

## *Faith Community Presbyterian Church*

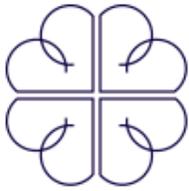
44400 West Ten Mile Road  
Novi, Michigan 48375  
Phone: (248) 349-2345 Fax: (248) 349-5716  
office@faithcommunity-novi.org

### Summary of Sexual Misconduct Policy for Employees, Volunteers, Members

#### **A. Definition of Sexual Misconduct**

Adults are 18 years or older; minors are 17 years or younger. Sexual misconduct is unacceptable behavior, and is a comprehensive term used in this policy to cover the following:

1. **Child sexual abuse** is any contact or interaction with a minor under the age of 18 for sexual stimulation. The behavior may or may not involve touching. Sexual behavior between an adult and a minor is always considered forced whether or not there is consent.
2. **Inappropriate sexual conduct** includes language, visual contact, touching or other behavior judged to be injurious to another's physical or emotional health.
3. **Rape** is sexual contact by force, threat, intimidation, or coercion.
4. **Sexual malfeasance** is the broken trust resulting from sexual activities within a professional relationship. It includes unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature.
5. **Sexual harassment** is an unwelcome sexual advance, verbal or physical contact, or display of sexually related material when:
  - a. The affected party has previously rejected those advances.
  - b. Submission is explicitly or implicitly made a condition of future employment, service or care.
  - c. Such conduct affects morale or performance of the individual or others involved in the situation.
  - d. Persons in the work setting claim to find the material offensive.
6. **Single party conduct** is that where no partner is involved, such as through use of a computer or copier.
7. **Inappropriate use of Technology** to communicate with another to commit sexually abusive activity, including but not limited to the activities listed above.
8. **Minor to minor sexual interaction** such as petting and kissing, or unwelcome and inappropriate sexually oriented conduct.



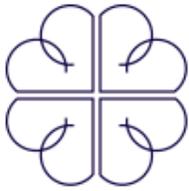
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#### **B. Measures to prevent or stop Sexual Misconduct**

1. Faith Community Presbyterian Church employment forms and forms for volunteers who may have contact with minors shall include specific questions related to previous complaints of sexual misconduct.
2. All applicants and those volunteers who may interact with minors must sign a release form consenting to criminal history background checks. Faith Community Presbyterian Church shall conduct criminal history background checks for all applicants prior to employment. Criminal background checks are required for volunteers whose duties will include contact with minors.
3. All volunteers must be active at Faith Community Presbyterian Church for at least 6 months before serving in a position that includes contact with minors.
4. Employees, session members, and volunteers who may have contact with minors must receive a copy of the summarized sexual misconduct policy and must sign an acknowledgement that they have received and agree to abide by the standards of the policy.
5. All minors participating in any church sponsored off site or overnight activity, or an onsite activity without a parent or guardian in the building must submit a permission slip signed by a parent or guardian. The parent or guardian should indicate in writing whether photos taken of their children may be used on the website or for other external publication (newsletters, brochures, etc.).
6. No minor may ever be alone with only one adult on church premises or in any church sponsored activity unless in a counseling or mentoring situation.
  - a. This policy applies on church property and to church functions offsite.
  - b. A qualified teenager may replace a second adult in a youth group or child care.
  - c. Classrooms with a single teacher and more than one student are acceptable as long as classroom doors are kept open and a second adult is nearby. If only one student attends, teacher and student may join another class, move to a public area, or stay in the worship service.
  - d. In the nursery, when leaving the classroom door open is not practical for child safety, a single teacher is acceptable as long as the classroom door windows are not obstructed and a second adult is nearby (such as teachers in another classroom, deacons performing duties during service, etc.).
7. Employees and volunteers have a duty to report possible sexual misconduct or other forms of abuse of which they become aware. Reports should be made to a minister or elder of the church.
8. Anyone who believes that he or she has been a victim of sexual misconduct by a minister, elder, deacon, employee, or volunteer is advised to report the allegation to a minister or elder, either verbally or in writing.



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**C. Discipline**

1. Any employee or volunteer accused of sexual misconduct with a minor will be restricted from contact with minors at least until the accusation is judged valid or invalid.
2. Session will investigate the accusation thoroughly and judge whether the accusation is valid. During this process the rights and reputation of all parties concerned will be protected and respected.
3. If the accusation is found to be valid, Session will decide on disciplinary actions to be taken within Faith Community Presbyterian Church.
4. If the accusation is found to be valid and possibly in violation of civil laws, Session has a duty to report accusations to civil authorities.

**I have read and agree to abide by the standards of the Faith Community Presbyterian Church Sexual Misconduct Policy as long as I remain an employee and/or volunteer.**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date