

Sexual Ethics Task Force
Report to the Tennessee Annual Conference
June, 2010

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Sexual Ethics Task Force Team

- Gwen Brown-Felder, Pastor & Campus Minister
- Willie Burchfield, District Superintendent/ Columbia District
- Terry Carty, Sexual Ethics Chair; Director Youth Worker Movement
- Jackie Clevenger, Response Team Leader
- Brad Fiscus, Director Young Peoples Ministries
- Dickie Hinton, Director of Camping & Retreat Ministries
- Loyd Mabry, Director Conference Council on Connectional Ministries
- Susan Padgett, Director of Office of Ministerial Concerns
- Patty Smith, Director of Children's Ministries
- Vona Wilson, Pastor and Team Facilitator

Highlights of the Cedar Crest Camp renovations were lifted up- new kitchen at the dining hall and will be working on getting a handicapped accessible bathroom at Cedar Crest.

The conference voted to extend the deadline on the Chapel Renovation project.

A lot of discussion ensued about changing the Committee on Camp and Retreat Ministries to a Board of Camp and Retreat Ministries. Questions were asked about reasons to change structure, issues of liability, and personnel policies.

The conference voted to change the structure to a Board of Camp and Retreat Ministries. The conference then accepted the Camp and Retreat Ministries Report.

MOTION TO SUSPEND STANDING RULE 3

Terry Carty – I move to suspend Standing Rule #3 to enable the Sexual Ethics Report. Motion passed unanimously by the conference.

SEXUAL ETHICS TASK FORCE, Vona Wilson

Report on pp. 15 & 16 of pre-conference booklet and report distributed in the conference packet.

We are called to create a sacred space at our local churches.

Looked at other Annual Conferences to see what they had implemented to create these safe places.

Part I. Simple Recommendations

- A. We recommend the immediate implementation of a Media Crises Response Plan as a policy which is maintained and supported by the Conference Council on Connectional Ministry.
- B. We recommend that every church submit their Safe Sanctuary policy during Charge Conference. The District Superintendent is responsible for ensuring this is done.
- C. We recommend that three groups be established for the ongoing work of Safe Sanctuary and Sexual Ethics throughout the Conference. Budgeted funds for each team need to be established for clarity and effectiveness.

Team 1, Bullet 4: Change the word "Constituent(s)" to Advocate for vulnerable adults

- D. We recommend that the new Safe Sanctuary Team be allowed to revise the Policy for Safe Sanctuary and submit this to the CCOCM for approval and implementation.
- E. We recommend that the 1995 Policy of Sexual Ethics be reviewed and revised by the new Sexual Ethics Team and submit this to the CCOCM for approval and implementation.
- F. We recommend that an intentional culture shift be initiated to strengthen the Tennessee Conference in its provision of a safe and sacred space for children, youth, and others of vulnerability so that we can say with certainty that we are shepherding God's people with honor and dignity.

MOTIONS AND AMENDMENTS:

Dr. Corry: Question 1: When does the new position come into effect? Response: a) Not asking for new money, b) It is necessary that there be a person who makes this work a priority. Question/ Statement 2: The Conference cannot delegate authority to an entity or Conference Task Force without that entity coming back to the Annual Conference for approval.

Michael Williams affirmed the work of the Task Force and encouraged each local church to have a safe sanctuary policy and encouraged all conference membership to keep the card that will be given to each congregation in their presence at all times if at all possible.

3.2

Vin Walkup Amendment: "I move the second line under Team 2 – Sexual Ethics Team be amended to read "Board of Ordained Ministry team members as appointed by the Chair of the Board of Ordained Ministry." This amendment passed unanimously.

Tom Neal, question- Anyone representing the church outside of the church must have Safe Sanctuary training. Is that correct? Response: People who are working with children, youth, and vulnerable adults should have Safe Sanctuary Training. Comment- This is a daunting task for small churches. Response: That's part of what the staff person will be doing- helping them implement and develop policies.

Paul Gardner question- How will we fit in Safe Sanctuary training into Annual Conference? I would like to make a motion to add the words to section F, page 4 sentence 2 to read- "It could occur annually during the gathering of the Annual Conference."

Discussion ensued about whether this Safe Sanctuary Training should be obligatory for us to do every year at Annual Conference.

Paul Gardner accepted a friendly amendment to sentence 2 to read- It may occur annually during the gathering of the Annual Conference.

Amendment to the amendment: Larry Fletcher proposed that the 1st sentence of section F should read- As part of the Risk Taking Mission focus for the 2011 Annual Conference we will offer a dynamic and effective Safe Sanctuary training program of one hour. This amendment passed.

The entire amendment to section F then passed.

Archer Price of Kingston Springs UMC: Re: background checks should be made mandatory for local churches within the Conference. The Bishop ruled the motion out-of-order because according to the Discipline, the Annual Conference cannot mandate local churches to do things.

Jacqueline Sojourner added an amendment to the amendment- the background checks be mandatory and that they be done on a national level.

Jay Voorhees asked the question- Can the conference mandate that local churches do a mandatory background check?

Chair ruled the amendments about mandatory background checks out of order.

Further discussions ensued about the importance of background checks.

*

John G. Corry makes an amendment in sections D and E to change the wording CCOCM to Annual Conference.

The motion passed.

Jim Hughes offered a friendly amendment that safe sanctuary team confer with the Conference Board of Trustees as changes in policy is considered. The motion was accepted.

Part I of the report was passed.

Jay Archer makes an amendment to part A of section 2 stating... establishment of a structure which results in adequate staff assignments. This motion was accepted as a friendly amendment.

Part 2 was then adopted.

Report to the Annual Conference: Part One

The following recommendations are based on the work of the Sexual Ethics Task Force. The process we used that led up to these recommendations is included in the Appendix for ease of reference and as a contribution to any future work of the Conference on this topic.

A. We recommend the immediate implementation of a Media Crisis Response Plan as a policy which is maintained and supported by the Conference Council on Connectional Ministry (CCOCM). This matches the plan of the Memphis Conference, which was approved and implemented in 2004.

- This plan includes training, follow up and debriefing after any incident for constant learning and improvement.
- The plan allows for continuity of the infrastructure within existing structure.
- The Director of CCOCM is the leader responsible for assigning responsibility and implementation of the policy.
- **See Appendix Item A (pg 7)** for Media Crisis Response Plan and quick reference card. The card will be direct mailed to every local in church in the Conference.

B. We recommend that every church submit their Safe Sanctuary policy during Charge Conference. The District Superintendent is responsible for ensuring this is done.

- The CCOCM will send sample policies upon request to assist the local churches in developing one of their own.
- Ultimately as we develop an infrastructure of assistance and accountability we hope all local church policies will be reviewed by the CCOCM office and any assistance given to strengthen and maintain the integrity of the church in upholding the highest ethical and safe sanctuary commitments.

C. We recommend that three groups be established for the ongoing work of Safe Sanctuary and Sexual Ethics throughout the Conference. Budgeted funds for each team need to be established for clarity and effectiveness.

- **Team I Safe Sanctuary Team**
Conference Safe Sanctuary Administrator (**recommended new position**)
Director of Young Peoples Ministries and a lay representative
Director of Children's Ministry and a lay representative
Constituent(s) from vulnerable adults
Attorney
Professional Counselor
Professional training background expertise

- **Team 2 Sexual Ethics Team**
Director of Ministerial Concerns
Board of Ministry team members as appointed by Dir. of Ministerial Concerns
Human Resource professional
Professional Counselor

- **Team 3 Conference Response Team**
The existing team remains established for deployment at the Bishop's discretion. The team will be nested within the CCOM for connection to appropriate entities. * We need to include funding for this team *

D. We recommend that the new Safe Sanctuary Team be allowed to revise the Policy for Safe Sanctuary and submit this to the CCOCM for approval and implementation.

- We further ask the Annual Conference to grant authority to the CCOCM for annual revision and improvement of the policy based on learning that occurs as we strengthen our Conference in this area. This will be printed in the Journal each year.
- CCOCM will be responsible for ensuring the maintenance of the Policy on Safe Sanctuary.

E. We recommend that the 1995 Policy of Sexual Ethics be reviewed and revised by the new Sexual Ethics Team and submit this to the CCOCM for approval and implementation.

- Said review will be inclusive of clergy, Conference staff and others certified by the Board of Ministry.
- This Conference level policy will serve as a model for how the local church can organize their policy

F. We recommend that an intentional culture shift be initiated to strengthen the Tennessee Conference in its provision of a safe and sacred space for children, youth and others of vulnerability so that we can say with certainty that we are shepherding God's people with honor and dignity.

- To accomplish this we will have a comprehensive Conference-wide training program that includes policy and accountability.
- As part of the Risk Taking Mission focus for the 2011 Annual Conference we will offer a dynamic and effective Safe Sanctuary training program. It will occur annually during the gathering of the Annual Conference. This will be under the direction of the CCOCM.

Bishop Wills, this is the recommendation from the Sexual Ethics Task Force. It will require action and we trust approval from the Annual Conference in order that it will be implemented.

Report to the Annual Conference: Part Two

- A. **We recommend that the Director of CCOCM move aggressively forward in the development, feasibility and establishment of a structure which results in a full time staff assignment, with support, to administer and monitor the Safe Sanctuary commitments of the Tennessee Conference.**
- While we fully recognize the increase in cost each staff position brings, the cost is insignificant compared to one incident that allows destruction of human life, dignity and sacred trust in the body of Christ, the church, as well as in each child of God.
 - In the best practices we identified in the Memphis and Missouri Conferences this is a focused responsibility. In Memphis it is carried out by the Communications action Team. In Missouri it is a Safe Sanctuary Administrator and Assistant. Our Conference does not have the existing infrastructure to accomplish the basics, as is indicated by our current situation with policy maintenance, communication and lack of widespread cultural change.
 - **See Appendix Item B** for Missouri Conference job descriptions of both positions.

Bishop Wills, this is the recommendation from the Sexual Ethics Task Force. It will require action and we trust approval from the Annual Conference to enable the CCOCM to move forward for implementation.

APPENDIX

- Item A Media Crisis Response Plan (Pg 7-13)
- Item B Missouri Conference Safe Sanctuary Administrator Job Description (Pg 14)
 Assistant to Safe Sanctuary Administrator Job Description (Pg 15-16)
- Item C Executive Summary of the Sexual Ethics Task Force (Pg 17-18)
 Visual cause & effect (fishbone) diagram “No Report of Misconduct” (Pg 19)
- Item D Table of all policies and documents reviewed or resourced by the Task Force
 (Pg 20-21)
- Item E Original motion made by Terry Carty and approved at Annual Conference
 2009 (Pg 22-23)



When Every Minute Counts

Tennessee Conference Media Crisis Response Plan

A Media Crisis in the Tennessee Conference is:

An event or emergency associated in some way with the Church but beyond its control, which can be expected to become public. It presents potential for damage to individuals, or the image of the Church, and hinders the ability to be in ministry. In other words, a media crisis is anything that could cause the public to lose faith in Tennessee Conference leadership or in the United Methodist Church.

Media Crises come in several packages:

1. Personnel crisis (clergy, church staff or lay member's misconduct, death, illness or injury)
2. Threatened criminal or legal action
3. Violent acts, demonstrations
4. Corporate crisis (lawsuits against the conference, an agency or institution)
5. Positive crisis (Donations exceed what can be handled, etc.)

Purpose of Crisis Response Plan

1. Provide compassion for victims
2. Meet needs of the media
3. Project positive image of the Tennessee Conference and the United Methodist Church.

Immediate Crisis Response Team (ICRT)

The Immediate Crisis Response Team will consist of five persons:

1. Tennessee Conference Bishop
2. Area Assistant to the Bishop
3. District Superintendent of the affected area
4. Connectional Ministries Director
5. Conference Director of Communications.

Media Crisis Management Team (MCMT)

The Media Crisis Management Team will include:

1. The Immediate Crisis Response Team
2. The Tennessee Conference cabinet
3. The Tennessee Conference chancellor
4. The Tennessee Conference treasurer
5. Other leaders as deemed appropriate by the bishop.

Actions - Media Crisis Management Team

1. The bishop will decide whether to notify the MCMT.
2. If asked to conference about the crisis, the MCMT will:
 - b. develop a strategy for dissemination of information
 - c. determine how much and what kind of information can be released
 - d. decide when and to whom the information will be released
 - e. develop an official statement regarding the situation (brief, confirmed facts, the Church's response, and an expression of compassion for all concerned).
3. The bishop or alternate spokesperson and local church pastor* or agency director* must be thoroughly and regularly briefed before making any appearances or statements. The spokespersons may refer news media to others who can speak with authority on a particular subject. *If the local church pastor or agency director is intimately involved in the crisis, s/he will not be a spokesperson.
4. The MCMT will determine whether the spokesperson should leave immediately for the location of the crisis (such as a church camp or church building). This may be necessary if reporters are already on site and there is no spokesperson present.
5. The bishop or alternate spokesperson must establish a schedule for regular briefing sessions of team members for the purpose of updates and discussion during the first few days of the crisis when media interest will be most intense.
6. The team is authorized to engage other professionals as needed. The bishop or his/her designate and the team should determine who receives information, updates and copies of all statements and releases.
7. The team agrees to provide 24-hour availability and access to one another.

Responsibilities of Team Members

The Bishop and/or Bishop's Area Assistant and alternate spokespersons will:

- review public reports on crisis
- clear calendar when press conference is necessary
- be available for key media interviews
- work with team to review facts and anticipate questions
- provide background information to team
- provide contact phone numbers to director of communications when out of state.

The Director of Communications will:

- gather pertinent information
- assist spokespersons in preparing public statements
- prepare background information handouts for media
- monitor flow of information
- monitor and report media activity to members of Media Crisis Management Team
- advise support staff on how to handle calls relating to the case
- provide the bishop and support staff with personal itinerary when trip is planned
- provide training of lay personnel, cabinet, staff, etc.
- be available to support pastor if crisis involves local church
- If the crisis is of large proportions, will notify clergy and laity in the conference using constant contact, e-mail, letter, website, and/or UM Reporter. (Notices will also be emailed to district offices.)

The Conference Chancellor/legal counsel will:

- provide information on liability related to the crisis
- review statements and releases to the media for legal implications
- provide a list of alternate lawyers to be contacted if chancellor is unavailable
- be available 24 hours a day for consultation when necessary during a crisis

The Media Crisis Management Team will:

- provide 24-hour availability at least during first few days of crisis
- develop a strategy for dissemination of information
- develop an official statement regarding the crisis
- determine how much, what kind and to whom information will be released
- provide communications with phone number if outside the area

Conference/Church Support Staff will:

- not answer questions. This is the sole responsibility of the spokespersons.
- take written messages before allowing the caller to leave a voice message
- keep a time chart of all messages pertaining to the crisis using the log sheet
- direct calls as instructed by the Media Crisis Management Team
- keep copies of all messages related to the crisis
- assist the information flow as directed
- assist in collection of public statements and articles about crisis

Remember

- If the crisis involves personnel, the bishop or appropriate authority may remove the individual immediately from his/her position. He or she can be reinstated if found innocent of charges.
- Team members and members of the support staff are required to document all conversations relating to the crisis, as well as keep a log of all media contacts.
- A log of all public statements should be kept in addition to any developments in the crisis. Be prepared to answer questions as to who is in charge, biographies of personalities, background information, knowledge of the church.
- If the crisis warrants it, the **Media Crisis Management Team** will make arrangements for security personnel to limit access to offices and for people to handle the telephones and serve as “runners” or provide hospitality.
- If the crisis is of large proportions, the director of communications will notify clergy and laity in the conference using whatever means necessary: constant contact, email, letter, FAX, website, and/or UM Reporter. (Notices will be emailed to district offices that will be responsible for immediate distribution.)
- Prepare a press room. Phones and FAX machines for media should be readily accessible. If possible, provide internet connection. The site will be determined by location of crisis and availability of facilities.

Crisis Review

The Media Crisis Management Team will meet to review how the crisis unfolded and how it was handled. The team will consider:

- 1. What went well?**
- 2. What missteps were made?**
- 3. What problems could have been foreseen or avoided?**
- 4. What adjustments in the crisis management plan are needed?**
- 5. What loose ends need to be tied up?**

Tennessee Conference of The United Methodist Church

Media Procedures for Church and Conference Staff

Handling Telephone Calls From Reporters

- Take a written message (*don't transfer to voicemail without taking message*)
- Use the **Crisis Communications Telephone Log for Media Calls**
- Get reporter's name, media outlet, direct phone #, and deadline
- Ask for topic of story
- Explain that church spokesperson will return the call
- Don't answer questions yourself
- Be polite, but firm
- Keep a copy of all written records of media calls

Hold Response

Telephone:

"I want to make sure we give you the most accurate and up-to-date information. Our _____ (appropriate person) can best help you. If you give me your contact information, deadline and topic that you're calling about, I'll have that person return your call as soon as possible."

On-site:

"Our job right now is to keep everyone safe. We understand that the media have a job to do. We're gathering information and our spokesperson will speak to reporters shortly."

Handling Reporters On-Site

- Refer questions to pastor, conference communicator or district superintendent
- Don't be hostile
- Don't give your personal opinion
- Don't speak "off the record"
- Don' use the term "no comment"
- Be polite, but firm

Handling Casual Conversations or Questions about Crisis

- Don't speculate, repeat unconfirmed information or express personal opinions
- Don't feel like you have to answer questions
- Do respond with a brief, positive, general statement

Contact Information for _____ (Appropriate Contact)

Office # _____ **Mobile/Pager #** _____

Tennessee Conference of The United Methodist Church

Notification Process - The First 60 Minutes

If you learn of the crisis through a media contact (not unusual), you have 60 minutes to make your first formal response. If you learn of the crisis through another contact, be prepared to be contacted by the media. Your immediate responsibility is to contact your District Superintendent. This will activate the Immediate Crisis Response Team (ICRT) to prepare an initial statement.

Instruct staff to follow "Media Procedures for Church and Conference Staff" guidelines.

- If notified by media outlet requesting information, use the Hold Response and complete the Crisis Communications Telephone Log for Media Calls. (see "Media Procedures for Church and Conference Staff" guidelines)
 - Use this "Hold Response" to respond to requests for information. *"I want to make sure we give you the most accurate and up-to-date information possible. Our spokesperson can best help you. If you will give me your contact information, deadline and the topic that you're calling about, I'll have that person return your call as soon as possible."*
- First person aware of crisis contacts his/her district superintendent.
(If this person cannot contact his/her district superintendent, then call must be placed to Bishop's office.)

Clarksville - Rev. Karen Barrineau	Office: (931) 553-8401
Columbia - Rev. Willie Burchfield	Office: (931) 381-9558
Cookeville - Rev. Jay Archer	Office: (931) 526-1343
Cumberland - Rev. Tom Halliburton	Office: (615) 822-1433
Murfreesboro - Rev. Cathie Leimenstoll	Office: (615) 893-5886
Nashville - Rev. John H. Collett, Jr.	Office: (615) 327-3582
Pulaski - Rev. Jim Beaty	Office: (931) 363-8981
Bishop Dick Wills	Office: (615) 742-8834
Rev. Roger Hopson	Office: (615) 742-8834

- District Superintendent calls bishop's office, speaks to Bishop or Bishop's Area Assistant, explaining the crisis in a 5-minute or less conversation.
- Bishop or Bishop's Area Assistant makes decision whether or not to contact ICRT. If the decision is made that a media crisis might occur, ICRT will immediately assemble via conference call.
- ICRT will assess the nature and extent of crisis by asking the following questions:
 1. What is known about the situation? What is not known?
 2. Who knows about the situation? What do they know?
 3. What can we expect to occur during the next few hours/days?
 4. What information can we release to the media and public immediately?
- Quickly uncover as many FACTS as possible before calling together the Media Crisis Management Team.
- The ICRT will prepare a one paragraph statement to be distributed as soon as the facts are known. The statement will include facts (no suppositions) about what happened and what the church intends to do. The statement will express compassion for all persons involved. This IS the church!

Tennessee Conference of The United Methodist Church

Crisis Communications Telephone Log for Media Calls

1. Duplicate this sheet so a new page is available for logging every media call related to the crisis.
2. Every call from the media related to the crisis is to be noted using a log sheet. An electronic log may also be used, but it is recommended that a paper log be maintained for convenience of those returning logs AND for possible court cases.
3. Copy the completed log sheet before giving it to the spokesperson. Place the copy in a file to be maintained for several years.
4. Never transfer a call to voicemail OR to the spokesperson before completing this log.
5. Support staff must not answer the reporter's questions. Decline politely and refer the reporter to the spokesperson.

Name/location of person taking message _____

Date of Call _____ Time of Call _____

Reporter's name _____

Media Outlet _____

Call back telephone number _____

Reporter's deadline _____

What information does the reporter want? _____

What information does the reporter already have? (They won't want to give this to you.)

Person to whom the Reporter was referred: _____

APPENDIX Item B

Source: Nancy Cady, Missouri Conference
Position: Safe Sanctuaries Administrator
Accountable to: Kendall Waller and Sherry Habben

Responsible for:

Oversee the processing of Applicant files using the Mission Base Safe Sanctuaries module and the Questys electronic data management system. Ensure National background screening is completed and is responsible to review the results. Review and certify completed applicant files and ensure certification letters are sent. Oversee record keeping for applicants as performed by the Program Assistant. Assist the Certification Authority with development, revision and updating of Conference Policy. Interpret Safe Sanctuaries Policy and Procedures for all conference and district Ministry groups. Serve as a Resource to local churches needing help with policy development and training

Specific tasks/responsibilities:

1. Advise local church pastors, youth ministers and lay leaders on policy and procedures
2. Assist churches to schedule trainings and Assist Conference trainer with CD trainings
3. Maintain website with current procedures and training lists
4. Answer questions about policy, procedures and training
5. Oversee and assist in maintaining a current database of applicant certification status
6. Review applicant files when complete, make decision to approve or deny certification

7. Maintain certification or denial information in MB and Questys
8. Compile list of Issues files for Certification Authority Review and follow up as assigned
9. Oversee creation and posting of certification status lists on SS website at weekly intervals
10. Maintain and update Safe Sanctuaries website in terms of content, procedure & policy changes
11. Evaluate SS program, and implement enhancements as approved
12. Develop and maintain online application or other processes to help streamline operations.
13. Coordinate Certification Authority meetings and review of Issue file Review
14. Interpret SS policy and procedures for Conference ministry groups
15. Provide resources to local churches to aid in development & implementation of their plan
16. Generate reports for local churches and conference ministry groups as requested
17. Communicate with applicants and Local Churches as to status of certification
18. Provide reports on certified individuals as requested

Temporary assigned duties

Check scanning of all incoming apportionments checks and any other assigned checks

APPENDIX Item B

Source: Nancy Cady, Missouri Conference

SAFE SANCTUARIES ASSISTANT - Job Description

QUALIFICATIONS

The Safe Sanctuaries Assistant should have a minimum of four years experience in office procedures, is skilled in use of Microsoft Office, email, and able to quickly learn other proprietary computer programs, must have a strong computer aptitude. Position requires speed and accuracy in database entry with a high volume of applicant files. Shows careful attention to details in a variety of applications. Maintains a calm, pleasant demeanor in challenging situations, demonstrates positive customer service and good communication skills. The assistant must handle sensitive matters confidentially, and with care. The individual must be able to be a good team member; be open to constructive feedback, able to receive supervision, be flexible in receiving varied work tasks or in trying new approaches. Innovative, entrepreneurial approach to improving systems is preferred. Must be efficient and able to handle multiple assignments in an organized manner, and be well grounded in the Christian faith.

I. GENERAL WORK RELATIONSHIPS AND UNDERSTANDINGS – SAFE SANCTUARIES PROGRAM

1. The Safe Sanctuaries Assistant will work directly with the Safe Sanctuaries Administrator. Regular weekday office hours should be maintained.
2. The individual will have be skilled in computer software programs to including Microsoft Office, email, and able to quickly learn other proprietary computer programs, must have a strong computer aptitude.
3. The individual will have understanding of The United Methodist Church, its policies and procedures including Missouri Conference Safe Sanctuaries policies and procedures.
4. He/She will attain Safe Sanctuary certification within 1 month of being hired and will maintain certification.

AREA OF PRIMARY RESPONSIBILITY

1. Process and scan mail, references, and new applicant files in Mission Base and Questys Document Management system for Safe Sanctuaries.
2. Maintain the Mission Base and Questys computer files for participants.
3. Maintain files of certified, in process and expired participants.
4. Answer phone and email in a timely manner, and handle inquiries on certification status.
5. Assist the Safe Sanctuaries Administrator in the following:
 - Scheduling and posting trainings
 - Processing background screening requests and reports
 - Answering questions regarding online training processes
 - Answering questions regarding the Safe Sanctuaries procedures
6. Other office tasks and duties as requested

II. GENERAL WORK RELATIONSHIPS – CAMPING & YOUTH PROGRAMS

1. Provide support to the Youth programs for the January WOW conference
2. Provide support to the Camping and Mission trips during the high volume summer months
3. Prepare reports and other documents as needed
4. Answer phone calls efficiently, professionally and in courteous manner
5. Any other activities needed for the operation of the camps and mission trips

Area of Primary Responsibility – Counselor and Chaperone Certification

1. Work with counselor lists and all personnel involved to insure all camping, conference youth activities and mission trip leaders are Safe Sanctuary certified
2. Prepare reports for Safe Sanctuaries Administrator and Directors as requested
3. Generate Certification status reports that are accurate, current and timely (min. twice/week)
4. Provide certification information in a timely manner
5. Assist Treasurer's office by doing check scanning of apportionment and cash receipts.

ACCOUNTABILITY/RESPONSIBILITY

The Safe Sanctuaries Assistant will be under the supervision of the Safe Sanctuaries Administrator.

December 2009

APPENDIX Item C

Executive Summary of the Sexual Ethics Task Force

Methodology

Our work together was approached in the following manner:

- I **Healing.** Because of the nature of sexual ethics and safe sanctuary and the many lives that are forever changed by misconduct, neglect of attention, fear and all things associated with these topics, we began our team sessions with a time of confession and seeking the guidance and direction of the Holy Spirit for our work. In our concluding session we shared communion together offering again our confessions and thanksgivings for God's continuing transformation of the body of Christ we call the Tennessee Conference of the United Methodist Church.

- II **Process.** We followed a specific model of process improvement to look carefully and intentionally at existing processes and structure prior to making any recommendations. The process we used is **SOLVE-PDCA**. A brief overview of how this was applied to our work follows.

- III **Planning.** We made recommendations of steps which will lead the Conference into a comprehensive plan of integrity and careful implementation of our collective commitments to provide sacred space for all people.

S O L V E (how it applies to this work)

1. We **S** selected an issue/process to improve
 - a. Approved by motion made by Terry Carty at Annual Conference, 2009

2. We **O**rganized a cross functional team to do the work
 - a. Established by the Bishop following Annual Conference 2009)
 - Gwen Brown-Felder, Pastor & campus minister
 - Willie Burchfield, District Superintendent
 - Terry Carty, Sexual Ethics Chair
 - Jackie Clevenger, Response Team Leader
 - Brad Fiscus, Director Young Peoples Ministries
 - Dickie Hinton, Director of Camping Ministries
 - Loyd Mabry, Director Conference Council on Connectional Ministries
 - Susan Padgett, Director of Office of Ministerial Concerns
 - Patty Smith, Director of Children's Ministries
 - Vona Wilson, Pastor and Team Facilitator

3. We **L** learned the current process, what works and where it breaks down. This is a critical component of process improvement.

a. We flowcharted the existing processes of:

i. Incident of abuse occurs

ii. Clergy misconduct occurs

This allows us to see where the process breaks down. One major factor we discovered in this exercise is the reality of “no reporting of misconduct”

4. We **V** verified causes of variation and root cause analysis (fishbone)

a. Cause & Effect exercise on the problem of “no report of misconduct”

See the fishbone diagram that follows for the myriad of reasons “no report of misconduct” occurs.

5. We **E** entered the improvement process Best practices were identified and explored. In our case this included the Memphis and Missouri Conferences.

Missouri Conference learning

a. Full time paid staff position with assistant “Safe Sanctuary Administrator”

b. Strong electronic infrastructure, basically an Epicenter for Safe Sanctuary

c. Leader is heavy on data base mgt work, creating reports, etc.

d. They have 12 districts and a trainer in each district. (we have one of their district trainers currently serving in Lawrenceburg!)

e. Their training is a “certification” that lasts for 4 years.

f. They take a \$20.00 registration fee which breaks down to \$5.00/year

Memphis Conference learning

g. They approved and implemented the Media Response Plan in 2004. It is under the responsibility of the Communications Action Team. (The plan was originally developed through a joint effort of the Memphis and Tennessee Conferences with United Methodist Communications.)

6. We **P** planned a first line action of improvement (beginning the PDCA cycle)

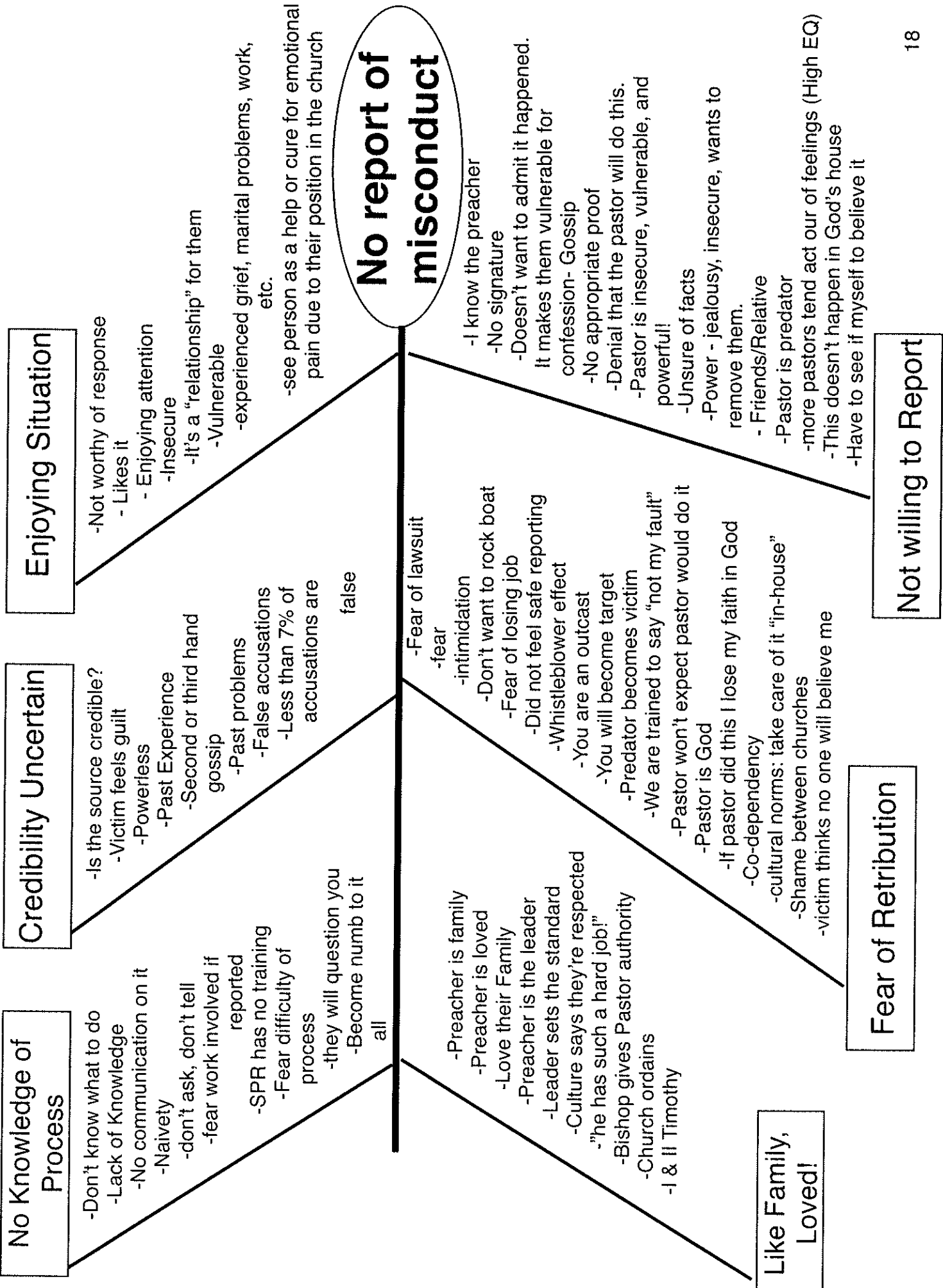
a. **Plan, Do, Check, Act**

b. The Media Response Plan was adapted to the Tennessee Conference and this is distributed in the report of the Sexual Ethics Task Force at Annual Conference

c. A Media Response Card was prepared and will be direct mailed (by the office of CCOCM) to every church in the Conference.

d. Recommendations for a planned approach are presented to the Annual Conference regarding policy revisions, organization, and training.

e. Recommendation for a staffed responsibility/position related to the coordination and implementation of our commitments to sexual ethics and safe sanctuary.



APPENDIX Item D

Policy & Documents Reviewed, Received or Otherwise Referenced

POLICY OR DOCUMENT	SOURCE	NOTES
What if the Abuser is One of Us? A Model for Congregational Response	Book of Resolutions. Peggy Halsey, 2001	General article for all United Methodist churches. This was made available online to all pastors in Oct 2009.
355. Church Participation by a Registered Sex Offender.	2004 United Methodist Book of Resolutions	
Policies for Prevention of Child/Youth Sexual Abuse	Page 408 of 1998 Journal of the Tennessee Conference	
A Proposed Policy on Professional Sexual Misconduct for the Tennessee Conference of the United Methodist Church	References in the policy are to the 1992 Book of Discipline.	Drafted in 1995 but never acted upon. Tabled on Oct 22, 2009 until direction from Task Force (by Sexual Ethics Committee)
Written Record of Contact with a Reference of an Applicant for Children/Youth Work Tennessee Conference of the United Methodist Church	No date on document but a policy revision process document is attached that refers to the 1996 Book of Discipline.	
Sexual Ethics Budget (including Response Team)	Deadline date for submission is Jan 2010 and this is for the 2011 budget	Total amount = \$4,900.00 for training, travel, operations and response team coordinator
Administrative Process and Judicial Process flowcharts fro Ineffectiveness/Unwillingness	Book of Discipline Paragraph 362.1 and 362.2, 362.4, 2702, 2703, 2704b, 2706 (unknown year)	
Supervisory Response Process	Paragraph 362.1b of Book of Discipline (unknown year)	

POLICY OR DOCUMENT	SOURCE	NOTES
When Every Minute Counts: Media Crisis Response Plan	Memphis Conference Communications Division. Kathy Farmer	This was created as joint effort (Feb 2004) of the Memphis and Tennessee Conference with United Methodist Communications providing the initial training. Memphis approved and implemented the plan/policy. Tennessee Conference had some initial training at the Conference level. It was not implemented tot the local church.
Protecting the Flock: Preventing Child Sexual Abuse in the Faith Community	Created by You Have the Power...Know How to Use It, Inc. Nashville, Tennessee	
What Happens When I Call Central Intake	Department of Children's Services online. Dr. Viola Miller, Commissioner	
Who Should Report Child Abuse?	Department of Children's Services online. Dr. Viola Miller, Commissioner	
Abuse Prevention Policy For Children, Youth, and Vulnerable Adults	Missouri Conference of the United Methodist Church Approval Date: 2003 Revisions: 2005; 2006 (2); 2009 (2)	
Job Description for the Safe Sanctuary Administrator and Assistant	Missouri Conference of the United Methodist Church	
Sexual Misconduct and Sexual Molestation Coverage Supplemental Survey	Church Mutual Insurance Company / Jim Allen.	

APPENDIX Item E

Context:

Original Motion, Request and Rationale presented by Terry Carty during Annual Conference, June 2009

Bishop Wills—I ask for the suspension of the Standing Rules in order to present a motion to the Annual Conference.

Motion for Task Force

I move that Bishop Wills appoint a task force to develop a comprehensive plan for all issues related to Sexual Ethics in the Tennessee Conference, including but not limited to the following: Sexual Ethics, Safe Sanctuaries, and the Sexual Ethics Response Team. This task force will be empowered to explore all aspects of Sexual Ethics and make recommendations to the Sexual Ethics Committee, CCOM and Annual Conference.

A report of the Task Force's findings will be given to the 2010 Annual Conference.

Funding for this Task Force is to come from contingency funds for the Tennessee Annual Conference.

- *Approval of this motion is reflected on Page 285 of the Journal, June 15-17, 2009.*

Rationale for Sexual Ethics Task Force proposal (as presented by Terry Carty)

Every incident of child sexual abuse in the Church reverberates through our conference. When it happens we examine how the abuse could have been prevented. Each of us knows deep down that it could have happened in our own church.

Allegations of clergy and professional misconduct are reported to our bishop and superintendents far more often than most of us could believe. Each situation is unique and requires pastoral care, confidentiality, investigation and resolution. Yet the damage done to individuals and congregations lasts for decades.

In 2005 Bishop Wills made sexual ethics and safe sanctuaries training mandatory for all clergy. In the past three years our conference has conducted 19 sexual ethics and safe sanctuaries training events - an emphasis of the training was the development of congregational policies. Yet we estimate that as few as ½ of our congregations have written Safe Sanctuaries policies and far fewer conduct training for those who work with children, youth and vulnerable adults.

The conference Sexual Ethics Committee has developed and trained a team to respond to professional sexual misconduct, but there are many questions about how the team is to be deployed and the scope of their work.

Persons who are convicted and registered sexual offenders seek sanctuary in our churches and we find ourselves in the dilemma of finding a way to keep our congregation safe while extending Christ's love and concern for the offender.

This resolution calls for the Bishop to appoint a Task Force to examine all facets of our conference to determine our assets for responding to these needs and our gaps that may leave people vulnerable and victimized. The intention is that the Task Force will develop a comprehensive plan for risk reduction and response to violations in our conference and congregations. They will report the plan to the 2010 session of annual conference and propose any action items necessary at that time. During the process of examining the conference, the Task Force will be able to make these recommendations to the Sexual Ethics Committee, the CCOM, and the Bishop's office.

I encourage each of us to approve this motion and then to embrace the work of this Task Force so we may grow stronger as a conference.