

# APPENDIX

## **Appendix A**

### **The Application Process**

Each staff/volunteer file needs to have a current application. A thorough application provides the employer/supervisor with a number of important items, including but not limited to:

- Letter of intent or cover letter
- Resume
- Personal Information
- Employment Information
- Education and Training
- Criminal Background Information; and
- Release of Liability for references and a more thorough background check

## Appendix B

### Staff/Volunteer Employment Application

Position applying for: \_\_\_\_\_

Please attach to this application:

- A cover letter, which addresses the following: what interests you about the position for which you are applying, and what life experiences has prepared you for this position.
- Resume, which includes the following: complete education, employment history for the past 10 years and volunteer work history.

#### Personal Information

\_\_\_\_\_  
First Name (Full Legal Name) Middle Name Last Name

\_\_\_\_\_  
Permanent Address City State Zip

\_\_\_\_\_  
Present Address City State Zip

\_\_\_\_\_  
Preferred Phone (Home/Cell) E-mail

\_\_\_\_\_  
Religious Denomination Home Parish

\_\_\_\_\_  
Work Phone Best time to contact you Which number?

\_\_\_\_\_  
Social Security Number Driver's License/State

#### Prior Addresses

List all addresses where you have lived during the past seven years, listing as much of the following information as possible (attach a separate sheet if necessary):

1. \_\_\_\_\_  
Street Address City County State Country Dates

2. \_\_\_\_\_  
Street Address City County State Country Dates

3. \_\_\_\_\_  
Street Address City County State Country Dates

**Employment Information**

Date you can start: \_\_\_\_\_ Are you currently employed? \_\_\_\_\_  
If you are currently employed, may we contact your present employer? \_\_\_\_\_

Have you ever applied for or been employed by this organization before? \_\_\_\_\_  
If yes, please provide the dates of your previous employment: \_\_\_\_\_  
Please indicate the position you held: \_\_\_\_\_

Are you legally eligible to work in this country? (i.e., if you are not a U.S. Citizen, do you have the necessary documentation to complete an I9 form)? [ ] Yes [ ] No

**Employment History**

Please provide the following information for each of your employers for the past ten years (that is not otherwise listed on a resume, if you are submitting one with your application).

Company name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Immediate supervisor name: \_\_\_\_\_ Tel: \_\_\_\_\_  
Position held: \_\_\_\_\_ Dates: \_\_\_\_\_  
Reason for leaving position: \_\_\_\_\_

Company name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Immediate supervisor name: \_\_\_\_\_ Tel: \_\_\_\_\_  
Position held: \_\_\_\_\_ Dates: \_\_\_\_\_  
Reason for leaving position: \_\_\_\_\_

Company name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Immediate supervisor name: \_\_\_\_\_ Tel: \_\_\_\_\_  
Position held: \_\_\_\_\_ Dates: \_\_\_\_\_  
Reason for leaving position: \_\_\_\_\_

**Education and Training**

High School graduate or General Education Development test passed? \_\_\_\_\_ If no, circle the highest grade you have completed: 1 2 3 4 5 6 7 8 9 10 11 12

Colleges, Vocational or Technical Schools, Seminars, Type of Degree or Certificate:

Please describe any degrees, specialized education, certifications, or other trainings that specifically relate to the position for which you are applying:

\_\_\_\_\_  
\_\_\_\_\_

**References:**

For reference purposes, please list three people who you know well (not relatives), that you will be asking to fill out and return a reference form for you.

	(Name)	(Address)	(Phone)	(Email)
1.	_____			
2.	_____			
3.	_____			

**Background Information**

Have you been convicted of a felony or served time in prison during the last seven years?  
[ ] Yes [ ] No. If yes, explain each conviction on an attached sheet and include (1) Date, (2) Charge, (3) Place, (4) Action Taken. (Conviction is not an automatic bar to employment. Each case is considered separately.)

Have you ever been accused of physically, sexually or emotionally abusing a child or an adult?  
[ ] Yes [ ] No. If yes, please explain on a separate sheet of paper.

Please list any other names you have ever used or been known by, including previous married names or changes of name or any other aliases used for any purpose:

\_\_\_\_\_  
\_\_\_\_\_

Please list any web sites, blogs, domains, social media profiles belonging to you that are accessible to the public: \_\_\_\_\_  
\_\_\_\_\_

**AUTHORIZATION AND RELEASE**

To the best of my knowledge, the information contained in this application is complete and accurate. I understand that providing false information is grounds for not hiring me, or choosing me for a volunteer position, or for my discharge if I have already been hired or chosen.

I authorize The Episcopal Diocese of Tennessee to investigate any of the information listed on my application for employment as well as my driving record through the Department of Transportation. Furthermore, I authorize The Episcopal Diocese of Tennessee any current or former employer, any current or former employees, or any person used as a reference to disclose any and all information or opinions about me and release them from liability for any disclosure they may make.

Further, I understand that The Episcopal Diocese of Tennessee may search publicly accessible internet sites for content which may be considered inappropriate for potential staff of The Episcopal Diocese of Tennessee.

I understand that misrepresentation or omission of the facts requested may be cause for dismissal.

**I understand and agree that a background investigation may be conducted with respect to me, and that the information I have provided herein may be verified by contacting persons and organizations with whom I have had contact or which may have information concerning me. I agree to release from liability The Episcopal Diocese of Tennessee and its agent(s) who conduct and participate in any such review and those individuals, organizations and their agent(s) who provide information about me during this review, only to the extent that such information is released without malicious intent. All materials pertaining to the background check shall be the property of The Episcopal Diocese of Tennessee. I authorize all such persons to treat a photocopy of this Authorization as though it were an original, executed Authorization.**

I HAVE READ AND I UNDERSTAND THIS AUTHORIZATION AND RELEASE, AND FURTHER REPRESENT THAT I HAVE SIGNED IT VOLUNTARILY.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

I authorize any person or organization, whether or not identified in this application, to provide any information concerning my previous employment, education, credit history, driving record, criminal conviction record, sexual offender registry or other qualifications for my employment or volunteering. I also authorize The Episcopal Diocese of Tennessee and any of its designees, specific to this application to request and receive such information.

If hired or chosen, I agree to be bound by the policies and procedures of The Episcopal Diocese of Tennessee, including but not limited to the *Policies for Safeguarding God's People*. I understand that these may be changed, withdrawn, added to or interpreted at any time at the sole discretion of The Episcopal Diocese of Tennessee and without prior notice to me.

I also understand that my employment or volunteering may be terminated, or any offer or acceptance of employment or volunteering withdrawn, at any time, with or without cause, and with or without prior notice at the option of my supervisor or myself.

Nothing contained in this application or in any pre-employment or pre-volunteering communication is intended to or creates a contract between myself and The Episcopal Diocese of Tennessee, any of its ministries, or congregations for employment, volunteering or the providing of any benefit.

I have read and understand the above provisions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix C**

**Parish Release Form**

Acknowledgement, Release, and Signature for Inclusion in Application.

To the best of my knowledge, the information contained in this Application is complete and accurate. I understand that providing false information is grounds for not hiring me, or choosing me for a volunteer position, or for my discharge if I have already been hired or chosen. I authorize any person or organization, whether or not identified in this application, to provide any information concerning my previous employment, education, credit history, driving record, criminal conviction record, sexual offender registry or other qualifications for my employment or volunteering.

I also authorize \_\_\_\_\_ [referred to herein as “the Parish”] to request and receive such information.

If hired or chosen, I agree to be bound by the policies and procedure of the Parish, including but not limited to its *Policies for Safeguarding God’s People*. I understand that these may be changed, withdrawn, added to or interpreted at any time at the sole discretion of the Parish, and without any notice to me.

I also understand that my employment or volunteering may be terminated, or any offer or acceptance of employment or volunteering withdrawn, at any time, with or without cause, and with or without prior notice at the option of the Parish or myself.

Nothing contained in this application or in any pre-employment or pre-volunteering communication is intended to or creates a contract between myself and the Parish for employment, volunteering or providing any benefit.

I have read and understand the above provisions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix D

### Questions for the Interview

#### The Interview

When interviewing an applicant for a paid or volunteer position, it is important to craft the interview questions specifically to the ministry or ministries in which the applicant may be asked to participate. Below are sample questions that can be used to carefully tailor questions to specific ministries.

Generally, it is recommended that more than one person participate in the interview, and that notes are taken and kept in the applicant's file.

#### Sample Questions

- Do you know of any reason why someone might consider you unsuitable for this position?
- Do you believe you are suited for this position? If so, why?
- Please tell me about the last time a member of your (congregation, youth group, office staff, etc.) demanded too much of your time. How did you handle that?
- Please give an example of a time in your work or volunteer history when you thought the policies were too rigid. How did you handle that?
- Please describe a time when you felt a special bond or friendship between yourself and a member of your (congregation, youth group, office staff, etc.).
- Please give an example of a "boundary violation." Has that ever happened to you? Has anyone ever said you violated a boundary of some sort?
- Have you ever been charged (formally or informally) with any ethics violations, sexual exploitation, sexual abuse or sexual harassment?
- Has disciplinary action of any sort ever been taken against you by a licensing board, professional association, ecclesiastical body or educational or training institution? Have there been complaints against you that did not result in discipline? Are there complaints pending against you before any of the above-named bodies? If yes, please explain.
- Have you ever been asked to resign or been terminated by a training program or employer? If yes, please explain.
- Have you ever been sued for any reason? And if so - -what was it? Will you provide us with copies of the pleadings?
- Has anyone ever accused you of any kind of misconduct? Was there an investigation? What was the result of that accusation?
- Are you now or have you ever been involved in the production, sale, or distribution of pornographic materials? If yes, please explain.
- Have you ever had a restraining order, injunction, protective order or the like issued against you? Have you ever had your parental rights restricted, suspended or terminated? Have any of your children ever been in foster care? Have you ever been the subject of an investigation by Child Protective Services? Have you ever been accused of family violence? If so, please explain.



## Appendix E

### Questions for References

#### References:

Checking references is an important part of the due diligence that should be done for all applicants. Each file should have a record of references as outlined in the Safeguarding Policies. Questions should be asked to assist in identifying any behaviors that may be cause for concern, as well as identifying any additional information that needs to be gathered.

#### Sample Questions:

- Please give an example of how (the Applicant) maintains good boundaries with adults.
- Have you ever heard (the Applicant) tell a joke or say something that made you or others uncomfortable?
- Would you be comfortable referring a friend of yours to (the Applicant) for (child care/counseling/supervising youth)?
- The position for which (the Applicant) has applied requires that s/he be able to work closely with people whose lives may be in turmoil and who may not have good judgment at that point in time. Can you think of any reason that (the Applicant) should not be allowed to do this work?

**Appendix F**

**Confidential Personal Reference Form**

Applicant Name: \_\_\_\_\_

Applicant Job Title: \_\_\_\_\_

***To be completed by the Applicant and given to the Reference.***

Dear \_\_\_\_\_

I have applied for [ ] employment [ ] volunteer position with The Episcopal Diocese of Tennessee for the following position:\_\_\_\_\_.

I hereby authorize the release of information requested below concerning my employment or volunteer work with your organization. I hereby release the parties involved from any liability that may be associated with responding to the requested information.

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Printed legal name of Applicant

***To be filled out by Employer or Volunteer Supervisor.***

Please answer all questions about the Applicant honestly and accurately.

Dates Applicant was with Your Organization: From \_\_\_\_\_ to \_\_\_\_\_

Position Applicant Held with Your Organization:\_\_\_\_\_

Nature of work, specific duties and responsibilities:\_\_\_\_\_

\_\_\_\_\_  
Reason for leaving employment: \_\_\_\_\_

If Applicant was dismissed, please provide an additional statement regarding dismissal.

Please check which box accurately applies to the Applicant.

	Excellent	Good	Satisfactory	Below Average	Poor
General Conduct					
Work Performance					
Attitude to Work					
Initiative					
Ability to Work with Others					
Reliability/Attendance:					
Job Knowledge:					

Would you re-hire the Applicant, or continue to use him/her as a volunteer? \_\_\_\_\_

If no, why not? \_\_\_\_\_

1. Are you aware of any problems that would limit the Applicant's ability to fulfill this obligation? \_\_\_\_\_  
\_\_\_\_\_
2. Are you aware of any problems or concerns that should limit or preclude this individual from working with children? \_\_\_\_\_
3. Would you recommend the Applicant for placement in a church setting? \_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Position Held: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

## Appendix G

### (Required) Code of Conduct Forms

All Persons Who Have Pastoral Relationships in the Church must sign the attached Code of Conduct Form. In addition, if the employee/volunteer also works with children or youth, that employee/volunteer needs to sign the Code of Conduct for Working With Children and Youth.

**All volunteers/employees who participate in activities within the Diocese MUST sign the attached policies.**

**THE EPISCOPAL DIOCESE OF TENNESSEE**  
**CODE OF CONDUCT FOR PERSONS WHO HAVE PASTORAL RELATIONSHIPS**

**Persons who have pastoral relationships AGREE:**

1. That the Church will not tolerate the sexual exploitation of the individuals it serves;
2. Not to sexually exploit, or attempt to sexually exploit, any person they serve or work with on behalf of the Church;
3. To comply with the policies for general conduct with adults as defined in these *Policies for Safeguarding God's People*;
4. To have one-to-one meetings with adults during regularly/publicly scheduled hours and by appointment on church property while others are present in the building or in other appropriate professional settings where they can be observed;
5. To maintain clear and appropriate boundaries and avoid even the appearance of impropriety;
6. To immediately seek advice from the Bishop, a trusted colleague or mental health professional, if he or she has any questions about the propriety of a relationship with whom the he/she has a Pastoral Relationship;
7. To immediately report any inappropriate behaviors, boundary violations or possible policy violations that are observed;
8. To help prevent sexual exploitation of adults by immediately reporting known or suspected sexual exploitation of adults to church leaders and state authorities in accordance with these policies.

**Persons who have pastoral relationships ARE PROHIBITED FROM:**

1. Dating or becoming romantically involved with those with whom they have a Pastoral Relationship as long as the Pastoral Relationship continues;
2. Having sexual contact with any person with whom he/she has a Pastoral Relationship;
3. Possessing any sexually oriented materials (magazines, cards, videos, films, clothing, digital content, etc.) on church property, or using such materials in the conduct of their ministry unless the materials are part of a pre-approved educational program or curriculum and are used only for that purpose;
4. Using the Internet to view or download any sexually oriented materials on church property or from having it on church-owned computers, smart phones, tablets, etc., and from bringing such materials onto church property;
5. Discussing their own sexual activities, including dreams and fantasies, or discussing their use of sexually oriented or explicit materials such as pornography, videos, websites, or any other materials from the Internet, with any person with whom they have a Pastoral Relationship.

I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND, AND WILL ABIDE BY THIS CODE OF CONDUCT.

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

**THE EPISCOPAL DIOCESE OF TENNESSEE**  
**CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN AND YOUTH**

Read and initial each item to signify your agreement to comply with the statement:

\_\_\_ I agree to do my best to prevent abuse and neglect among children and youth and adults involved in church activities and services;

\_\_\_ I agree not to spiritually, physical, sexually or emotionally abuse or neglect a child or youth;

\_\_\_ I agree to comply with the *Policies for Safeguarding God's People*;

\_\_\_ I agree to comply with the *Guidelines for Appropriate Affection* with children and youth;

\_\_\_ If I observe any inappropriate behaviors or possible policy violations with children or youth, I agree to immediately report my observations to the supervisor of the program, priest, senior warden, the Diocesan Bishop or the Canon to the Ordinary;

\_\_\_ I acknowledge my obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children or youth to appropriate leaders and state authorities in accordance with the *Policies for Protecting Children and Youth from Abuse*;

\_\_\_ I understand that the church will not tolerate abuse of children and youth and I agree to comply in spirit and in action with this position.

I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND, AND WILL ABIDE BY THIS CODE OF CONDUCT.

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

## Appendix H

### Criminal Background & Sex Offender Registry Checks

Comprehensive criminal background checks must be completed for each Applicant at the time of the application. A comprehensive criminal background check includes searching through information available for the locations (city, county, state, and federal districts) where the applicant has resided over the past five years.

Additionally, criminal background searches need to be conducted for all staff/volunteers every five years.

A record of the search results must be maintained as part of the applicant's file.

There are a variety of services available, including:

Oxford Document Management Company, Inc.  
[www.oxforddoc.com](http://www.oxforddoc.com)

Publicdata.com  
[www.publicdata.com](http://www.publicdata.com)

[www.Familywatchdog.us](http://www.Familywatchdog.us)

Costs vary according to the service used. The organization reviewing the Applicant (for staff or volunteer) is responsible for the costs associated with the background check.

There are also various state and county websites that contain this information.

## **Appendix I**

### **GUIDELINES**

- I.a Guidelines for Appropriate Affection**
- I.b Guidelines for Social Media**
- I.c Guidelines for Office Décor**
- I.d Guidelines for Providing Pastoral Counseling**



## **I.a GUIDELINES FOR APPROPRIATE AFFECTION**

The Episcopal Diocese of Tennessee and all of its parishes, missions, schools, agencies, camps and programs are committed to creating and promoting a positive, nurturing environment for our children and youth ministries that protect children and youth from abuse, and also protect our Church Personnel from misunderstandings. When creating safe boundaries for children and youth, it is important to establish what types of affection are appropriate and inappropriate as a community, and not leave that decision to be made on an individual basis. Stating which behaviors are appropriate and inappropriate allows Church Personnel to show positive affection in ministry, and yet identify individuals who are not maintaining safe boundaries with children or youth. These Guidelines are based, in large part, on avoiding behaviors known to be used by child molesters to groom children or youth and their parents for future abuse. The following guidelines are to be carefully followed by all church personnel working around or with children or youth.

Love and affection are part of church life and ministry. There are many ways to demonstrate affection while maintaining positive and safe boundaries with children and youth.

Some POSITIVE and APPROPRIATE forms of affection are listed below:

1. Brief hugs in group settings or open areas (i.e., not private);
2. Pats on the shoulder or back;
3. Handshakes;
4. "High-fives", fist bumps and hand slapping;
5. Verbal praise;
6. Touching hands, shoulders and arms of children or youth;
7. Arms around shoulders;
8. Holding hands while walking with small children;
9. Sitting beside small children;
10. Kneeling or bending down for hugs with small children;
11. Holding hands during prayer;
12. Pats on the head when culturally appropriate (e.g., this gesture should be avoided in some Asian communities);
13. Meeting at a public setting for a meal or coffee (e.g., youth minister meeting one-on-one with a student at McDonalds or Starbucks).

The following forms of affection are considered INAPPROPRIATE with children and youth in ministry settings. Many of these behaviors are behaviors that child molesters use to groom children or youth and their parents for later molestation, and can constitute an act of abuse:

1. Inappropriate or lengthy hugs;
2. Kisses on the mouth;
3. Holding children over three years old on the lap
4. Touching bottoms, chests or genital areas other than for appropriate diapering or toileting of infants and toddlers;
5. Showing affection in isolated areas such as bedrooms, closets, restrooms, staff only areas or other private rooms;
6. Occupying a bed with a child or youth;
7. Touching knees or legs of children or youth;

8. Wrestling with children or youth;
9. Tickling children or youth;
10. Piggyback rides;
11. Any type of massage given by a child or youth to an adult;
12. Any type of massage given by an adult to a child or youth;
13. Any form of unwanted affection;
14. Comments or compliments (spoken, written or electronic) that relate to physique or body development, e.g. "You sure are developing," or "You look really hot in those jeans";
15. Snapping bras or giving wedgies or similar touch of underwear whether or not it is covered by other clothing;
16. Giving gifts or money to individual children or youth;
17. Private meals with individual children or youth.

## **I.b GUIDELINES FOR SOCIAL MEDIA WHEN WORKING WITH YOUTH**

For many, social networking is the preferred method of communication. In order to protect youth from abuse and staff/volunteers from false allegations, staff and volunteers must adhere to the following guidelines:

1. Communication between youth and staff/volunteers shall be done through the public pages set up by the congregation or the diocese. Staff/volunteers should not initiate any private messaging features, and if contacted via private messaging should alert the youth that he/she is not permitted to communicate via private messaging. This approach allows administrators to monitor communication and ensures that staff and volunteers do not have private (and possibly inappropriate) conversations with youth.
2. Youth shall be informed that staff/volunteers are not permitted to “chat” via instant messaging, or otherwise communicate via the private messaging features of any social media, apps, etc. Youth shall be informed of the proper ways to communicate with staff/volunteers (via public messaging or email accounts hosted and monitored by the congregation or diocese).
3. Staff/volunteers shall not exchange text messages with youth, except through phone numbers for which records are available from the phone company to verify messages sent and received (e.g., Verizon, AT&T, Sprint, etc.). Staff/volunteers shall not exchange text messages with youth through texting apps. Any inappropriate messages received by any youth, whether messages or pictures, shall be reported immediately to the supervisor of the staff/volunteer.
4. Staff/volunteers shall not post any inappropriate pictures/comments online.
5. Staff/volunteers shall not use apps or social media that, as part of the features of that app, instantaneously deletes messaging, such as Snap Chat.

## **I.c GUIDELINES FOR OFFICE DÉCOR FOR PERSONS WHO HAVE PASTORAL RELATIONSHIPS**

The following are recommendations that will help create an environment that provides a confidential and peaceful setting, while allowing appropriate supervision. These guidelines are intended to protect both persons receiving pastoral care, as well as the Persons Who Have Pastoral Relationships from accusations.

### **Furniture:**

Comfortable chairs set at a 45 degree angle from each other create a good area for conversation. Couches and love seats are discouraged, as are chairs that recline. Persons Who Have Pastoral Relationships should not sit on a couch or love seat with parishioners or other visitors.

### **Artwork:**

Artwork should be tasteful, and should not have anything that could be considered offensive to staff, volunteers or other visitors.

### **Windows:**

Windows in walls or doors should be unobstructed by blinds, furniture, curtains, or posters so that the space is always available to casual monitoring. A sense of privacy can be maintained by arranging the furniture so that Persons Who Have Pastoral Relationships are always visible, but the parishioner or visitor does not feel exposed.

### **Entrances:**

Entrances to the space should be accessible to others. If a private entrance is used to accept visitors, staff must be notified when someone has entered through the private entrance.

## **I.d GUIDELINES FOR PROVIDING PASTORAL COUNSELING**

Pastoral care is an important part of ministry. These guidelines are intended to assist the provider of pastoral care from not over-stepping the role from pastoral care to other types of counseling/therapy for which a license is required.

- Sessions should be limited – generally no more than four or five on any particular life issue;
- Don't go outside area of expertise – refer to psychologist, credentialed professional, medical doctor, or licensed mental health professional.

Church staff, including clergy, who work for the church and are separately credentialed and/or licensed as a mental health professional (psychologist, marriage and family therapist, substance abuse counselor, etc.), while functioning on behalf of the church shall:

1. Make it clear to parishioners and individuals seeking pastoral care that he/she is NOT functioning in the role for which he/she is licensed;
2. Individuals who are licensed as a mental health professional and work outside of the church setting must maintain in full force separate professional insurance coverage at all times for any work done outside of the church role. The insurance must have per occurrence limits of at least \$1,000,000 and aggregate limits of at least \$2,000,000, including coverage for Sexual Misconduct, however defined in the policy, with limits of at least \$1,000,000 and name the church as an additional insured. Evidence of the insurance must be provided to the church employer/sponsor annually.

**Appendix J**

**Notice of Concern**

*To be filled out immediately by the complainant with as much detail as possible. Once completed, please fax to the Bishop's Executive Assistant fax line: (615)251-8010, or email kdougherty@edtn.org.*

Individual(s) of concern: \_\_\_\_\_

Date of occurrence: \_\_\_\_\_ Time of occurrence: \_\_\_\_\_

Place of occurrence: \_\_\_\_\_

**Type of concern:**

- Inappropriate comments with child, youth or other staff;
- Inappropriate behavior with child, youth or other staff;
- Possible risk of abuse;
- Inappropriate behavior within a Pastoral Relationship;
- Policy violation with those served in ministry;
- Risk of inappropriate relationship between adults of unequal power;
- Other concerns: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Specific Information: (attach additional sheets if needed)**

Describe the situation: What, where and when it happened, who was involved, who was present, and who was notified? If reported to the State, did they make a recommendation regarding an investigation? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has this situation ever occurred previously? If yes, what action was taken? How was the situation handled, who was involved, who was questioned, were police called?

\_\_\_\_\_  
\_\_\_\_\_

What is the follow-up plan for the current situation? Does anyone else need to be notified? Will the situation need monitoring? Would you like someone else to call you to discuss this situation?

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Contact Information:

Signature: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Diocesan Office Use Only:

Reviewed by: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

Action Taken:

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## Appendix K

### Reference Information

The directory of information contained herein was current at the time it was compiled in July 2017. Agencies may change their name and/or contact information from time to time, and therefore, the information contained herein may no longer be current. Please add your own local information.

#### Federal

U.S. Equal Employment Opportunity Commission  
www.eeoc.gov  
131 M Street NE  
Washington, D.C. 20507  
202-663-4900  
TTY 202-663-4494

#### State

\*Tennessee Department of Child Services  
24 hour hotline----1-877-237-0004

\*Tennessee Adult Protection Services-----1-888-277-8366

\*TENNESSEE  
www.state.tn.us/humanserv

\*AGENCY Tennessee Bureau of Investigation  
Records and Identification Unit - Applicant Processing  
901 R. S. Gass Blvd.  
Nashville, TN 37216  
(615) 744-4000  
WEBSITE www.tbi.state.tn.us

#### CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through fingerprint checks.

#### SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (615) 744-4000.

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#### Local

Local Police Department.

To register your church or organization for Safeguarding God's People training, please contact:  
The Rev. Deacon Bonnie T. Lloyd-Downs, [safeguardingedtn@gmail.com](mailto:safeguardingedtn@gmail.com).