

The Episcopal Church of the Redeemer

Safe Church Policy and Procedures Manual

(Newly Drafted June 22, 2026)

I. Theological and Ethical Foundations

The ministry of The Episcopal Church of the Redeemer is grounded in the Baptismal Covenant, which calls us to seek and serve Christ in all persons and to respect the dignity of every human being. The church is called to create safe, welcoming, and holy spaces for all people—especially children, youth, and vulnerable adults.

The Episcopal Church recognizes that positions of leadership create inherent power imbalances and that misuse of such power is harmful and contrary to the Gospel. [\[TEC Model Policy\]](#)

This policy establishes standards, practices, and accountability structures to ensure safety, dignity, and trust in all Redeemer ministries.

II. Scope of the Policy

This policy applies to:

- Clergy
- Staff (paid and unpaid)
- Volunteers
- Vestry members
- Ministry leaders
- Any parishioner or individual accessing church facilities

It governs:

- Ministry with children and youth
- Ministry with vulnerable adults
- Building access and facility use
- Behavioral expectations and supervision standards

III. Definitions

TEC: The Episcopal Church

DSO: Diocese of Southern Ohio

Child: A person under 12 years of age

Youth: A person ages 12–18

Vulnerable Adult: Any adult who may be unable to protect themselves due to age, disability, or circumstance.

Leader: Any adult responsible for ministry oversight or supervision

Keyholder: Any individual granted building access via code or key

IV. Screening and Training Requirements

A. Required Screening

All individuals in ministry with children, youth, or vulnerable adults must:

- Complete required background checks
- Submit references (as applicable)
- Complete applicable Safe Church training

B. Required Training

Redeemer uses Safe Church, Safe Communities training (Praesidium Academy or equivalent diocesan-approved in-person training).

Training must be:

- Completed prior to ministry participation or building access.
- Renewed per diocesan guidelines, every three years.

Training ensures that leaders understand how to recognize and prevent abuse and maintain safe ministry environments. [\[DSO Safe Church Policy pg. 1\]](#)

V. Standards for Supervision and Ratios

Redeemer adopts the **Episcopal Church's staggered supervision model** with the following requirements and ratios:

Key Requirements:

- A minimum of **two unrelated adults** must be present at all times in ministry with children or youth.
- Additional adults must be added based on:
 - Group size
 - Age of participants
 - Type of activity (e.g., off-site, overnight, transportation being provided)
- General ratios for adult to minor participants are as follows (***remembering that two adults should still be present***):
 - 5 years & younger —1:6
 - 6–8 years —1:8
 - 9–14 years —1:10
 - 15–18 years —1:12

This approach prioritizes flexibility while maintaining safety and accountability as outlined in Episcopal model policies. [\[TEC Model Policy pg. 16\]](#)

Diocese of Southern Ohio policy **recommends a ratio of 1:5**, regardless of the age of participants. [\[DSO Safe Church Policy pg. 5\]](#)

One-on-One Interactions:

- Should very rarely occur with children or youth and may possibly happen more often with vulnerable adults. When they feel necessary due to ministry circumstances or the confidentiality of information being shared, one-on-one interactions should:
 - Occur in visible, interruptible settings. [\[DSO Safe Church Policy pg. 5\]](#)
 - Occur in communication methods that follow Safe Church guidelines [\[TEC Model Policy pg. 26\]](#)

VI. Behavioral Standards

All leaders must:

- Maintain appropriate boundaries.
- Avoid favoritism or isolating individuals.
- Use appropriate language and conduct.
- Avoid physical contact beyond appropriate, brief, and public expressions.

Prohibited behaviors include:

- Grooming behaviors

- Unsupervised one-on-one isolation
 - Inappropriate communication (digital or in person)
 - Any form of abuse, harassment, or exploitation
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VII. Building Access Policy

A. Eligibility for Building Access

Any parishioner seeking building access must:

1. Complete all required **Safe Church universal training modules**
2. Submit proof of completion to the **Director of Operations**
3. Receive approval before access is granted

No exceptions will be made. These are mandated guidelines.

[\[TEC Model Policy pg. 11\]](#)

[\[DSO Safe Church Policy pg. 2\]](#)

B. Training Access

Individuals may complete training:

Online:

- To access the training, visit the Praesidium website using this link: <https://www.praesidiumacademy.com/redeem>.
- Create a profile and use the following registration code for Church of the Redeemer: **reg-diosohio-513-redeemerhydepark**.
- Once that is submitted, three more registration questions will pop up:
 - Your role at the church (choose volunteer)
 - Full-time or part-time (choose part-time)
 - Specific role at the church (choose Program Volunteer)
- Complete the universal training modules required for building access:
 - Introduction and Theological Background
 - Organizational Rules and Policies
 - Healthy Boundaries
 - Inclusion

In Person:

- By attending a diocesan or parish-hosted Safe Church training. Information about both options will be provided upon request or communicated through parish channels.

C. Distribution of Access Codes

- Access will be granted **only to individuals**, never to groups/ministries.
- **Ministry group codes will not be created or distributed.**
- Each individual must complete training independently to receive access.

D. Code Security and Accountability

- Access codes are **strictly confidential**
- Codes may **not be shared** under any circumstances

Violation Policy: If an investigation determines that:

- A code was shared, and
- That sharing contributed to unsafe conditions,

Then:

- The responsible individual's access will be **revoked immediately**
- Future access may be denied

This is Church of the Redeemer's commitment to safeguarding our space the best we can.

E. Event Communication and Scheduling

All ministry events requiring building use must:

- Be communicated to the appropriate **staff liaison**
- Be placed on the **church calendar**
- Include clear details about:
 - Time
 - Location
 - Responsible leader

Access to the building will be provided through designated entrances based on the location of the event. Exterior doors will be unlocked for a limited period before the event begins and for a short

time afterward. The specific access window will be determined by the event details submitted during the scheduling process.

Building access will only be arranged for events that are properly scheduled.

F. Entry Points

Authorized building entry will occur through:

- **Paxton Side Door (next to the Chapel):** For events on the main church level.
- **Raymar Undercroft Entrance:** For undercroft-level events.

No other routine access points are permitted without prior approval.

G. Accessibility

Accommodations are available for individuals who require elevator access. To ensure appropriate arrangements can be made, requests for elevator access:

- Should be communicated in advance whenever possible.
- Are the responsibility of the **ministry leader hosting the event**.
- Will be coordinated on a case-by-case basis.

Advance notice allows staff and volunteers to coordinate safe and convenient access to the building.

VIII. Off-Site and Overnight Programming

Additional safeguards must include: [\[TEC Model Policy pg. 14-17\]](#)

- Completed permission forms.
 - Medical information access.
 - Transportation protocols.
 - Adequate adult supervision ratios (**remembering that two adults should be present**):
 - 5 years & younger — 1:5
 - 6–8 years — 1:6
 - 9–14 years — 1:8
 - 15–18 years — 1:10
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IX. Reporting Concerns and Incidents

All concerns, suspected abuse, or policy violations must be reported immediately to:

- Appropriate ministry leader
- Clergy
- Director of Operations
- Canon to the Ordinary

PLEASE NOTE: Any participant or volunteer who needs to make a report will be assisted by the appropriate staff member, ministry leader, or designated Safe Church contact. Support and guidance will be provided throughout the reporting process to ensure that concerns are addressed appropriately and that no one is expected to manage the process alone.

Mandatory reporting laws must be followed, as the Episcopal Church and Diocese of Southern Ohio mandate that we are morally obligated to do so. [\[TEC Model Policy pg. 4 & 20\]](#) [\[DSO Safe Church Policy pg. 6\]](#)

No retaliation will be tolerated against individuals who report concerns in good faith.

X. Policy Implementation and Review

- This policy will be:
 - Reviewed annually.
 - Updated as needed to remain compliant with diocesan standards.
- A Safe Church audit will occur at regular intervals.

The Episcopal Church requires dioceses and congregations to maintain policies aligned with model standards and to periodically assess compliance. [\[TEC Model Policy\]](#)

XI. Acknowledgment and Agreement

All individuals required to follow this policy must:

- Acknowledge receipt.
- Agree to abide by its contents.
- Complete required training.