
**THE PRESBYTERY OF DENVER
MINOR/VULNERABLE ADULT PROTECTION
AND SEXUAL MISCONDUCT PREVENTION
POLICY AND PROCEDURES
(The “Policy”)**

TABLE OF CONTENTS

| | |
|---|-----------|
| GUIDING FOUNDATIONS AND PRINCIPLES..... | 2 |
| AUTHORITY | 2 |
| GENERAL POLICY..... | 3 |
| COUNCILS AND PERSONS SUBJECT TO THIS POLICY..... | 3 |
| PURPOSE | 4 |
| DEFINITIONS | 5 |
| PREVENTIVE MEASURES: SCREENING, TRAINING, BACKGROUND INVESTIGATIONS, ETC..... | 7 |
| CONFIDENTIALITY OF RECORDS | 10 |
| REPORTING | 10 |
| RESPONSE COORDINATION TEAM | 13 |
| DISCIPLINARY PROCEDURES | 13 |
| ROLE OF PRESBYTERY OF DENVER STAFF..... | 14 |
| PC(USA) ABUSE PREVENTION TOLL-FREE HELPLINE..... | 14 |
| SIGNING OF POLICY AND APPLICATION TO SERVE | 14 |
| APPENDIX I. Duties and Responsibilities of the Safety Response Coordinator | 15 |
| APPENDIX II. Crimes That Disqualify a Person from Serving as a Minor/Vulnerable Adult Worker | 16 |
| APPENDIX III. Mandatory Event Rules for Working with Minors and Vulnerable Adults | 17 |
| APPENDIX IV. Rules for Use of Social Media and Electronic Communication | 20 |
| APPENDIX V. Rules Regarding Convicted Sex Offenders in the Life of the Church | 22 |
| APPENDIX VI. Response Procedures | 25 |
| FORMS | 27 |

GUIDING FOUNDATIONS AND PRINCIPLES

We are ordained to be, in a variety of capacities, God's Hands in the World. This is our Call, Reason to Be, Greatest Mission Opportunity, and at times, great risk. We are sent to be healers, sometimes wounded ourselves, and this daring act of ministry requires utmost care as well as immense commitment.

We believe that Scripture and our faith in Jesus Christ call us to standards of responsible conduct in all of life, including sexual behavior. Human sexuality is an integral part of who we are as persons. However, it can become the basis for oppression, where trust relationships are breached and persons are abused.

*Our **Foundations of Presbyterian Polity** remind us that it is precisely because we are Christ's body that we are "bound to his authority and thus free to live in the lively, joyous reality of the grace of God." (F-1.0204) We might choose fewer bounds. But we would not know Christ's full joy either.*

*Our **Rules of Discipline** remind us:*

"The purpose of discipline is to . . . preserve the purity of the church by nourishing the individual within the life of the believing community . . . and to achieve justice and compassion for all participants" (D-1.0101)

This Policy seeks to ensure that ministry at every level within the Presbytery of Denver remains safe, joyous and life-giving for everyone involved.

AUTHORITY

The Constitution of the Presbyterian Church (U.S.A.) (hereinafter, "PC(USA)"), Part II, *Book of Order*, provides at G-3.0106 that, "**All councils shall adopt and implement a sexual misconduct policy and a child and youth protection policy.**" The Policy and Procedure on Sexual Misconduct of The Presbytery of Denver was adopted on October 26, 2006. The PC(USA) adopted its requirement that all councils have child protection policies effective June 21, 2015. The Presbytery of Denver believes that the dual needs for protection of vulnerable populations and prevention of sexual misconduct at all levels of the church can best be addressed and met in this Policy addressing both of these vital requirements of ministry in and throughout the Presbytery of Denver.

This Policy supersedes the Policy and Procedure on Sexual Misconduct of The Presbytery of Denver adopted October 24, 2006.

GENERAL POLICY

It is the policy of the Presbytery of Denver and all entities of the Presbytery of Denver that all persons to whom this Policy applies are to maintain at all times the strongest sense of integrity of ministerial, employment, professional and ecclesiastical relationships and of safety, nurturing and care involving all interactions with all persons, including without limitation minors and vulnerable adults.

It is also the policy of the Presbytery of Denver that sexual misconduct is always a violation of such relationships and of the principles set forth in Scripture. It is never permissible or acceptable for anyone covered under this policy to have personal sexual contact or conduct, either public or private, with anyone with whom the individual has a professional relationship.

COUNCILS AND PERSONS SUBJECT TO THIS POLICY

This Policy applies to and governs the conduct of all members of the Presbytery of Denver (ordained ministers of the Word and Sacrament), all persons on other rolls of Presbytery (commissioned lay pastors/commissioned ruling elders, commissioned church workers, certified Christian educators, inquirers and candidates), all employees of the Presbytery (whether ordained to church office or not), all who serve or function on behalf of the Presbytery as volunteers and all nonmember employees and contractors/vendors of the Presbytery. It is the personal responsibility of each person subject to this Policy to maintain appropriate sexual boundaries and limitations, and to provide for the protection and safety of minors and vulnerable adults participating in programs of the Presbytery of Denver.

In addition, each congregation within the Presbytery of Denver, together with its session, members, employees, volunteers, contractors/vendors and visitors, are included within this Policy. **As noted above, all councils of the PC(USA) within the Presbytery of Denver, including each session of a congregation, are also required by the *Book of Order*, G-3.0106, to adopt and implement a sexual misconduct policy and a child and youth protection policy.** This Policy can be used or modified to fit the specific needs of a congregation. All such policies of a session or other council and any amendments to such policies shall be filed promptly with the Stated Clerk of the Presbytery of Denver upon their adoption, and member churches shall inform their congregations of such policies at least annually.

PURPOSE

The purpose of this Policy is:

- to make explicit the Presbytery's opposition to any abusive behavior, sexual or otherwise, and oppressive, degrading environments in all Church relationships, including without limitation, employment, worship, teaching, fellowship, recreation, etc.
- to safeguard, insofar as possible, the Church's members, prospective members and visitors, employees, minors, vulnerable adults and others who participate in church programs from abuse through any form of sexual or other abusive or harmful misconduct, and safeguard participants from false accusations.
- to provide appropriate and timely remedies and discipline in cases where violation of this Policy has been alleged or found to be factual.
- to seek justice by assuring effectiveness of the church's administrative, investigative and judicial process in determining truth, protecting the innocent, and dealing appropriately with those who abuse, exploit or harm others.
- to provide pastoral care and to promote healing of all persons and congregations who may be affected by sexual misconduct, abuse, neglect or an allegation thereof.
- **to establish and maintain healthy boundaries in all of our relationships.**

Preliminary Note Regarding Civil Authorities: Colorado has its own laws regarding what is defined as child abuse and vulnerable adult abuse, as well as requirements for reporting such abuse to civil authorities. These include criminal penalties for failure to report. This Policy advises all councils and entities of the Presbytery of Denver to be familiar with and to comply with applicable state statutes. See REPORTING in this Policy, below.

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DEFINITIONS

For the purpose of this Policy:

Council: In the *Book of Order*, council is defined, and shall be defined in this Policy, as both the session of each congregation within the Presbytery of Denver, and the Presbytery of Denver itself. As provided in the *Book of Order*, G-3.0101, “The councils are distinct, but have such mutual relations that the act of one of them is the act of the whole church.”

Minor/Vulnerable Adult Abuse: Any act or failure to act that results in the physical, sexual, psychological or emotional mistreatment, neglect or exploitation of a minor or vulnerable adult.

Minor/Vulnerable Adult Worker: Any person, whether ordained, paid staff, volunteer, contractor or otherwise, who participates at any level at Presbytery of Denver event or activity involving minors and/or vulnerable adults, including without limitation teaching, worship, transportation, child care, recreation and supervision.

Minor: A minor is any person between the ages of zero (0) through seventeen (17) who has not reached his or her 18th birthday.

Misuse of technology: The use of technology that results in the harassment or abuse of a minor/vulnerable adult. This includes using technology to send pornographic or suggestive messages and images to a minor or vulnerable adult. Minor/vulnerable adult workers may have technological contact with a minor or vulnerable adult only when such contact is either (1) preapproved in writing by the minor/vulnerable adult’s parent or legal guardian or (2) when the contact is on an open public medium, such as a church website or other social media program which can be freely viewed by the parent or legal guardian.

Safety Response Coordinator: The Safety Response Coordinator is a person who is a member of or appointed by the sponsoring council or entity of the Presbytery of Denver or another council and is specifically trained to respond to allegations and reports of minor or vulnerable adult abuse and sexual misconduct at Presbytery of Denver activities. The **DUTIES AND RESPONSIBILITIES OF A SAFETY RESPONSE COORDINATOR** are set forth in Appendix I. A Safety Response Coordinator must be readily available to be contacted for each Presbytery of Denver event and other sponsoring council or entity event.

Sexual Abuse: In the *Book of Order*, sexual abuse is defined, and shall be defined in this Policy, as follows: “Sexual abuse of another person is any offense involving sexual conduct in relation to (1) any person under the age of eighteen years or anyone over the age of eighteen years without the mental capacity to consent; or (2) any

Minor/Vulnerable Adult Protection and Sexual Misconduct Prevention Policy and Procedures

person when the conduct includes force, threat, coercion, intimidation or misuse of ordered ministry or position.” (*Book of Order*, D-10.0401c).

Sexual Misconduct includes, but is not limited to:

1. Sexual conduct in relationship to any person when the conduct includes force, threat, coercion, intimidation or misuse of ordered ministry or position [*Book of Order*, D-10.0401(c)], including:
 - a. Misuse of trust, authority or power in a relationship to gain advantage over another in a sexually abusive, exploitive, non-consensual or unjust manner.
 - b. Sexual malfeasance, defined as sexual conduct within a ministerial relationship (e.g., pastor with a member or visitor of or minor/vulnerable adult participating in the activities of the congregation) or professional relationship (e.g., pastor with an employee of the pastor’s congregation, counselor with a client, presbytery staff with a committee member). This is not meant to restrict church professionals from having consensual mutual, social or marital relationships with each other, with spouses who are also church members or with members of other Presbyterian churches when not in a professional relationship.
 - c. Sexual conduct, including sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature by a person in authority in which submission to such conduct is made (either implicitly or explicitly) a term or condition of employment or church-relationship status.
 - d. Sexual advances, requests for sexual favors, or other verbal or physical conduct that demeans, ridicules and/or insults a person because of the person’s sex, sexual orientation or gender identity (actual or perceived), or creates an intimidating, hostile or offensive working or church-relationship environment; or any sexual behavior that continues after it has been made clear that the behavior is inappropriate or unwelcome.
2. Any sexual contact or interaction, physical or verbal, between an adult and a minor or a vulnerable adult as defined in this Policy, whether or not the conduct involves touching. All such sexual behavior is always considered forced. [D-10.0401a(2)] Sexual gratification by an adult through the use of pornographic images of minors is, for the purpose of this Policy, considered sexual abuse of a minor.
3. Sexual abuse as defined above.

Note: Sexual misconduct may occur between members of the opposite sex and/or members of the same sex.

Minor/Vulnerable Adult Protection and Sexual Misconduct Prevention Policy and Procedures

Sponsoring Council or Entity: Any council or entity of the Presbytery of Denver that is tasked with the responsibility of planning events and activities for its members and visitors, including without limitation minors and vulnerable adults.

Vulnerable Adult: Any person eighteen (18) years of age or older without the developmental or cognitive capacity to consent.

PREVENTIVE MEASURES: SCREENING, TRAINING, BACKGROUND INVESTIGATIONS, ETC.

A minor/vulnerable adult worker, shall only be allowed to be present in an assigned or authorized capacity with minors or vulnerable adults upon satisfying the following requirements:

1. The organizing council's receipt of a completed, signed and approved application, background investigation authorization form and a signed form verifying this Policy has been received and read. The application shall include a minimum of two references. Every applicant for ordination, installation, employment or volunteer service in the Presbytery shall sign a Sexual Misconduct Self-Certification Form regarding whether any civil, criminal or ecclesiastical complaint related to sexual misconduct has ever been sustained or is pending against the applicant, and whether the applicant has ever resigned or been terminated from a position for reasons related to sexual misconduct. No person shall be installed, commissioned, employed or appointed to positions of pastoral leadership, employment or volunteer service without having completed and signed the required forms.
2. Designated Presbytery staff shall conduct background investigations on all final candidates for any installed, employed or volunteer position at the Presbytery level. The Presbytery shall make other inquiries as may be reasonable and appropriate to assess the suitability of a candidate for service in or on behalf of the Presbytery. In addition, for all persons seeking to become ordained and/or installed members of the Presbytery of Denver (ordained ministers of the Word and Sacrament) and any other persons who are subject to approval by the Committee on Ministry, the Committee on Ministry shall use the candidate's interview as an occasion to make diligent and specific inquiry into the candidate's history and understanding of establishment and maintenance of healthy boundaries in all of the candidate's relationships.

If the Presbytery is directly responsible for any activity involving minors or vulnerable adults, criminal background checks shall be required for all persons covered by this policy who are in direct contact with minors or vulnerable adults.

3. All minor/vulnerable adult workers must be at least eighteen years old and four years older than the oldest minor whom they are serving.

Minor/Vulnerable Adult Protection and Sexual Misconduct Prevention Policy and Procedures

4. The minor/vulnerable adult worker's consent to a criminal background check. The sponsoring council or entity must consult with the insurance company through which it has coverage to determine what background investigations are appropriate for their particular event. The sponsoring council or entity should cover the costs of the background investigations for all minor/vulnerable adult workers. These checks shall be run no more than six months prior to the event, or as recommended or required by the organizing council's liability insurance carrier. Minor/vulnerable adult workers who participate annually in events may only be required to have one background check per calendar year, depending on insurance carrier standards.
5. All minor/vulnerable adult workers, paid, contracted or volunteer, must participate in training sometime within the year prior to the Presbytery of Denver event at which they serve. The training is to be provided by the Presbytery of Denver or by the sponsoring council or entity and shall cover this Policy thoroughly as well as methods of abuse prevention and a detailed plan of reporting. The sponsoring council or entity may contract with others to provide these trainings. Attendance shall be required of all ministers of the Word and Sacrament and others engaged in pastoral or other validated ministry who have been enrolled in the Presbytery since the last training was offered. In order to encourage participation, attendance at these trainings shall be reported to the Committee on Ministry for its review.

These trainings shall further cover at least:

- What constitutes sexual misconduct, minor/vulnerable adult abuse and neglect.
- How to recognize signs and symptoms of abuse and neglect.
- State laws concerning definitions of abuse and required reporting.
- Mandatory criminal background checks and the security of those files.
- Explanation of the importance of the application and screening processes.
- Appropriate boundaries with minors, vulnerable adults and other persons, especially regarding adult-minor/vulnerable adult ratios, transportation, and use of technology.
- If an overnight event is planned, discussions of boundaries involving appropriate sleeping arrangements and restroom/shower facilities.
- The presence of a Safety Response Coordinator in attendance at or available by phone for each event and how to contact him or her.
- It is encouraged that at least one paid employee or volunteer working directly with minors or vulnerable adults at any Presbytery of Denver event be certified in first aid and CPR.
- Other related topics.

6. No person may serve as a minor/vulnerable adult worker who has a conviction on his/her record of certain felonies or misdemeanors, including, *but not limited to*, any of the **CRIMES THAT DISQUALIFY A PERSON FROM SERVING AS A MINOR/VULNERABLE ADULT WORKER** in Appendix II.

Minor/Vulnerable Adult Protection and Sexual Misconduct Prevention Policy and Procedures

In addition, if a council or Presbytery of Denver entity is aware that a minor/vulnerable adult worker has a prior conviction for one of the crimes listed in Appendix II or a related crime, the minor/vulnerable adult worker shall be informed that he or she is automatically ineligible to attend a minor/vulnerable adult event in any capacity.

7. Whenever a Presbytery of Denver entity organizes an event for minors or vulnerable adults for whom the entity will invite minors or vulnerable adults from other councils, churches or organizations who will be supervised by minor/vulnerable adult workers provided by the other organization, the organization that selects the workers shall:

- a. Not send a person to act as a minor/vulnerable adult worker whom the organization knows has violated the provisions of the *Book of Order*, this Policy or a policy of a local congregation, presbytery or other organization pertaining to sexual misconduct or minor/vulnerable adult protection.
- b. Not send a person to act as a minor/vulnerable adult worker for minors or vulnerable adults when that person is also scheduled to work in another capacity at the event.
- c. Require councils at all levels of church life that are (1) assisting in organizing Presbytery of Denver events for minors and/or vulnerable adults, or (2) sending minor/vulnerable adult workers to these events to abide by the same screening, training, and background investigation standards mandated in this Policy for the Presbytery of Denver and its entities.

8. Whenever a Presbytery of Denver entity or council organizes an event for minors and/or vulnerable adults that invites minors from other councils, churches or organizations who will be supervised by minor/vulnerable adult workers, the Presbytery of Denver entity or council shall:

1. Provide guidance to the councils or organizations that are sending minor/vulnerable adult workers about best practices for securing minor/vulnerable adult workers and eligibility requirements.
2. Provide guidance to the councils or organizations that are sending minor/vulnerable adult workers concerning (1) the requirement that the council perform and pay or arrange for payment for background investigations for potential minor/vulnerable adult workers and (2) how to evaluate the background investigation for offenses that would disqualify a person from being a minor/vulnerable adult worker with minors.
3. Provide guidance to the councils on when to perform the background investigations and with what background investigation provider.
4. Identify someone on the organizing council of the Presbytery of Denver event to be the designated recipient of background investigations from other councils or organizations and train that person:
 - i. To review every background investigation received;

Minor/Vulnerable Adult Protection and Sexual Misconduct Prevention Policy and Procedures

- ii. To identify criminal convictions and other disqualifying information on background investigations that should disqualify a person from being a minor/vulnerable adult worker;
- iii. To notify a council if the staffer believes the council has erred in selecting a minor/vulnerable adult worker whose background investigation indicates that the person should not act as a minor/vulnerable adult worker;
- iv. Report to the Presbytery of Denver sponsor of the event each potentially disqualifying background investigation and related concerns so that the sponsor can inform the organization that the person whose background investigation is in question is not eligible to attend the event as a minor/vulnerable adult worker.

MANDATORY EVENT RULES are set forth in Appendix III.

RULES FOR USE OF SOCIAL MEDIA are set forth in Appendix IV.

RULES REGARDING CONVICTED SEX OFFENDERS IN THE LIFE OF THE CHURCH are set forth in Appendix V.

CONFIDENTIALITY OF RECORDS

The Presbytery of Denver shall maintain all minor/vulnerable adult worker applications, results of background investigations, investigations of alleged abuse or sexual misconduct and related information regarding participation in Presbytery-sponsored events in confidential secured files maintained by the Stated Clerk for records of the Presbytery of Denver and by the Clerk of Session or similar responsible official for records of other councils.

REPORTING

Reporting to Presbytery of Denver leaders Each sponsoring Presbytery of Denver entity will publicize a procedure for reporting any prohibited actions and have forms to document reports available at all times in a public place at the event (a **REPORT OF MINOR/VUNERABLE ADULT ABUSE OR SEXUAL MISCONDUCT** form is attached). Anyone suspecting or having knowledge of minor/vulnerable adult abuse and/or sexual misconduct shall immediately report such violation to a leader of the Presbytery of Denver event and the event's Safety Response Coordinator. In addition, all reports alleging sexual misconduct shall be immediately reported to either the Stated Clerk or the moderator of the Committee on Ministry or both. Any minor or vulnerable adult, and a parent, legal guardian or other caregiver, who suspects or has knowledge of any type of minor or vulnerable adult abuse is encouraged to share the knowledge with any adult leader of the Presbytery of Denver event.

The Safety Response Coordinator for a Presbytery of Denver or other council event shall report allegations of abuse or sexual misconduct as follows:

Minor/Vulnerable Adult Protection and Sexual Misconduct Prevention Policy and Procedures

1. If the report is against a member of Presbytery (ordained ministers of the Word and Sacrament), or other persons on another roll of Presbytery (commissioned lay pastors/ruling elders, commissioned church workers, certified Christian educators, inquirers and candidates), the Safety Response Coordinator shall send a written statement of allegation to the Stated Clerk of the Presbytery that holds the minister of the Word and Sacrament's membership. This written statement of allegation shall initiate the formation of an investigating committee under the Rules of Discipline of the *Book of Order*.
2. If the report is against a ruling elder, the Safety Response Coordinator will notify the session of membership that an allegation of an offense has been received against an elder that triggers the formation of an investigating committee under the Rules of Discipline of the *Book of Order*.
3. If the report is against an employee or volunteer of the Presbytery of Denver, the Safety Response Coordinator will notify the person(s) or committee responsible for supervision of the employee, the Presbytery Pastor and the Stated Clerk. The Safety Response Coordinator will request a follow-up report from the supervisory body of the outcome of any subsequent investigation or discipline.
4. If the report is against any member, representative or volunteer of a sponsoring council or entity other than the Presbytery of Denver, the Safety Response Coordinator will notify the person(s), entity or organization responsible for supervision of the person. The Safety Response Coordinator will request a follow-up report from the supervisory body of the outcome of any subsequent investigation or discipline.

In order that confidentiality will be maintained and the procedures of the Presbytery will not be compromised, anyone having a reasonable belief that a violation of this policy has occurred shall refrain from divulging information that was the basis for a report to any other person not authorized by this policy or law to receive and investigate the report.

Should the person accused of alleged abuse or sexual misconduct not be under the jurisdiction of the Presbytery of Denver, the accuser shall be directed to the governing body having jurisdiction over the accused.

A report consisting of the names of the accused and accuser, together with a brief description of the alleged abuse or sexual misconduct and any available supporting information shall be transmitted to the Stated Clerk in order to initiate the procedures described in this policy, in accordance with the Rules of Discipline, chapter X, D-10.000 of the *Book of Order* if applicable, or in accordance with pertinent personnel policies for situations involving lay employees. Once the Stated Clerk receives the written report, disciplinary procedures must be initiated whether or not the Stated

Minor/Vulnerable Adult Protection and Sexual Misconduct Prevention Policy and Procedures

Clerk is personally persuaded of the truth of the allegations or has access to all the supporting evidence.

The Stated Clerk shall inform the Moderator of the Presbytery of Denver, the Committee on Ministry Moderator and the Presbytery Pastor when disciplinary procedures pursuant to the *Book of Order* have been initiated. (By rule, the Presbytery Moderator in consultation with the Stated Clerk shall appoint an investigating committee under the provisions of the Rules of Discipline D-10.000.) In addition, the Stated Clerk or other knowledgeable person shall notify insurance carriers. Notification, as required or appropriate, shall also be made to governmental authorities and employing or governing bodies.

Any person who in good faith (1) makes an allegation of abuse or sexual misconduct or (2) assists in investigating the allegation will not be adversely affected in terms and conditions of employment, church membership or affiliation, or otherwise discriminated against or disciplined/dismissed as a result of the allegation.

Reporting to civil authorities Colorado law requires that anyone who has knowledge or suspicion of minor/vulnerable adult abuse shall immediately report such abuse to designated civil authorities.

Colorado law provides that child abuse or neglect is defined as an act or omission that threatens the health or welfare of a minor. It includes, but is not limited to, being subjected to unlawful sexual behavior; non-accidental bruising, bleeding, malnutrition, burns, fractures, subdural hematoma, or soft tissue swelling; failure to provide adequate food, clothing, shelter, medical care or supervision; emotional abuse; abandonment; and other forms of abuse or neglect. **Any person who has reasonable cause to know or suspect that a minor is or has been subjected to abuse or neglect shall immediately upon receiving such information report or cause a report to be made to the county department of social services, local law enforcement agency or through the Colorado child abuse reporting hotline system. Call 1-844-CO-4-KIDS if you suspect child/minor abuse or neglect is occurring. (1-844-264-5437). Call 911 IMMEDIATELY if it is an emergency or you are witnessing a minor or vulnerable adult in a life-threatening situation or one involving a risk of serious bodily harm.** Colorado has established this toll-free phone number to report child/minor abuse and neglect 24/7, 365 days a year. All calls are confidential and will be routed to the county where a minor resides.

Similarly, to report mistreatment, including abuse, of a vulnerable adult, call the county department of human/social services where the adult resides. The telephone number for Denver County is 720-944-2994. Other counties' telephone numbers can be found at

<http://www.coloradoaps.com/contact.html>

After a report of abuse or neglect is made to civil authorities, the responsibility for investigation rests with the agency receiving the report. So long as investigation by civil authorities is occurring, Presbytery of Denver personnel should not undertake further investigation of the circumstances of the alleged or observed abuse or neglect, but should cooperate fully with and assist the investigating agency in completing its investigation.

Failure to make an immediate report to civil authorities can result in criminal prosecution and personal financial liability for damages resulting from a failure to report. Colorado law provides immunity from civil and criminal liability for persons who participate in good faith in making a report and facilitating an investigation by civil authorities.

Any Presbytery of Denver employee or volunteer who has a question about whether reasonable cause exists to know or suspect abuse or neglect has occurred, should immediately contact the Stated Clerk, or if the Stated Clerk is unavailable or is the subject of the inquiry, the Presbytery Pastor or Moderator of Presbytery for assistance, clarification or the obtaining of legal advice.

RESPONSE COORDINATION TEAM

The Committee on Ministry moderator, Presbytery Pastor and Presbytery moderator shall constitute the response coordination team. In the event that one member of this team declares a conflict of interest and recuses himself or herself, a substitute member shall be selected by the two remaining members. It shall be the responsibility of this team to identify and coordinate appropriate ways to meet the needs that arise in the context of an abuse or sexual misconduct case. In addition, the team shall make sure that all required or appropriate reporting is accomplished. It shall *not* engage in any investigative activity. The Committee on Ministry, by nature of its constitutional responsibility to serve as pastor and counselor to the ministers of the presbytery and to facilitate the relationships between congregations, ministers and the presbytery (G-3.0307), shall ordinarily assume a significant role in addressing those needs.

However, the response coordination team may also identify additional sources of assistance and shall provide support and guidance to the Committee on Ministry as requested or required.

RESPONSE PROCEDURES are set forth in Appendix VI.

DISCIPLINARY PROCEDURES

In all cases of reported abuse or sexual misconduct by persons under the jurisdiction of the Presbytery of Denver, judicial process in accordance with the Rules of Discipline, chapter X, D-10.000 of the *Book of Order* will be implemented. In cases involving employees, the provisions of the personnel policy of the Presbytery will be followed. For employees who are also continuing members of Presbytery, the

disciplinary process of the *Book of Order* will apply, and not the personnel policies of the Presbytery of Denver.

ROLE OF PRESBYTERY OF DENVER STAFF

The role of Presbytery of Denver staff is to provide a channel for communication and to describe existing process. The role of the Stated Clerk is limited to receiving reports of allegations and serving as the interpreter / manager of judicial process. The role of the Presbytery Pastor is to serve on the Response Coordinating Team, to provide counsel and management at the direction of the Committee on Ministry, and within the limitations of judicial process to provide pastoral care to the accused.

PC(USA) TOLL-FREE ABUSE PREVENTION HELPLINE

The Presbyterian Church (USA) has teamed with the Insurance Board and Praesidium to help councils at all levels and their members prevent child abuse. They have established a toll-free Abuse Prevention Helpline to provide assistance to church councils and church families in their efforts to protect children and vulnerable adults. Immediate assistance as well as guidelines and other resources for training and support are available at:

1-866-607-SAFE
(1-866-607-7233)

SIGNING OF POLICY AND APPLICATION TO SERVE

Each adult engaged in the leadership of a Presbytery of Denver event shall acknowledge receipt of this **Presbytery of Denver Minor/Vulnerable Adult Protection and Sexual Misconduct Prevention Policy and Procedures** by signing an application to be employed, volunteer, or supervise. In addition, each person engaged in the leadership of a Presbytery of Denver event shall consent to all comprehensive background investigations required and shall comply with any consequences of a reported violation of this Policy.

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APPENDIX I

DUTIES AND RESPONSIBILITIES OF THE SAFETY RESPONSE COORDINATOR

For every event or activity which allows for the presence of minors or vulnerable adults planned by a council of the Presbytery of Denver, a Safety Response Coordinator must be trained by the sponsoring council or entity and be present or immediately available by telephone throughout the entire duration of the event. This Coordinator should be a member of Presbytery staff or another person appointed by the sponsoring council or entity staff. The Safety Response Coordinator will read and be familiar with the terms of this Policy as well as established procedures under the Rules of Discipline, chapter X, D-10.000 of the *Book of Order of the Presbyterian Church (U.S.A.)* for responding to complaint(s) of allegations of minor/vulnerable adult abuse or sexual misconduct made against any minister of the Word and Sacrament, ruling elder, employee, or volunteer with the sponsoring council or entity.

The Safety Response Coordinator has the following responsibilities in response to allegations of minor or vulnerable adult abuse or neglect or sexual misconduct:

1. Immediately provide for the safety of the alleged victim(s) involved.
2. If the report alleges abuse or harassment of a minor or vulnerable adult, the Safety Response Coordinator will:
 - a. immediately ensure that the allegation is reported to the civil authorities when required under Colorado law;
 - b. immediately notify the parents or guardian of the minor or vulnerable adult;
 - c. notify the insurance company of the allegation and that no investigation has yet occurred.
3. Make immediate decisions concerning the temporary removal of the individual accused from (a) any contact with minors, vulnerable adults or the alleged victim(s) pending an investigation, and/or (b) removal of the accused from the event until a resolution of the allegations has occurred.
4. Immediately notify designated persons at the Presbytery of Denver sponsor of the event of the report of alleged abuse or sexual misconduct. Any media requests will be handled by a designated person or office of the Presbytery of Denver, taking care to safeguard the privacy and confidentiality of all involved.
5. Consult the Presbytery of Denver offices about resources available for victims of the alleged abuse or sexual misconduct prior to each event and have those resources readily available or accessible during every event.
6. Carry out the requirements set forth in this Policy for reporting the allegation of abuse or sexual misconduct, under REPORTING, above.

APPENDIX II

CRIMES THAT DISQUALIFY A PERSON FROM SERVING AS A MINOR/ VULNERABLE ADULT WORKER

No person may serve as a minor/vulnerable adult worker who has a conviction on his/her record of certain felonies or misdemeanors, including, *but not limited to*, any of the following:

- Criminal homicide;
- Aggravated assault;
- Crimes related to the possession, use, or sale of drugs or controlled substances;
- Sexual abuse;
- Sexual assault;
- Injury to a minor;
- Incest;
- Indecency with a minor;
- Inducing sexual conduct or sexual performance of a minor;
- Possession or promotion of child pornography;
- The sale, distribution, or display of harmful material to a minor;
- Employment harmful to minor;
- Abandonment or endangerment of a minor;
- Kidnapping or unlawful restraint;
- Public lewdness or indecent exposure or enticement of a minor;
- Any crime that involves sexual misconduct or sexual abuse, regardless of whether it involves misconduct or abuse with a minor;
- Any crime that involves misuse of technology for sexual purposes, such as collecting or distributing photographs of minors who are nude or in sexual or inappropriate poses (child pornography);
- Any crime that involves the use of force, such as assault or endangerment;
- Any crime that involves abduction and kidnapping;
- Any crime that involves drinking or other impairment and driving, such as driving while intoxicated.

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APPENDIX III

MANDATORY EVENT RULES FOR WORKING WITH MINORS AND VULNERABLE ADULTS

A sponsoring council or entity of the Presbytery of Denver shall ensure that the following measures are in place and actions are taken for each event or activity involving minors and/or vulnerable adults:

1. Two-adult rule: Two non-related adults (age 18 or older) must always be present in groups of minors or vulnerable adults. The only exception is if an emergency situation makes this not immediately possible. All workers and volunteers working with minors must be a minimum of four years older than the oldest member of the age group they lead or supervise.
2. Ratios: The adult to minor ratio for all events or activities involving minors ages zero (0) through eleven (11) is 2:10. The adult to minor ratio for all events or activities involving minors ages twelve (12) through seventeen (17) is 2:17. An adult to vulnerable adult ratio shall be established depending on the individual needs of the vulnerable adult(s) present, subject to the two-adult rule in paragraph 1 above. There shall also be one adult of each gender when there are one or more minors or vulnerable adults of each gender in a group. Only in emergency situations may the ratios and gender diversity be compromised.
3. View Windows and Open Doors: When minors or vulnerable adults and minor/vulnerable adult workers or volunteers are in a room, if the door is closed, the door must have a view window installed and the view window shall not be covered or otherwise obstructed. If no view window is installed in the door, the door must remain open at all times.
4. Adult workers/caregivers shall respect the privacy of the minors and vulnerable adults to whom they provide care. Responsible use of digital devices and cell phones is required in all situations (*e.g.*, Taking age-appropriate photographs and movies, not taking photographs of minors and other persons who are not appropriately clothed). Adults and minors are required at all times to wear appropriate attire.
5. Age appropriate training for minors and vulnerable adults should be provided regarding behavior that should be reported to a caregiver or leader of the event.
6. Transportation: All adult drivers at a minor/vulnerable adult event must have proper licensure and insurance on file with the organizing council. All vehicles used must have seat belts for the driver and each passenger. No minor weighing less than eighty-five pounds may sit in the front seat of any vehicle. All drivers transporting minors and vulnerable adults must be twenty-five years of age or older and must be informed that if their vehicle is used, their insurance would be primary if an accident occurs. If a charter bus is rented, or any outside carrier is

contracted, the company hired must ensure criminal background checks on its drivers. Each vehicle must follow the adult to minor/vulnerable adult ratio rules noted in paragraph 2 in this section. No minor may be a driver at any event or activity (this includes golf carts at events).

7. Forms: The parents/legal guardians of each minor or vulnerable adult must provide the appropriate information and medical forms for each activity/event. The information form should include all contacts for parents/legal guardians and the medical form must include a copy of the minor's or vulnerable adult's health insurance card if the minor or vulnerable adult has health insurance. Further consent forms must be signed by parents/legal guardians for any events held away from church property. Permission to use or reproduce any photos or videos taken at the event that are used by the organizing council in social media or published material must be obtained through a signed consent form from a participant's parent or legal guardian as well as the minor/vulnerable adult if capable. All such forms must be stored at the event site, in a secure place with restricted access.
8. Each sponsoring council or entity must ensure that rules are fully and clearly explained to participants at each event/activity. These rules shall include but are not limited to a code of conduct specific to the event/activity and a list of prohibited and expected behaviors for the specific event/activity. The code of conduct and prohibited and expected behaviors list shall be (1) given in written form to each participant when age-appropriate and parents/legal guardians, and (2) discussed thoroughly at the beginning of the event/activity.
9. Minors and adults must maintain different showering and grooming hours at events in which bathrooms and shower rooms are shared in housing. These hours must be posted on site.
10. Adults should never share sleeping quarters with a minor. There are two exceptions to this rule: (a) for the occasional legal caregiver/minor situation or parent/minor situation; if a minor/vulnerable adult requires the presence of a caregiver who is not the person's parent or legal guardian, written permission must be given and kept on record from the minor/vulnerable adult's parent/legal guardian; (b) when communal sleeping arrangements provide for multiple adults and minors/vulnerable adults in a larger sleeping space.
11. All volunteers and employees at any Presbytery of Denver event must also abide by a code of conduct that prohibits the following behaviors:
 - a. Display of sexual or romantic affection toward a minor or vulnerable adult, or between minor/vulnerable adult participants at an event.
 - b. Use of profanity or off-color jokes.
 - c. Discussion of sexual matters of any kind in the presence of a minor or vulnerable adult, or in any way involving minors or vulnerable adults in personal problems or issues.

- d. Dating or becoming romantically involved with minors or vulnerable adults participating in a Presbytery of Denver event, regardless of age.
- e. Using or being under the influence of alcohol or illegal drugs in the presence of minors.
- f. Possessing sexually oriented materials – including printed or online pornography – on church property or property being utilized for a church event.
- g. Having secrets with minors.
- h. Staring at or commenting on minors' or vulnerable adults' bodies.
- i. Engaging in inappropriate or unapproved electronic communication with minors.
- j. Working one-on-one with minors in a private setting.
- k. Abusing minors or vulnerable adults in any way, including, but not limited to, the following:
 - Physical abuse: hit, spank, shake, slap, unnecessary restraint.
 - Verbal abuse: degrade, threaten, or curse.
 - Sexual abuse: inappropriately touch, expose oneself, or engage in sexually oriented conversations.
 - Mental abuse: shame, humiliate, act cruelly.
 - Neglect: withhold food, clothing, water, shelter.
 - Permit minors to engage in the following: hazing, bullying, derogatory name-calling, ridicule, humiliation, or sexual activity.

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APPENDIX IV

RULES FOR USE OF SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

General Social Media Policy—No minister of the Word and Sacrament, employee, contractor, or volunteer of the Presbytery of Denver and its entities shall create or use a media site (Web, Facebook, YouTube, or similar) in the name of or purporting to represent the Presbyterian Church (U.S.A.) or the Presbytery of Denver without the explicit written permission of the sponsoring council, Presbytery of Denver entity, or event leadership. When clergy or staff, acting in their capacity as a representative of the Presbytery of Denver or its entities, lead or coordinate a group activity using social media, each may use only official Presbytery of Denver sites/channels when they have been made available by the council or entity of the Presbytery of Denver. These may include Web pages, Facebook, e-mail, and any other form of electronic communication.

Social Media Communications

Persons who shall create public pages on behalf of Presbytery of Denver programs are responsible to monitor communications and to assure that minor/vulnerable adult workers, employees and volunteers do not have private (and possibly inappropriate) conversations with minors/vulnerable adults through the use of such social media.

When using Facebook or any other social media, e-mail, text messaging or other electronic means to communicate with minors or vulnerable adults, the authorized minister of the Word and Sacrament, employee or volunteer shall inform parents/guardians of each minor or vulnerable adult, prior to initiating such communication, that the latter requests permission to communicate with the person via social media or other electronic means, providing the parent/guardian the opportunity to disapprove or to participate in a group or individual communication.

If a minor or vulnerable adult reveals abuse or inappropriate interactions with another person, whether minor or adult, the person who receives this report must in turn report this information in the same manner as any other “suspected abuse.”

Social Networking Code of Conduct

Each person who uses the resources of social media shall apply this Social Networking Code of Conduct:

- Prohibit comments that are, or could be construed by any observer, to be harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning or humiliating.
- Prohibit sexually oriented conversations or discussions about sexual activities.
- Prohibit private messages between employees or volunteers and minors or vulnerable adults.

- Prohibit posting inappropriate links or pictures (for example, sexually suggestive, exploitive, or voyeuristic images) or inappropriate comments on pictures.
- Provide minors and vulnerable adults and their parents/legal guardians with this Social Networking Code of Conduct.
- Encourage parents to play a role in monitoring their minors' and vulnerable adults' interactions with employees and volunteers.
- Frequently remind minors and vulnerable adults how to interact appropriately through social networking sites.
- Deny participation by individuals who violate the code of conduct.

At the commencement of the use of social media, the authorized minister of the Word and Sacrament, employee or volunteer shall present this Social Networking Code of Conduct to minors and vulnerable adults and their parents/guardians.

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APPENDIX V

RULES REGARDING CONVICTED SEX OFFENDERS **IN THE LIFE OF THE CHURCH** **Balancing Hospitality with Safety**

A. Information identifying a Convicted Sex Offender may come to the attention of a congregation or other council in a variety of ways. A Convicted Sex Offender may self-disclose. A Probation Officer or other court or law enforcement official may notify the council. A person's name may appear on a publicly accessible internet-based sex offender registry (see below for websites). This information is in the public domain. Any person can check online sex offender registries for the name of anyone attending worship or participating in other church activities to determine whether someone is listed or to verify self-disclosure or reports from other sources. Doing so is solely for the protection of persons participating in the activities and life of the council, and should never be viewed as punitive.

B. If a name on the registry is recognized as a congregation or other council participant or visitor, a person self-discloses conviction for a sex crime or a public official provides notice of a conviction, proceed with the steps set forth in this policy below.

C. A registered sex offender is any person who has been convicted of a sexual offense and is now required to register his/her whereabouts with local law enforcement. The Colorado Sex Offender Registration Act (Colorado Revised Statutes Sections 16-22-101, et. seq.) allows the public to have information about the whereabouts of Registered Sex Offenders. Information about registered sex offenders in a national database maintained by the U.S. Department of Justice can be accessed at:

www.nsopw.gov

State-level information about registered sex offenders maintained by the Colorado Department of Public Safety can be found at:

www.sor.state.co.us

This Colorado website also explains how to access additional local information about possible Convicted Sex Offenders.

Certain persons are Convicted Sex Offenders, but are not listed on a public registry. Conviction records maintained in a specific jurisdiction are public, but not as easy to access as those of registered sex offenders. Once church leadership gets the actual conviction records from the appropriate county's district attorney or other law enforcement agency, or the person self-discloses a conviction for a sexual offense, appropriate church officials shall follow the steps below. This Policy covers anyone who was convicted of a sexual offense, even if the person's name does not appear on a public registry, and anyone who may not be required to register because the person pled down their offense to a misdemeanor. The term "Convicted Sex Offender" shall be used in this Policy, and includes both persons convicted of a sexual offense who are registered as sex offenders and those who are convicted but not registered.

D. The Presbyterian Church (U.S.A.) is a welcoming church that both nurtures and protects its members and visitors. If a known Convicted Sex Offender is a visitor, constituent, or member in the life of the Presbytery of Denver or any of its councils, including each congregation, the following requirements apply:

1. If the victim of the sexual offense is or is related to a member of or participant in the congregation or other council, the Convicted Sex Offender may be required to leave the congregation or council.
2. There will be consultation among the moderator of the council, appropriate session or other council members, staff, and key volunteers about the specific requirements regarding the Convicted Sex Offender. During these discussions, confidentiality is appropriate and encouraged.
3. The specific requirements will address ways of limiting the exposure of the Convicted Sex Offender to children, vulnerable adults and other vulnerable populations.
4. The moderator and other responsible representatives of the council involved (and others as deemed appropriate) will meet with the Convicted Sex Offender to inform him or her of the specifics of this policy.
5. The moderator and other responsible representatives of the council involved will enter into a written covenant with each Convicted Sex Offender. This covenant will document the Convicted Sex Offender's conviction, will outline the requirements specific in relation to his or her conviction history, and be attentive to the safety needs of the council involved, its members and participants.
6. The spouse, domestic partner or significant other of the Convicted Sex Offender may also be required to enter into and sign a covenant of behavior.
7. The Convicted Sex Offender shall be restricted from access to the church campus and other sites and shall be barred from some or all congregational or other council activities if he or she refuses to sign the covenant or if he or she fails or refuses to comply with its requirements. If in the judgment of the moderator of the council involved, the Convicted Sex Offender's behavior threatens the safety of any member or participant in the life and activities of the council involved, the Convicted Sex Offender shall be barred from designated or all sites and activities as circumstances shall warrant.
8. The Convicted Sex Offender's participation in worship, if permitted, (1) may be limited in time and/or location allowed to be present, (b) may require a designated church companion (c) may exclude positions of authority or assumed authority, such as ushering and/or shall exclude any position of real or assumed authority over children, vulnerable adults or other specified persons.

9. There will be consultation with congregants or other participants in the life of the council who have a bona fide need to know (e.g., families of children or vulnerable adults, etc.) about the status of the Convicted Sex Offender and the council's requirements and covenants regarding this person (and potentially the spouse/domestic partner/significant other). Confidentiality beyond persons with a bona fide need to know is appropriate and should be encouraged.
10. This Policy is intended to avoid temptation and provide both protection and peace of mind to children, vulnerable adults and their families, not to punish the Convicted Sex Offender.
11. The Convicted Sex Offender may be offered pastoral care and support by clergy or qualified staff. He or she may also be given information about supportive services and counseling outside the congregation or other council.
12. The congregation may make any other provisions deemed necessary to appropriately protect and care for members of the congregation.

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APPENDIX VI

RESPONSE PROCEDURES

In the pastoral care provided by the Committee on Ministry, there shall be no effort to determine the guilt or innocence of any parties, and the Committee shall work independently of any investigating committee. The work of the committee shall be to supervise and manage ministries of care, oversight, interpretation and reconciliation. It shall seek to provide care and support as may be needed for any session, congregation and/or individual which might be or has been affected by the alleged misconduct throughout the time of the investigating committee work and until final resolution through the judicial process is achieved. In working with the session and congregation, information shall always be provided on a need-to know basis. The work of the committee shall seek to address issues of anger and denial, loss of trust, and other issues that typically accompany abuse allegations and to restore the congregation, insofar as possible, to wholeness and effective functioning. This restorative process may include such things as:

- Recommending specialized interim or temporary pastor services.
- Interpreting the Presbytery's policy and procedure and judicial process as provided by the Rules of Discipline, chapter X, D-10.000 of the *Book of Order*.
- Providing for conflict resolution, counseling or other specialized services and resources.

In responding to the accuser and/or alleged victim(s) and the accused, the Committee on Ministry, a special committee it may establish or other entities/persons identified by the response coordinating team may take the following actions:

- Advise them of the processes and policies of the Presbytery of Denver (this Policy and applicable personnel policies) and the PC(USA) judicial process.
- Advise them of where to seek therapeutic or legal services, counseling and/or pastoral support.

Within its absolute discretion, the Committee on Ministry, or a special committee it may establish, may also take the following actions:

- Provide for appropriate pastoral care (counseling, advocacy, etc.) for the accuser and/or the alleged victim and other related persons affected by the allegation of abuse or sexual misconduct, with the alleged victim's consent.
- Provide for appropriate pastoral care (counseling, advocacy, etc.) for the accused and other related persons affected by the allegation of abuse or sexual misconduct.

In all cases where a report of abuse or sexual misconduct has been received and a disciplinary case initiated against a member of the Presbytery, the Committee

on Ministry, in consultation with the parties to the alleged misconduct, and with the session in the case of the accused being in a pastoral position, may impose the following measures:

- Immediately restrict pastoral activities of the accused, if mandated administrative leave has not been imposed by the Permanent Judicial Commission (D-10.0106)
- Immediately impose supervision of the accused, prohibiting (and monitoring) certain activities such as stipulating no contact with the accuser and/or alleged victim.
- In cases where it is deemed imperative, the Presbytery may proceed to dissolve the pastoral relationship under the provisions of G-2.0904.

When the accused is an employee of the Presbytery of Denver, the personnel committee, in consultation with the Presbytery Pastor and affected parties, may place the accused on temporary administrative leave. Pay and benefit status during such a period of administrative leave shall be as provided in document(s) governing the specific employment relationship. All administrative leave resulting from the implementation of this policy shall be considered without prejudice and shall continue until the judicial process has been completed.

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FORMS

| | |
|--|----|
| EMPLOYEE REFERENCES AND RELEASE FOR THE PRESBYTERY OF DENVER | 28 |
| REPORT OF MINOR/VULNERABLE ADULT ABUSE OR SEXUAL MISCONDUCT | 31 |
| POLICY ACKNOWLEDGMENT FOR THE PRESBYTERY OF DENVER MINOR/ VULNERABLE ADULT PROTECTION AND SEXUAL MISCONDUCT PREVENTION POLICY AND PROCEDURES | 33 |

**EMPLOYEE REFERENCES AND RELEASE
FOR
THE PRESBYTERY OF DENVER**

Candidate's/Applicant's/Volunteer's Name:

Address: _____

Street _____ City _____ State _____ Zip _____

Phone: Home / Cell (circle) _____

Email: _____

Have you ever been known by any other name? _____ if yes, please provide other name(s):

Employment Record (list current and previous employers for last ten years)

Most recent employer:

Address: _____

Your Supervisor:

_____ Title _____

Supervisor's Telephone Number: _____

Additional Person who can verify your employment:

_____ Telephone No. _____

Dates of employment: from _____ to _____

Reason for departure:

Next most recent employer:

Address: _____

Your Supervisor:

_____ Title _____

Supervisor's Telephone Number: _____

Additional Person who can verify your employment:

_____ Telephone No. _____

Dates of employment: from _____ to _____

Reason for departure:

Next most recent employer:

Address: _____

Your Supervisor:

_____ Title _____

Supervisor's Telephone Number: _____

Additional Person who can verify your employment:

_____ Telephone No. _____

Dates of employment: from _____ to _____

Reason for departure:

Attach additional sheets if necessary

RELEASE

The information contained in this statement is accurate to the best of my knowledge and may be verified by the employing council or entity. I hereby authorize the Presbytery of Denver to make any and all contacts necessary to verify my prior employment history, and to inquire concerning any criminal records or any judicial proceedings involving me as a defendant. By means of this release I also authorize any previous employer and any law enforcement agencies or judicial authorities to release all requested relevant information to the Presbytery of Denver.

I have read this release and understand fully that the information obtained from the employing council or entity may be used to deny me employment or any other type of position. I also agree that I will release, hold harmless and indemnify the Presbytery of Denver, its councils and churches, and the employing council or entity or judicial authority from any and all claims, liabilities, and cause of action for the legitimate release or use of any information.

Signature

Date

Witness

Date

REPORT OF MINOR/VULNERABLE ADULT ABUSE OR SEXUAL MISCONDUCT

Date of Report: _____ **Time:** _____

Minor/Vulnerable Adult/Complainant's Name, Age: _____

Minor/Vulnerable Adult/Complainant's Address, Phone: _____

Alleged Responsible Person's Name(s): _____

Date, Time, Event/Activity Name, Location of Alleged Abuse or Misconduct: _____

Name(s), Address(es), Phone(s) of Witnesses: _____

Describe observed or reported abuse or misconduct: _____

Parties Notified:

| | | |
|-----------------------------|-------------|------------|
| _____ | _____ | _____ |
| Parent/Guardian Name | When | How |

| | | |
|---|-------------|------------|
| _____ | _____ | _____ |
| Safety Response Coordinator Name | When | How |

| | | |
|------------------------------------|-------------|------------|
| _____ | _____ | _____ |
| Social Services/Police Name | When | How |

Report Submitted to: _____ **Date:** _____

Signature of person completing this report _____

Printed name _____

POLICY ACKNOWLEDGMENT

FOR THE PRESBYTERY OF DENVER MINOR/VULNERABLE ADULT PROTECTION AND SEXUAL MISCONDUCT PREVENTION POLICY AND PROCEDURES

TO: All Ministers of the Word and Sacrament Members of Presbytery
All Others Persons on the Rolls of Presbytery
All Employees and Volunteers of Presbytery

The Presbytery of Denver has adopted the Presbytery of Denver Minor/Vulnerable Adult Protection and Sexual Misconduct Prevention Policy and Procedures that explicitly prohibits all misconduct of a sexual nature and all forms of abuse of minors and vulnerable adults. This policy and procedure of the Presbytery of Denver applies to all continuing members of Presbytery, (all ordained ministers of the Word and Sacrament), all persons on other rolls of Presbytery (commissioned lay pastors/commissioned ruling elders, commissioned church workers, certified Christian educators, inquirers and candidates), all employees of Presbytery (whether ordained to church office or not), and all who serve in the work of, or function on behalf of, the presbytery as volunteers of the Presbytery.

It is essential that all who are subject to the Policy and Procedures read and understand the Policy, acknowledge that they have done so, and formally consent to being bound by the Presbytery's discipline in the matter.

Please complete the form below and return to:

**The Office of the Stated Clerk
The Presbytery of Denver
1710 S. Grant St.
Denver, CO 80210**

**[ACKNOWLEDGMENT FORM REQUIRING SIGNATURE
FOLLOWS ON NEXT PAGE]**

POLICY ACKNOWLEDGMENT FORM

-----**Initial Below, Detach and Return**-----

_____ I have received a copy of the Presbytery of Denver Minor/Vulnerable Adult Protection and Sexual Misconduct Prevention Policy and Procedures. I have read it and I understand it. I acknowledge that the policy and procedures apply to me and that I agree to conduct myself in accordance with them.

_____ I certify that no civil, criminal or ecclesiastical complaint has been sustained or is pending against me for sexual misconduct; and I have never resigned or been terminated from a position for reasons related to sexual misconduct, nor disciplined for reasons related to sexual misconduct on my part.

If you are unable to make the above certification, you may instead provide a description of the complaint, termination and reason for the discipline or the outcome of the situation with explanatory comments in the space below.

_____ I am unable to make the above certification. I attach instead a description of the complaint, termination, reason for the discipline and the outcome of the situation with explanatory comments (attach this additional information).

Signature

Printed Name

Date