

Leader's Notes

Objective:

This workshop was designed to provide the participants with the tools and resources to address the topic of sexual misconduct. Anyone who is new to ministry within the Church or who has not participated in sexual misconduct training during the past three years should be in attendance. It is expected that by the end of this workshop that participants:

1. Will be able to distinguish between the three types of sexual misconduct.
2. Will be familiar with the Diocesan Sexual Misconduct Brochure, Sexual Misconduct Policy and where to find it, i.e. Diocesan website, parish office, parish bulletin board.
3. Will know how to respond to inappropriate behaviour or a complaint of sexual misconduct; through case studies.
4. Will begin to examine present practices within your own ministry role and improve upon them if necessary.

Possible Workshop Agenda:

Module 1: Welcome, review objectives and agenda

Module 2: Sexual Misconduct Facts and Myth

Module 3: Definitions of three types of Sexual Misconduct – Options include: One of the power points on the Diocesan website or you can use the video, “Learn to Spot it, Learn to Stop it.”

Module 4: Policy Quiz

Module 5: 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.

Module 6: Develop Good Practices in Ministry

Module 7: Review the Acknowledgment Form and Closing Prayers

We have given you the objectives and agenda for the workshop on the front page of the leader's notes for your quick reference. Please note that during the session you will be sharing these with the training participants.

Preparation

Make contact with the workshop Planner to make enough copies of the participant's material for each person attending the workshop. You will need copies of the:

- Diocese of Toronto, Sexual Misconduct Policy Brochure
- Sexual Misconduct Policy Quiz
- The training video - Learn to Spot it, Learn to Stop it: Sexual Misconduct in our Churches. The video is available Augsburg Fortress at 1-800-265-6397 or www.afcanada.com or the video, "Sexual Misconduct Case Studies" available on the Diocesan website.
- Action Plans
- Acknowledgement Form
- Some small prizes for the quiz (optional)

You will need to give everyone a copy of the Diocese of Toronto, Sexual Misconduct Policy, 2001. You should also have a few copies of the Sexual Misconduct Policy procedures available. You can find copies on the diocesan web site under the policies section. Have enough pens or pencils for everyone. Check that there will be an easel, flip-chart paper and markers at the event. You may want to bring your own markers and masking tape; just to be sure they are there. Don't forget to bring the posters. Please feel free to design your own presentation instead of using the kit posters. Just make sure you book the use of a projector and laptop for the event, if you choose this option. There are also sample PowerPoint presentations used by other parishes on the Diocesan website (www.toronto.anglican.ca/parish-workshop-kit).

Try to be at the workshop location an hour early for setting up and getting organized.

- Make sure you have all the materials and the room is arranged appropriately.
- Write out the agenda on newsprint and post it on a wall.
- Make sure the Incumbent/Churchwarden is ready to read the Bishop's Opening Statement found at the back of these notes.

Module 1:

Welcome, Review Objectives and Agenda

Begin the workshop by calling everyone together and introducing yourself by saying:

Welcome to our Parish Training Workshop on the Diocesan Sexual Misconduct Policy. I am (name) and I (give a little background information about yourself – two sentences). I would like to begin by asking our Incumbent, (name) (or one of the Churchwardens) to read the Bishop’s Opening Statement.

Incumbent or one of the Churchwardens reads:

March 12, 2021

Bishop’s Opening Statement

My Siblings in Christ

Thank you for attending this parish training event on the sexual misconduct policy. This is an important topic for all of us in ministry, and I am grateful that you have taken time from your busy schedules to be here.

Although sexual misconduct policy training has been our practice in the Diocese since 1999, and many of you will have done this work before, there can be no question that it continues to be necessary. I have only been Bishop of Toronto for less than three years, but already I have had to engage with Sexual Misconduct Policy cases, both historic and contemporary. It is heartbreaking. Sadly, the training you will receive today continues to be needed, to be shared, and to be reviewed frequently.

You may come to this workshop with mixed feelings and concerns. If your parish has had to deal with a complaint of sexual misconduct, you may feel renewed pain and sadness. If your parish has never had to deal with a complaint, you are very fortunate. You may just wish this topic would go away.

As a Christian community, we have an obligation to look after the welfare of all our members, especially those who are vulnerable. In our baptism we have promised to ‘seek and serve Christ in all persons’, and to ‘respect the dignity of every human being’. Today’s workshop is a part of our response to those promises.

Our churches must be places where all people can draw closer to the love of God in Christ Jesus. Today, we will work together, as disciples of Jesus, to ensure that we are equipped to be faithful to our call.

I pray that this workshop will give you an opportunity to reflect on your ministry, and to consider how we as the Church can be a sanctuary of care in the name of the Triune God.

Yours in Christ,

The Right Reverend Andrew J. Asbil
Bishop of Toronto

Leader puts up the Objectives Poster and says:

This workshop was designed to provide you with the tools and resources to help you address the topic of sexual misconduct. It is hoped that by the end of this workshop that you:

- 1. Will be able to distinguish between the three types of sexual misconduct.**
- 2. Will be familiar with the Diocesan Sexual Misconduct Brochure, Sexual Misconduct Policy and where to find it, i.e. Diocesan website, parish office, parish bulletin board.**
- 3. Will know how to respond to inappropriate behaviour or a complaint of sexual misconduct; through case studies.**
- 4. Will begin to examine present practices within your own ministry role and improve upon them if necessary.**

The Objective Poster reads:

Parish Training Workshop Objectives

1. Know the three types of sexual misconduct
2. Become familiar with Sexual Misconduct Policy
3. Know how to respond to a complaint
4. Begin to develop better ministry practices

The Leader says:

**To achieve these objectives, here is the agenda for our time together.
This workshop will be approximately two hours long.**

Point out the agenda which is already written out on newsprint and posted so everyone can see it.

Module 1: Welcome, review objectives and agenda

Module 2: Sexual Misconduct Facts and Myth

Module 3: Definitions of three types of Sexual Misconduct

Module 4: Policy Quiz

Module 5: Review case studies

Module 6: Develop Good Practices in Ministry

Module 7: Review the Acknowledgment Form and Closing Prayers

Module 2:

Sexual Misconduct: Facts and Myth

You may find that this section generates a lot of discussion and so remember to keep an eye on the clock and keep the discussion moving along. Try to get through at least 3 statements.

So, let us begin with **Sexual Misconduct: Fact or Myth**. I am going to make a statement. Please turn to the person next to you for a one-minute discussion to decide if this statement is a fact or myth. We will then discuss it as a group. It takes a lot of courage to discuss topics like this in a large group and so do not despair if you say something that you realize later is wrong or should have been expressed differently. As the Body of Christ, we are all learning and struggling together with this complex topic. Here is the first statement.

1. The church is only doing this because of litigation.

Fact or myth? Turn to the person next to you and decide if this is a fact or myth.

You may want to write the statement out on the easel. Give the group a minute or two and then call them together by making the statement again.

What did you decide? Fact or Myth?

The church is only doing this because of litigation.

(answer) FACT and MYTH

You may want to allow more large group discussion for a minute but then close with the summary statement.

Summary statement:

The church is completing this training because it is the right thing to do. However litigation has made us aware of the pervasiveness of sexual misconduct in the church which has caused us to become much more aware of the damage that has been caused by breaches of trust. Because of this awareness the church is taking the topic very seriously. If the church was only responding to the threat of litigation there would be many ministries and activities we might consider too risky to continue.

2. Most accusations of sexual misconduct are fabricated.

Small-group discussion.

(answer) MYTH

Some large-group discussion.

Summary statement:

In the Diocese of Toronto, we have dealt with over 80 complaints of sexual misconduct since 1992. Only one of these complaints was found to be malicious. In most cases the offenders admitted to the behaviour.

3. Most offenders of sexual misconduct are men.

Small-group discussion.

(answer) FACT

Some large-group discussion.

Summary statement:

It is true that most reports of sexual misconduct involve male offenders. The reasons for this are likely complex. There is beginning to be an increase in the reports of women as sexual harassers in the workplace which may coincide with the increased role of women in positions of power. Also, men may not be reporting sexual misconduct because of the social stigma associated with doing so.

4. Sexual misconduct will go away when we stop talking about it.

Small-group discussion.

(answer) **MYTH**

Some large-group discussion.

Summary statement:

Once the church and society became aware of sexual abuse at Mount Cashel there was no turning back. The scales have fallen from our eyes and we now realize how some unhealthy individuals exploited our innocence, naïveté and trust. They were able to do this because no one was willing to talk about this topic and address it. Sexual misconduct will always be with us but will take on less focus once we understand it, talk about it and deal with it.

5. Most offenders are strangers to the victim.

Small-group discussion.

(answer) **MYTH**

Some large-group discussion.

Summary statement:

Most offenders are well known to the victim. They may be a family member, a family friend, a colleague or a member of your community or church group. Sexual abusers of children will intentionally nurture and develop close and trusted relationships with the families in order to have access to the children.

6. Victims are usually teenage girls.

Small-group discussion.

(answer) **MYTH**

Some large-group discussion.

Summary statement:

Victims of sexual misconduct span all demographic sectors; young, old, male, female, physically and mentally challenged, and the able and mature. Sexual abusers of children will tend to focus on individuals who are followers and have a low sense of self-esteem.

7. Sexual misconduct occurs as an isolated incident.

Small-group discussion.

(answer) **MYTH**

Some large-group discussion.

Summary statement:

Sexual misconduct can occur with a single incident but it generally occurs over time with the gradual breakdown of the appropriate boundaries of a relationship.

8. Sexual misconduct takes place in isolated areas.

Small-group discussion.

(answer) **MYTH**

Some large-group discussion.

Summary statement:

While it is true that sexual misconduct often requires secrecy and deception, it is not necessarily true that it occurs far away from everyone. In some of the cases of sexual abuse of children in the church, the abuse took place in the choir room or vestry, in the children's homes and in the rectory, all while others were present in the buildings.

Module 3:

Definitions of Sexual Misconduct

This is a teaching section of the agenda. You should allow for some discussion but it is very important the participants listen to and learn about what constitutes each form of sexual misconduct.

Hand out the Sexual Misconduct Brochure.

Let us move on to the next section of our workshop. In June 1999 the Diocese approved a new Sexual Misconduct Policy, and this policy was updated in 2001, with minor revisions every three years after that.

Hold it up so people can see it.

Hand out copies of the Sexual Misconduct Policy. Please turn to the Sexual Misconduct Brochure, Definitions.

There are three types of sexual misconduct:

Sexual Harassment, Sexual Exploitation and Sexual Assault.

You may want to write these out on the easel.

Please ensure that the sexual harassment poster is posted in an area that can be seen by all participants of the workshop.

This is explained in the first section of the video ("Learn to Spot it, Learn to Stop it"), you can use one of the available PowerPoint presentations, or you can use the policy.

Module 4:

The Policy Quiz

This section is structured as a test, but keep it as light as possible given the serious nature of the topic. Make sure everyone has a pen or pencil, and say:

Now we are going to have a short quiz to see how much of this information you have been able to take in. So please look again at the Diocese of Toronto, Sexual Misconduct brochure. I am going to give you 5 minutes to study it and then you are going to put the brochure away and write a quiz. You must do this on your own, no helping one another. Does everyone have a brochure and pencil or pen? So begin now and take five minutes to study the brochure.

Give them 5 minutes. If it seems that after 3 or 4 minutes the group is ready to take the quiz, ask them if everyone is ready and proceed. If, for some reason, there are not enough copies, ask them to study together.

After 5 minutes, ask the participants to put the brochure away and hand out the quiz and then give them another 5 minutes to complete the quiz. After 5 minutes say:

Now let us see how you did. Let's answer the questions together as a group. So we will begin with the first question:

The right answers are indicated below.

1. The Diocesan Sexual Misconduct policy applies to whom?
bishops, politicians, **priests, deacons, lay volunteers**, illegal aliens
2. If you suspect child abuse who should you call?
a friend, the **Children's Aid Society**, the local priest, an engineer
3. Are volunteers expected to be familiar with the diocesan sexual misconduct policy?
Yes, No
4. Can a single priest date a single parishioner of the same parish?
Yes, **No**
(The priest in this case would be involved in a dual role; priest and boyfriend/girlfriend. The priest should inform the appropriate diocesan authorities that the relationship is becoming intimate. If it is possible, the parishioner should attend another church.)
5. There are three ways a complaint may be resolved:
mediation, with a handshake, **informal process, formal process**,
by paying thousands of dollars
6. A Support Person is offered to both the complainant and the respondent?
Yes, No
(The respondent is the person alleged to have committed a sexual offense.)
7. What does a Diocesan Response Team do?
close churches, **help parishes deal with sexual misconduct**, have all the answers, **assist with the implementation of the policy**

8. Who is the Diocesan Canon Pastor?
Rev. John Anderson, Rev. Canon Allan Budzin, Rev. Susan Haig, Rev. Richard Dentinger (John has been Canon Pastor since July 1, 2016. Allan is the former Canon Pastor. Susan is the Assistant Canon Pastor.)
9. Volunteers have a responsibility to maintaining a safe space in the church?
Yes, No

You may even wish to give a prize like a chocolate bar to those who got all the answers correct.

Module 5:

It is recommended that you choose no more than 3 case studies to use during the workshop. When the training is redone in 3 years, choose a different set of case studies. This will allow for a rotation of the case studies, keeping the material fresh for many years. There are a number of places where you can find case studies to choose from, which include:

- The *Learn to Spot it, Learn to Stop it: Sexual Misconduct in Our Churches* Video (2001)
- The case studies included in this Workshop Training Kit
- The *Sexual Misconduct Policy Training Case Studies* Video (2013)
- The sample PowerPoint presentations shared by other parishes on the Diocesan web site (www.toronto.anglican.ca/parish-workshop-kit).

The video case studies are self-explanatory but as the leader you will want to review them as it creates discussion and you will want to be prepared. Share the case studies with the participants and stop after each one for a discussion.

If you use the video, “*Sexual Misconduct Policy Training Case Studies*” please refer to the accompanying discussion guide to assist with the conversation.

The “*Learn to Spot it, Learn to Stop it: Sexual Misconduct in Our Churches*” video is made up of five scenario’s listed below and during each scenario the following questions are asked.

1. What is happening here?
2. What could be done immediately to minimize the risk / rectify the situation?
3. What practices / procedures could be put in place to prevent this sort of situation from occurring?

The scenario outlines are:

1. Server training

Christopher is the only one to show up for server training. There is one trainer and the church is quite dark. Michael the trainer cancels the event; makes sure Christopher calls a parent to pick him up.

2. Counselling Session

A vulnerable adult client being counselled through divorce expresses fondness for the priest / counsellor. A gradual breakdown of boundaries has take place.

The priest / counsellor talks about the options and next steps.

3. Church Supper

Frank tells a co-worker, Sara a chicken joke and in doing so has offends Sara.

4. Youth Group Outing

A 17 year old youth group member asks a 19 year old youth group leader for a date.
The leader speaks about the boundaries in this situation.

5. Meeting

The leader of the meeting hugs a new member and in doing so crosses a comfort boundary of the new member.

After the completion of the video you can use the following summary.

Summary

It is important we reflect on our behaviour to ensure we are all working toward making the church a safe place, free of sexual misconduct.

Here are a few things to consider:

1. **Ask before you hug,**
2. **Touch should be limited to between the elbow and the wrist,**
3. **When you see or experience inappropriate behaviour ask that it be stopped,**
4. **Do not be alone with a child unless you have parental permission, and**
5. **If an unusual or inappropriate encounter occurs, inform someone about it.**

Module 6:

Follow up to see how successful the workshop has been.

Develop Good Ministry Practices

Hand out the Action Plan to each participant and say:

So far, we have taken in a lot of information and had a chance to reflect on some difficult and complex situations, now we need to take a few minutes to think about the everyday reality of our parishes. Please refer to the piece of paper entitled Action Plan.

Let us take some time to dream about how we could make our churches a safer place for children and vulnerable adults. After you have listed your good ideas fill in the rest of the form. We will take 10 minutes and if you are not finished you can complete the exercise later at home. When you have completed the exercise please hand it to one of the Churchwardens when you go back to your congregation.

Give the group 10 minutes. If they seem restless after 5 minutes ask them to turn to the person next to them and share their ideas. Then begin large-group discussion by saying:

Would anyone like to share some of their good ideas to improve current ministry practices to make our churches safer? Remember to keep this short.

Module 7:

Hand out the Acknowledgment and Evaluation Forms

It is important for you to sign an Acknowledgment Form so please read it. If you feel you can sign it now, then please do so and leave it here with me. If you would like to take it home and consider it, then please have it signed and back to the Incumbent within two weeks. If you have questions about the Acknowledgment Form, please contact the Incumbent (name). The form states how the information is handled. *Inform the participants where this form will be kept. I.e. Their volunteer or employment file.*

You may be asked a question in regards to what fiduciary responsibility means. Any time that responsibility is given to either a paid employee or a volunteer there is a risk involved by the employer or the organization. What we are asking of those signing the forms is that they recognize the risk the Church is undertaking and that they are being entrusted to minister within the church. They will recognize this if they will be or are participating in a high or medium risk ministry and have gone through the screening process.

We would like to know your thoughts about this workshop. Please fill out the Evaluation form and leave it with me.

Pass the Evaluation forms along to the Incumbent or Churchwarden.

Thank you for coming to this event and participating in the process. We are all working together to make our churches places where God's love and mercy are realized.

Let us conclude with a prayer.

Guide and govern us by your Holy Spirit, that in all the cares and occupations of our life we may not forget you, but may remember that we are ever walking in your sight; through Jesus Christ our Lord. Amen

Go forth in love and peace to serve the Lord.

Thanks be to God. Amen.