

IOWA YEARL MEETING/ _____ **MONTHLY MEETING**
Sexual Exploitation, Ministerial Conduct, and Youth Protection Policy

STATEMENT OF POLICY

A. Prohibition of Sexual Exploitation* and Harassment*

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

B. Ministerial Conduct

It is unethical, wrong, inappropriate, or unacceptable behavior for any person engaged in the ministry of IAYM/MM (employed or volunteer) to engage in sexualized behavior* with anyone with whom there exists a ministerial relationship*.

All persons engaged in the ministry of IAYM/MM (employees or volunteers) are responsible for knowing the possible impact of their words and actions in ministering to the emotional, mental, and spiritual needs of persons who come to them for help or over whom they have any kind of authority. Sexual harassment* or sexual exploitation* by anyone engaged in the ministry of IAYM/MM is unethical and unprofessional behavior and will not be tolerated within this yearly meeting/congregation.

Because ministers* often deal with individuals who are emotionally and psychologically fragile or otherwise personally vulnerable, it is imperative that those engaged in the ministry of IAYM/MM maintain their own psychological, emotional, and spiritual health and that they have adequate preparation and education for helping those individuals they seek to serve in ministry. It is the policy of IAYM/MM to encourage its leaders to nurture safety within ministerial relationships* by being attentive to self-care, educations, and the importance of referring those in need to supportive and helpful resources. It is also expected that those engaged in providing ministry will complete and submit a disclosure document in a form substantially similar to that of the one accompanying this policy.

C. Youth Protection Policy

IAYM/MM is committed to creating a safe and healthy environment in which young people can learn about and experience God's love. In order to ensure this, we expect that all people applying to be volunteers who work with minors will have been members/attenders for at least six months. It is the policy of IAYM/MM to provide adequate supervision* for all youth activities. We also expect all employees or volunteers who work with minors to complete and submit a disclosure document in a form substantially similar to that of the one accompanying this policy.

* *Definition on accompanying pages*

DEFINITIONS

Minister: a person engaged by the church to carry out its ministry. Minister includes employed or volunteer leaders of IAYM/MM.

Ministerial relationship: the relationship between one who carries out the ministry of the IAYM/MM and the one being served by that ministry.

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

Sexualized behavior: a broad spectrum or continuum of behavior including gestures and speech as well as physical contact. Sexualized behavior is not limited to sexual intercourse. Sexualized behaviors that might be acceptable in an intimate personal relationship are not acceptable within the context of a ministerial relationship.

Sexual harassment: repeated or coercive sexual advances toward another person contrary to his or her wishes. It includes behavior directed at another person's sexuality or sexual orientation with the intent of intimidating, humiliating, or embarrassing the other person or subjecting the person to public discrimination. Unwelcome sexual advances, requests for favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to such conduct is made either explicitly or implicitly a term or condition or circumstance of instruction, employment, or participation in any IAYM/MM activity.

Sexual harassment also includes continuing to express sexual interest after being informed directly that the interest is unwelcome and using sexual behavior to control, influence, or affect the career, salary, work, learning, or worship environment of another. It is impermissible to suggest, threaten or imply that failure to accept a request for a date of sexual intimacy will affect a person's job prospects, church leadership, or comfortable participation in the life of the IAYM/MM. For example, it is forbidden either to imply or actually withhold support for an appointment, promotion, or change of assignment, to suggest that a poor performance report will be given because a person has declined a personal proposition; or to hint that benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations or reclassifications, will be forthcoming in exchange for sexual favors.

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

- ✓ Written contact, such as sexually suggestive or obscene letters, notes, or invitations;
- ✓ Verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender-specific traits or sexual orientation, sexual propositions;
- ✓ Physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, coercing sexual intercourse; and

- ✓ Visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, or magazines.

Adequate supervision: It is the general intent and desire of the IAYM/MM that there should be at least two persons present at all times when working with children or youth with the following exceptions:

1. The two person rule is not necessary when utilizing the open classroom or classrooms with windows in the doors.
2. The two person rule is not necessary if parental permission has been obtained by the minister for a private meeting in a non-public place or ride in a vehicle; i.e., counseling or transportation to and from events. Meetings in a public place and arriving in separate vehicles does not require parental permission.

IAYM SEXUAL MISCONDUCT PROCEDURES

Procedures for handling complaints or sexual misconduct by employees and volunteer leaders of Iowa Yearly Meeting of Friends and its constituent monthly meetings

I. APPOINTING A RESPONSE TEAM

A Response Team with no fewer than two members, one male and one female, will be established by the Ministry and Counsel of the IAYM/MM each year at its first meeting in preparation for the possibility of hearing complaints under its adopted statement of policy. The response team will:

1. Familiarize itself with the terms of this policy as well as the established procedures of the IAYM/MM for dealing with the complaint of alleged sexual misconduct against any employee or volunteer in a leadership position in the IAYM/MM;
2. Review its insurance coverage policy regarding its sexual misconduct clause.

II. PROCEDURE FOR ADDRESSING SEXUAL MISCONDUCT COMPLAINTS

The following procedure may be taken in addressing incidents of alleged sexual misconduct:

- A. The complainant can attempt to resolve the matter directly with the individual accused of the sexual misconduct.
- B. The complainant can report the incident(s) to the pastor of the church in an effort to resolve the matter.
- C. If an informal resolution of the complaint does not seem wise, appropriate, possible, or does not succeed, the complainant may request that the Response Team institute formal proceedings which shall include the following steps:

1. The IAYM/MM shall suspend the accused (with pay if salaried) during these proceedings. Suspension is not an assessment of guilt or innocence, but is done for the protection of the persons involved.
2. The Response Team shall gather and document statements of other information from the individuals involved in the alleged misconduct, and from others who may have pertinent information, and present such information to the supervising Ministry & Counsel of the accused individual in a timely manner (generally within a month).
3. The Ministry & Counsel shall make determinations and take actions appropriate to resolve the matter. These may include:
 - ✓ Finding that no sexual misconduct has occurred.
 - ✓ Finding that sexual misconduct has occurred. The Ministry & Counsel will make recommendation to the IAYM/MM to take action accordingly. Such action may include one or more of the following:
 - a. Formal reprimand with defined expectations for changed behavior, including possible public notification;
 - b. Recommending or requiring a program of growth that may include education and/or counseling;

- c. Probation, with the terms of the probation clearly defined;
 - d. Dismissal from employment or volunteer leadership position.
- 4. If the accused employee or volunteer is a Minister recorded or authorized by Iowa Yearly Meeting, the Monthly Meeting Response Team shall immediately inform the Yearly Meeting Superintendent of the allegation. The Yearly Meeting Superintendent may in turn inform the presiders of the Yearly Meeting and the Yearly Meeting Ministry & Counsel.

The Monthly Meeting will cooperate fully in any procedures of the Yearly Meeting related to the person's ministerial authorization while retaining the right and responsibility to employ or designate alternate leadership within the Monthly Meeting as it determines best.

If the accused is the Yearly Meeting Superintendent, the Response Team will inform the presiders of Iowa Yearly Meeting and Iowa Yearly Meeting Ministry & Counsel.

- 5. If allegation of possible child abuse is included in the complaint, the Response Team shall notify appropriate secular authorities and the IAYM/MM shall cooperate fully in any investigation. This policy shall continue to be followed to determine the continuance of the individual in a leadership position in the IAYM/MM.
- 6. All due care should be taken to protect the complainant from possible intimidation during the review process. It is recommended that a support person be appointed for each of the parties involved.
- D. A written summary of the supervisory board's proceedings in such cases will be maintained.
- E. In determining whether alleged conduct constitutes sexual misconduct, consideration shall be given to the record of the alleged incidents (s) as a whole and to the totality of the circumstances, including the context in which the alleged incident(s) occurred.
- F. Any person bringing a sexual misconduct complaint or assisting an investigation of such a complaint will not be adversely affected in terms and conditions of employment, church membership or affiliation, or otherwise discriminated against or discharged.
- G. If the complainant or accused person is not satisfied with the disposition of the matter by the IAYM/MM, he or she has the right to appeal to the Yearly Meeting Superintendent, who shall refer the matter to the Yearly Meeting Ministry & Counsel for resolution.

III. RECOMMENDATIONS FOR HEALING

A. Healing for the involved individuals.

1. The IAYM/MM should express a commitment to the victim to seek justice on their behalf; affirm the victim for breaking the silence; and support the victim in their healing process.
2. The IAYM/MM should require: accountability on the part of the offender; an expression of public confession & repentance; and steps towards restitution.

B. Healing for the Yearly/Monthly Meeting.

1. Establish debriefing session(s) preferably by an outside resource person.
2. It is recommended that leadership in the IAYM/MM attend workshops on Sexual Misconduct and the abuse of power.
3. Efforts should be made to contact those who left the IAYM/MM to find out why they left and gain a reconciled closure.

IOWA YEARLY MEETING/MONTHLY MEETING
(IAYM/MM)

Employment/Authorized Volunteer Applications and Disclosure Form

Last Name _____ First _____ Middle _____

Address _____

City _____ State _____ Zip _____

Social Security #_____

Daytime Phone _____ Evening Phone _____

My most recent experiences, paid or volunteer, related to the ministry I am seeking to fill are:

Agency Name _____

Address _____

City _____ State _____ Zip _____

Contact Person _____ Telephone _____

Agency Name _____

Address _____

City _____ State _____ Zip _____

Contact Person _____ Telephone _____

Agency Name _____

Address _____

City _____ State _____ Zip _____

Contact Person _____ Telephone _____

Agency Name_____

Address_____

City_____ State_____ Zip_____

Contact Person_____ Telephone_____

Agency Name_____

Address_____

City_____ State_____ Zip_____

Contact Person_____ Telephone_____

Name of church/meeting where I am currently an attender or member:

I have been a member of this church/meeting since_____

I have been an attender of this church/meeting since_____

Have you ever been found guilty, or pled guilty or not contest, to a criminal charge?

Yes_____ No_____

If yes, give a short explanation of the charge. (Please indicate the date, nature, and place of the incident leading to the charge; where the charge was filed; and the precise disposition of the charge.)

Has a civil lawsuit alleging actual or attempted sexual discrimination, harassment, exploitation, or misconduct, physical abuse; child abuse; or financial misconduct ever resulted in a judgment being entered against you, been settled out of court or been dismissed because the statue of limitations has expired? Yes_____ No_____

If yes, give a short explanation of the lawsuit. (Please indicate the date, nature, and place of the incident leading to the lawsuit; where the lawsuit was filed; and the precise disposition of the lawsuit.)

Have you ever terminated your employment, professional credentials, or service in a volunteer position; or had your employment, professional credentials, or authorization to hold a volunteer position terminated for reasons relating to allegations of actual or attempted sexual discrimination, harassment, exploitation, or misconduct, physical abuse, child abuse, or financial misconduct?

Yes _____ No _____

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

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

State where driver's license was issued: _____

Driver's license number _____

Has your driver's license been suspended or revoked within the last five years due to reckless driving or driving while intoxicated and/or under the influence of a controlled substance?

Yes _____ No _____

Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the responsibilities of the position for which you are applying?

Yes _____ No _____ If yes, please provide a brief explanation.

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

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

IAYM's/MM's hiring and authorized volunteer recruitment process involves the distribution of information regarding applicants with those persons in a position to recruit, secure, and supervise the position I am seeking to fill. To that end, I authorize IAYM/MM and its agents to circulate, distribute, and otherwise share information gathered in connection with this application to such persons for these stated purposes. I understand that IAYM/MM will share with me information it has gathered about me, if I request it to do so.

(Signature)

(Parent's or Guardian's Signature for
applicants under age 18)

(Date)