivers under the age of 25 must provide a recent copy (within the previous 6 months) of their Colorado Motor Vehicle Driver Record.

**6. Pastoral Care.**

- 6.1. When one-on-one counseling is deemed necessary and/or requested by a program member, the Church Worker must notify the Senior Clergy or the Senior Clergy's designee(s).
- 6.2. One-to-one counseling with program members must be done in an open or public place where private conversations are possible but occur in full view of other adults.

**7. Behavior and Conduct Policies.**

- 7.1. All Church Workers must agree to abide by the *Guidelines for Appropriate Affection*.
- 7.2. Church Workers may not be dating, romantically involved, in a sexual relationship, and/or be acting in a way that is intended to lead to such a relationship with any program member in their care, except where such has been disclosed to the Senior Clergy and given the Senior Clergy's consent. Such consent may include specific advice regarding the application of sections 7.3, 7.4, 7.8, 7.9 and 7.10 as well as provision of Appendix A section 2, which are not otherwise waived or altered by such consent.

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- 7.3. Church Workers (who are not also program members) are prohibited from having sexual contact with a program member to whom they are not engaged or married.
- 7.4. All Church Workers are not to give private personal gifts or money to program members except at group parties where the gift exchange is socially normal and the gift values are nominal.
- 7.5. Any clergyperson present at an event sponsored by Canterbury Colorado is also subject to the ***Ethical Guidelines of the Episcopal Diocese of Colorado***.
- 7.6. Sexually oriented materials (magazines, cards, videos, films, clothing, electronic medium, etc.) in the presence of program members are prohibited, except when, as part of an educational program, it is expressly permitted by the Senior Clergy and program participants are notified more than 24 hours in advance.
- 7.7. Church Workers are prohibited from using the Internet to view or download any sexually oriented materials on ministry property or using ministry assets or in the presence of program members, except when, as part of an educational program, it is expressly permitted by the Senior Clergy and program participants are notified more than 24 hours in advance.
- 7.8. Church Workers are prohibited from discussing their own sexual activities and/or fantasies, and are discouraged from discussing their own romantic relationships, in conversation with program members.
- 7.9. Church Workers (who are not also program members) are prohibited from sharing a bed, sleeping bag, tent, or hotel room with a program member.
- 7.10. Church Workers (who are not program members) are prohibited from dressing, undressing, bathing, or showering in the presence of program members.
- 7.11. Church Workers are prohibited from using physical punishment in any way for behavior management of program members. No form of physical discipline is acceptable. Physical force may only be used to stop a behavior that may cause immediate harm to the individual or to a child, youth or others.
- 7.12. Church Workers are prohibited from using harsh language, degrading punishment, or mechanical restraint such as a rope or tape for behavior management.
- 7.13. Church Workers are prohibited from participating in or allowing others to conduct any hazing activities relating to ministry programs.

**8. Responding to problems**

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- 8.1. Reporting Inappropriate Behaviors or Policy Violations with program members.
  - 8.1.1. When Church Workers observe inappropriate behaviors, behaviors that are inconsistent with the ***Guidelines for Appropriate Affection***, or which may violate any provision of these ***Policies***, they must immediately report their observations.
  - 8.1.2. Such inappropriate behaviors or possible policy violations that relate to interactions with program members should be reported in at least one of the following ways:
    - 8.1.2.1. A telephone call or meeting with the immediate supervisor of the person who the concern is about,
    - 8.1.2.2. A telephone call or meeting with the Senior Clergy, if the person is not the Senior Clergy;
    - 8.1.2.3. A telephone call or meeting with the bishop or the bishop's designee, a St. Aidan's church warden, or an officer of the Canterbury Colorado board of stewards if the person is the Senior Clergy.
  - 8.1.3. All reports of inappropriate behavior or policy violations with program members will be taken seriously.
- 8.2. Reporting of suspected abuse of program members.
  - 8.2.1. All Church Workers are required by this policy to report any reasonable suspicion or known abuse of program members that may have been perpetrated by Church Workers directly to the Senior Clergy and/or Senior Clergy's designee of Canterbury Colorado so that immediate and proper steps may be taken to ensure the safety of alleged victims.
  - 8.2.2. In addition, Church Workers are required by this policy to report known or suspected abuse of program members to the appropriate county department of human services or the local police or sheriff.
  - 8.2.3. Reports of suspected or known abuse that involve Church Workers may be reported in the following ways:
    - 8.2.3.1. A telephone call, written correspondence, or a meeting with the Senior Clergy, if the Senior Clergy is not the person being complained about; or
    - 8.2.3.2. A telephone call, meeting or fax to the bishop.
  - 8.2.4. Canterbury Colorado will cooperate with any investigation by the county department of human services or the local police or sheriff to the fullest extent appropriate and inform authorities

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that the Diocese of Colorado may direct a concurrent internal investigation.

- 8.3. Church Workers who learn about or report a harassment, misconduct or inappropriate behavior should not discuss such alleged harassment, misconduct or inappropriate behavior with anyone other than the Senior Clergy (or bishop in the case of alleged misconduct by clergy) or those designated by the diocese to respond to such situations. No Church Workers are to “investigate” any suspected harassment, misconduct or inappropriate behavior.
- 8.4. Church Workers must also immediately report to the Senior Clergy and/or the supervisor of the program if a person under their care is in immediate danger, or has threatened harm to themselves or others.

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**Appendix A - Guidelines for Appropriate Affection in Ministry with Program members**

**Guidelines for Appropriate Affection in Ministry with Program members**

The Diocese of Colorado and Canterbury Colorado are committed to creating and promoting a positive, nurturing environment for our children's and youth ministries that protect our program members from abuse and our Church Workers from misunderstandings. When creating safe boundaries for program members, 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 Workers to comfortably show positive affection in ministry, and yet identify individuals who are not maintaining safe boundaries with program members. These guidelines are based, in large part, on avoiding behaviors known to be used by child molesters to groom program members and their parents for future abuse. The following guidelines are to be carefully followed by all Church Workers working around or with program members.

1. Love and affection are part of church life and ministry. There are many ways to demonstrate affection while maintaining positive and safe boundaries with program members. 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 program members.
- Arms around shoulders.
- Holding hands during prayer.

2. The following forms of affection are considered **inappropriate** with program members in ministry setting.

- Inappropriate or lengthy embraces.
- Kisses on the mouth.
- Showing affection in isolated areas such as bedrooms, closets, staff-only areas or other private rooms.
- Occupying a bed with a program member
- Touching knees, legs, bottoms, chests or genital areas of program members.
- Wrestling with program members.
- Tickling program members.
- Piggyback rides.
- Any type of massage.
- 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 touching of underwear whether or not it is covered by other clothing.
- Giving gifts or money to individual program members, except where appropriate in group situations in which gift giving is an accepted practice.
- Private meals in private settings with individual program members.