



**Clarkston International Bible Church
(A Southern Baptist Church)**

Sexual Harassment/Misconduct Policy

April 19, 2009

Guidelines to Protect Clarkston International Bible Church From Any Legal Actions Resulting from Sexual Misconduct (Hereafter known as CIBC's Sexual Harassment/Misconduct Policy)

"Abstain from all appearance of evil." I Thessalonians 5:22

Purpose

The purpose of this document is to provide information so that all members of Clarkston International Bible Church will become aware that there are certain types of unscrupulous persons in this world that make their living by filing legal actions against Insurance Companies and Churches. These persons are always roaming through all segments of our society, seeking whom they can sue for damages.

It is the intent of this document to establish guidelines that will determine how our church conducts our activities. These guidelines have been established after many hours of research of case studies which identify areas where churches are most vulnerable. These unscrupulous persons take advantage of our Christian practices of loving each other and common faith and trust of other people. We are now operating in an environment where many ethnic cultures are working together towards a common goal of taking the Gospel of Jesus Christ to all nations. Different cultures have different codes of conduct.

This document is not intended to reflect on any of our members or mission congregations, but to serve as a guideline from which our church is to operate. Clarkston International Bible Church has never had a lawsuit filed against it for any reason. These guidelines are to be implemented, practiced and enforced by all leaders, teachers, and members of Clarkston International Bible Church with the purpose of preventing any situation, at any time, that may give cause to any person to file legal action against our church.

Sexual Harassment

All employees of Clarkston International Bible Church have the right to work in an environment free from all forms of illegal discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual harassment. The position of the Clarkston International Bible Church is that sexual harassment is a form of misconduct that undermines the integrity of the employment relationship.

Responsibility

It is the responsibility of the personnel committee and each employee to ensure full compliance with this policy.

Definition

Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute sexual harassment when

- 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.**
- 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or**
- 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.**

Policy

1. No employee, whether male or female, shall be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.
2. Sexual harassment shall not include occasional and appropriate compliments of a socially acceptable nature.
3. Sexual harassment does refer to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness.
4. Such behavior may result in disciplinary action up to and including dismissal.

Complaints Procedure

1. Complaints of sexual harassment should be brought to the attention of the personnel committee.
2. The employee is also free to make the complaint directly to any supervisory personnel.
3. Supervisory personnel receiving a complaint of sexual harassment shall immediately contact the personnel committee.
4. After notification of the employee's complaint, a confidential investigation will be initiated immediately by the personnel committee.
5. After the investigation has been completed, a determination will be made regarding the resolution of the complaint by the personnel committee.
6. The church will cooperate fully with law enforcement officials in a criminal investigation.

Non-Retaliation

This policy prohibits retaliation against employees who bring, in good faith, sexual harassment charges or assist in the investigation of such charges. Any such employee shall not be adversely affected in terms and conditions of employment, nor discriminated against or discharged because of such activity.

Non-Employees

In addition to the above, any complaints of sexual harassment by an employee against vendors or other non-employees who do business with Clarkston International Bible Church or any complaints by a vendor or other non-employee against an employee of the Clarkston International Bible Church shall be reported and investigated in the same manner as stated in this sexual harassment policy.

Sexual Misconduct (Child Abuse Prevention Policy)

Sexual misconduct is any type of sexual contact between an adult and a minor of either sex, whether consensual or non-consensual, that includes, but is not limited to, such contact that is prohibited by law. Sexual misconduct includes contacts or interactions between a minor and an adult when the minor is being used as an object of sexual gratification for the adult.

A minor is abused whether or not this activity involves explicit force, whether or not it involves genital or physical contact, whether or not the minor initiates it, and whether or not there is discernible harmful outcome. This definition of sexual misconduct also includes by reference the following other definitions: child abuse, sexual abuse, sexual contact, indecent exposure, public sexual indecency to a minor, sexual exploitation of minors, showing pornography to a minor, public display of explicit sexual materials, and sexual harassment. It also includes any behavior that could be misunderstood or be construed as an indicator of potential sexual conduct, e.g., activities that involve excessive physical contact with minors such as wrestling, tickling and other physical horseplay. It also includes any breach of professional trust that has as its intent sexual contact or activity with a minor.¹

While exact definitions differ from state to state and between military and civilian regulations and laws, most definitions agree on several common elements of an abused or neglected child:

“...a child whose physical or mental health or welfare is harmed or threatened with harm by acts or omissions of his/her parent or other person responsible for his/her welfare.” U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES, Administration on Children, Youth and Families

Prevention through Proper Behavior

All ministers, deacons, teachers, and volunteers must use a great deal of prudence in relating to children and adolescents. They must be aware of behavior that could put a child or adolescent at risk, behavior that could be open to misinterpretation by others, and high-risk behavior that may lead to sexual misconduct. Situations that could lend themselves to opportunities for sexual misconduct or even the perception of the opportunity for sexual misconduct must be avoided at all costs. These situations could include: spending a night with a child or adolescent in the same accommodation, having a child or adolescent as a sole companion on a trip, or continually seeking out the companionship of a child or adolescent.

Churches must exercise reasonable care (for example: background checks, references, etc.) in the selection of workers in order to avoid being liable.²

Prevention through Education

Churches provide the perfect environment for sexual predators because many children are present and the people are generally trusting. Church personnel, teachers, and volunteers will maintain a safe environment in the church community for all, particularly for children. To provide this safe environment involves educating persons within the church to understand what is necessary to maintain such an environment. All personnel, teachers, and volunteers are expected to be thoroughly familiar with and understand the content of these guidelines.

On-Site Mission / Constituted Churches

Churches meeting on CIBC property, by invitation of CIBC, will comply with these guidelines pertaining to the protection of their children and youth, in addition to compliance with the CIBC letter entitled “The Operational Guidelines for Missions and Constituted Churches” dated/revised: January 13, 2009.

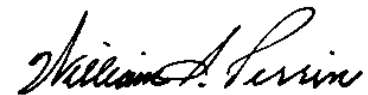
¹ Guidelines for Prevention & Response to Sexual Misconduct. July 30, 2002.

² Church Law & Tax Report, July/August 2001.

Guidelines

1. Background checks shall be done on anyone who works with children or adolescents.
2. References shall be required and checked for all personnel and volunteers.
3. Adults shall avoid being alone with children or adolescents of either sex (in classrooms, in cars, in homes, etc.).
 - **Note:** Our ministry areas are especially open to vulnerability on this point. (Volunteer Mission Groups – tutoring, driving lessons, transporting persons to appointments, etc.)
4. Two adults, above age 18, must be on board at all times whenever a church vehicle is used to transport children or adolescents.
5. An adequate number of adult supervisors shall be present at events involving children and adolescents.
 - Regarding the Youth, Children, Preschool, and Nursery (Extended Session) Sunday School Classes – two teachers shall be present in each class at all times.
 - A female teacher must be present in all classes that have a male teacher.
 - Two teachers must be present during the changing of diapers, training pants, etc.
 - Children that are already Potty Trained can be allowed to go into a bathroom by themselves, but a female teacher must stand outside the door to render assistance to the child in wiping themselves or pulling up their pants.
 - If a teacher is absent and is unable to acquire a substitute, the remaining teacher in that class shall combine the class with another class until such a time as two teachers can be present.
 - “Teach But Don’t Touch Policy” – Avoid excessive, unusual, or inappropriate touches that may be misconstrued (hugs, arms around shoulders, etc.).
6. High-Risk Activities
 - The appropriate leader for any overnight activities shall approve all adult leadership, sponsors, and accommodations in advance.
 - During Youth Lock-Ins
 - Two or more adults, above age 18, shall be present at all times.
 - An adult female chaperone shall be present at all times if female youth are in attendance.
 - Boys and Girls must sleep in separate locations.
 - Youth must stay in a public area and will not be allowed to leave unattended or to go to secluded rooms.
7. If one-on-one counseling of a child, adolescent, or adult is necessary, church personnel must avoid meeting in isolated environments.
 - Counseling sessions shall take place in the “glass-walled” counseling room in the office complex. If this room is in use, the door to the alternate meeting room must be left open.
 - Counseling sessions must be scheduled at times and locations that create accountability.
 - Never put yourself in a position where your character could be called into question.
 - Always have a witness. (Never put yourself in a position where it is your word against another person’s word.)
8. Ministers, deacons, and volunteers should always use the “Buddy System” when visiting the hospitalized and the homebound. When visiting a female, the minister, deacon, or volunteer shall take his wife along on the visit. This is not to thwart ministry, but to create conditions that maintain accountability.
9. All allegations shall be reported to your Supervisor/Director immediately (Committee Chairman, Chairman of Deacons, Chairman of Elders, or Pastor). All allegations will be taken seriously and will be reported to the proper law enforcement authorities.

Personnel, teachers, and volunteers need to be aware that seemingly innocent acts can be misconstrued and result in charges being brought against themselves and the church. Even if proven innocent, it is most difficult for one to ever get over the stigma of being accused of sexual misconduct.



William S. Perrin, Chairman of Elders