

Sexual Misconduct Policy Training

Case Studies Guide



Diocese of Toronto
Anglican Church of Canada

INTRODUCTION

A Sexual Misconduct Policy workshop is to be conducted in every parish for all parish employees and volunteers who minister to children and vulnerable adults. This training normally takes place at the beginning of their term in office or at least within the first six months of their appointment, and every three years thereafter. Parishes or deaneries may decide to work together to complete the training requirements.

SEXUAL MISCONDUCT POLICY TRAINING

The objective of the Sexual Misconduct Policy training workshop is to provide the participants with the tools and resources to address the topic of sexual misconduct. It is expected that by the end of this workshop that participants will have:

- Reviewed the Workshop Agenda and Objectives
- Reviewed the Sexual Misconduct Policy, Principles, and Prevention
- Reviewed the Definitions of the Sexual Misconduct Policy
- Discussed what to do if there is a complaint

Leader's notes are available on the Diocesan website at: www.toronto.anglican.ca/parish-workshop-kit/

You will want to begin by giving every participant a copy of the [Policy](#). You may choose whether or not to include the Sexual Misconduct Policy Procedures. After you have completed the training objectives listed above, the scenarios in this video will offer practical examples of what to do and the resources available if a situation arises that could be considered sexual misconduct.

Here is a possible workshop agenda:

- Welcome, review objectives and agenda.
- Overview of the Policy and Definitions. Training options for this section include the [Parish Workshop Kit](#) or one of the PowerPoint presentations available on the Diocesan website.
- Brochure Quiz (available in the Parish Workshop Kit).
- Case Studies. Training options for this section include using the “Learn to Spot it, Learn to Stop it” video, the “Sexual Misconduct Policy Training Case Studies” video, or the written [Case Studies](#) from the Parish Workshop Kit.
- Review and sign the [Acknowledgment Form](#) (included in the Sexual Misconduct Policy procedures) and Closing Prayers.

You may want to include other information depending upon the ministry of those involved in the training.

HOW TO USE THIS VIDEO AND GUIDE

This video has been produced to assist with Sexual Misconduct Policy training and offers scenarios that can be used during training sessions. There are other resources available that can assist you with training on the Policy and its procedures such as:

- The Anglican Diocese of Toronto's [Parish Workshop Kit](#).
- The training video called "Sexual Misconduct in our Churches – Learn to Spot It. Learn to Stop It" available from [Augsburg Fortress](#).
- PowerPoint presentations are available on the [Diocesan website](#).

This sexual misconduct video is not meant to be a comprehensive training tool but rather as a resource to assist with and facilitate conversation during training sessions.

There are four (4) scenarios included on the DVD, and they are also available online at www.toronto.anglican.ca/sexual-misconduct-policy-training/training-video/. This guide will assist your discussion, and we suggest that you use two scenarios at a training session. This will ensure that the video content will be new for two rounds of training in the parish (six years) and can be reused for many years to come. The videos are viewed best in wide screen mode on your television, or through a computer.

For each scenario, there is also a section of the Guide entitled "Other Discussion Points". This includes information that you might want to share with participants following the discussion about the scenario and will help participants to understand how the principles of each scenario can be applied to other situations. Some of the situations presented may seem ambiguous since that is usually how these cases appear in real life.

For each case study, you as leader will want to:

- Set the stage for the scenario.
- Play the first section of the video.
- Pause the video for discussion.
- Play the second section of the video.
- Discuss the case study and how it relates to the Sexual Misconduct Policy using this guide.

SCENARIO: CHURCH OFFICE

The objective of this scenario is to ensure that participants have an understanding of sexual exploitation involving an imbalance of power between two adults in a parish setting.

Leader: *Play first section of the video.*

Leader: *Pause video for discussion.*

Discussion Questions:

1. What is happening?

Begin the conversation by talking about what has been seen in the scenario. Who are the people, what is happening, and what are the roles and responsibilities of those in the scenario?

2. What official relationship do Churchwardens have with parish employees?

The Churchwardens are the employer in the parish; the Churchwardens therefore have the authority to hire and terminate employees. They also oversee compensation and this creates an imbalance of power.

3. If this parishioner became a Churchwarden and the Receptionist remained employed, which of the three types of sexual misconduct would this be considered?

Sexual Exploitation. The reason being that the Churchwarden would be in a position of power (power imbalance) over the Receptionist. You may want to include in your discussion Canon 15, Section 1(f) which states: "A person to qualify as a Churchwarden shall: not be the spouse of any lay employee of the church, the other Churchwarden, any Deputy Churchwarden, Treasurer, Envelope Secretary, or any member of the Board of Trustees of the Cemetery."

4. If you were the Incumbent how would you respond to this information?

Discuss what solutions or actions should be taken. The parishioner cannot become the Churchwarden due to the relationship with the Receptionist but are there other options for ministry within the parish. Even if the two individuals offered assurances that they could make this scenario work, should the cleric allow the parishioner to become a Churchwarden? The cleric needs to rescind the invitation and could instead invite the person to another volunteer position.

Leader: Play the second half of the scenario.

Other Discussion Points:

- Review the definitions for Sexual Exploitation and Pastoral Relationship.
- In what other types of ministry roles in a parish would it be inappropriate for two adults to engage in a romantic relationship?
- What could be the wider impact on the congregation if this individual became a Churchwarden? For example, others might feel that there is favouritism. Will people trust that a conversation with the Churchwarden is fully confidential and not shared with the Parish Secretary?
- If the relationship ended, what is the potential impact for the congregation?

SCENARIO: MUSIC LESSON

The objective of this scenario is to highlight a one-on-one situation with a minor and to discuss current policies and practices in your parish.

Leader: *Play first section of the video.*

Leader: *Pause video for discussion.*

Discussion Questions:

1. What is happening here?

Begin the conversation by talking about what has been seen in the scenario. Talk about the setting and the people involved. It appears that a parish policy or agreement exists that the organist cannot be left alone with a student who is not accompanied by a parent. This could lead to a one-on-one situation with a minor if the policy is not followed.

2. What needs to happen?

If the parent says it is fine and trusts the organist, can the child be left alone with the organist? The parent must stay, or the lesson will need to be canceled.

3. If the parish had a policy that the organist cannot be left alone with a minor who would be protected by this policy?

Both the child and the organist would be protected, since there is always another adult present. The mission and the ministry of the parish would also be protected.

4. Does anyone need to be contacted?

It is always important to let someone else know what has happened so an email to the Churchwardens and/or cleric stating what happened would be important.

Leader: Play the second half of the scenario.

Other Discussion Points:

- Review the definitions for Sexual Exploitation, Sexual Abuse, and Pastoral Relationship.
- What might the organist have done if the parent had left the child at the parish without talking to the organist first?
- What ministries in your parish are geared to children?
- What ministries in your parish might require parental consent?
- What other types of procedures could be put in place to help protect the child, organist, and ministry?
- Why are parish employees always screened at the high-risk level? What about their position makes it inherently high-risk? (position of trust, perceived authority, keys and access to the building, authority of some types of ministry).
- How can the parish help to keep the boundaries between friendship and ministry clear while encouraging a spirit of community in the parish?
- Thinking about other ministries in your parish, what risk reduction procedures could be put into practice?

SCENARIO: CHILDREN'S MINISTRY OFFICE

The objective of this scenario is to ensure that participants understand the procedures when there is a complaint of sexual assault against a child. The procedures are outlined on page 22 of the Policy and Procedures.

Leader: *Play first section of the video.*

Leader: *Pause video for discussion.*

Discussion Questions:

1. What is happening here?

Begin the conversation by talking about what has been seen in the scenario. Who are the people, what is the setting, what issues immediately come to mind? What are the possible issues and concerns?

2. What type of sexual misconduct would this be considered?

Sexual assault.

3. What needs to happen? Who do you need to contact?

Let the group talk and see what ideas they come up with before you refer them to the Sexual Misconduct Policy Procedures. Talk about the Procedures as they are directive. The Procedures must be followed in the same order as they are stated in the Policy. **Contact Children's Aid Society ("CAS") immediately**; after CAS has been contacted, then contact the Diocesan Canon Pastor, the Area Bishop and Secretary of Synod.

4. What resources are available to help you?

The Diocesan website, the Sexual Misconduct Policy Procedures, the Canon Pastor.

5. After you have contacted the appropriate authorities what further steps should you take?

Document the conversation with the child and with the appropriate authorities. The Churchwardens and cleric will need to be notified and that notification should first be cleared with the Area Bishop and Canon Pastor.

6. Having reviewed the Sexual Abuse Procedures, at what point should the child's parent(s) be contacted?

Point 4 of the flow chart (on page 22 of the Procedures) states that; "The Area Bishop contacts the child's family following consultation with the Children's Aid Society (and/or investigating police department). The Canon Pastor, in consultation with the Area Bishop, offers the support of a diocesan resource person to the child and the child's family. In order not to interfere with the progress of the investigation, such contact to offer support is made only after the investigating authorities have indicated it is acceptable." Although your first thought might be to contact the child's parent(s), you must follow the procedures as stated in the policy. Once the proper authorities have been contacted, it is important that you follow their directions and advice.

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Other Discussion Points:

- Review the definition for Sexual Assault.
- “Reporting Child Abuse and Neglect – It’s Your Duty to Report” brochure from Service Ontario (www.serviceontario.ca/publications), publication #015328
- The Ontario Association of Children’s Aid Societies has resources about reporting child welfare concerns which can be found at: <http://www.oacas.org/childwelfare/report.htm>.
- Look up the contact information for your local Children’s Aid Society and give participants the information. Consider posting it somewhere in your parish. (<http://www.oacas.org/childwelfare/locate.htm>)
- The Sexual Abuse Procedures from the Diocesan Sexual Misconduct Policy can be found on page 19 with a flowchart on page 22.
- What procedures can your parish put in place to provide more protection for the children in your care? The resources for the Responsible Ministry: Screening in Faith policy includes “Ministry Guidelines” (Appendix I, which can be found at: www.toronto.anglican.ca/screening/forms-and-resources/). These guidelines can be adapted to fit the situation and procedures in your congregation.
- Some parishes have raised concerns about activities where a leader may have to take children to the washroom or assist with changing. What procedures could your parish put in place to reduce the risk in these kinds of situations?

SCENARIO: OUTREACH PROGRAM

The objective of this scenario is to ensure that participants understand that ministry involves a responsibility to those they serve and to the parish community. The scenario can be a good starting point to discuss appropriate boundaries in a pastoral setting.

Leader: *Play first section of the video.*

Leader: *Pause video for discussion.*

Discussion Questions:

1. What is happening here?

Begin the conversation by talking about what has been seen in the scenario. Who are the individuals in the scenario? What is their ministry? What is the relationship? Note that there is a professional/client relationship and therefore a power imbalance exists.

2. What possible type of sexual misconduct would this be considered?

Sexual exploitation.

3. What parish policy or procedures would help to keep the boundaries clear in this type of ministry?

Have the participants discuss ideas that they may have. This can include volunteers not visiting a client/ guest’s home alone, having a regular rotation of volunteers to minimize dependence on one specific person, etc.

4. What needs to happen?

The volunteer needs to be clear about his/her role as a volunteer and that it would be unacceptable for him/her to go for supper.

5. Who should be contacted?

The volunteer needs to talk to his/her supervisor to report the situation and should document the conversation. The supervisor may want to review possible one-on-one situations and may want to remind all volunteers of their relationship with their clients and what is acceptable and what is not acceptable.

Leader: Play the second half of the scenario.

Other Discussion Points:

- Review the definitions for Sexual Exploitation and Pastoral Relationship.
- What are appropriate ways for people to say thank you for ministry that was done?
- In what other types of ministries could this situation happen?
- What steps could be taken to help those being served understand the best way to thank volunteers?
- How can the parish help to keep the boundaries between friendship and volunteer ministry clear while encouraging a spirit of community in the parish?

CONTINUE THE TRAINING WORKSHOP

If you have any feedback on this guide, please contact the Anglican Diocese of Toronto's Human Resources department at: hr@toronto.anglican.ca.

The Anglican Diocese of Toronto thanks Grace Church on-the-Hill for the use of their facilities for the filming of these case studies.