

REQUIRED

Boundaries Training and Sexual Harassment Prevention Training

Committee on Ministry Approval: October 1, 2019

Presbytery Approval: October 26, 2019

Motions

That Presbytery requires all teaching elders and CRE's of the Presbytery to take Boundary Training offered by the Presbytery **every three years**, the penalty for noncompliance is non-renewal of terms of call.

That Presbytery requires all teaching elders, including retired clergy serving a church in some capacity and CRE's of the Presbytery to take a Sexual Harassment Prevention Training as required by New York State **annually**, the penalty for noncompliance is non-renewal of terms of call.

Boundary Training (BT) required by the Presbytery every three years will be offered by the Presbytery once every three years.

Boundaries such as financial, business, ethics, and gifting, the blurring of these kinds of boundaries happens with much higher regularly.

Sexual Harassment Prevention Training (SHPT) required by New York State annually can be taken through the PRC (Practical Resource Center) or any New York State Certified Course. Proof of compliance is required if taken outside the Presbytery.

This is an online and interactive 60-minute session, **offered monthly**, which meets New York State Standards for Sexual Harassment Prevention Training. It includes an explanation of sexual harassment, church-based case studies of unlawful sexual harassment, information concerning employees' rights, information addressing conduct by church leadership and the responsibilities of the church's leadership, information on the documents the church must have in place, information concerning the federal and state statutory provisions concerning sexual harassment.

The Stated Clerk will hold a **Record of Attendance and Participation**. It will be included in an annual report to Presbytery to be published in the presbytery meeting minutes for the purpose of keeping a record at the presbytery level, and until those noncompliant members have participated in the BT and SHPT. Members governed by this policy are responsible for maintaining a record of the training they have taken.

The CoM is authorized to approve other training opportunities as substitutes for this required training. If training was taken in another judicatory within the prior three years, the Committee of Ministry might consider that training as fulfilling the requirement of training. It is the responsibility of the incoming clergy or candidate to submit to the Presbytery the documentation and information about the training they desire to have approved for equivalency. Further, the CoM is authorized to work with other religious bodies to conduct and approve ecumenical training opportunities. The CoM is also authorized to provide alternative training for people who are outside the boundaries of the Presbytery.

Noncompliance members who have not met the annual attendance of the Sexual Harassment Prevention Training required by New York State and the Boundary Training required by the Presbytery every three years within the required year.

The following steps are to be taken in sequence.

1. A personal telephone call or in-person contact will be made with each noncompliant person by the CoM Liaison to determine the reason(s) for failure to participate in the Boundary Training and/or Sexual Harassment Prevention Training and inform the participants of the next available training opportunity. Reasons given for noncompliance will

be shared with the CoM and evaluated on a case-by-case basis, and the CoM will make decisions regarding the validity.

2. After the next scheduled Boundary Training or Sexual Harassment Prevention Training opportunity has come and gone, each member still not in compliance will receive a letter which will be sent by the CoM, informing the noncompliant member that a letter describing the unexcused noncompliance with this Presbytery mandate will be placed in their file, to be made available as information to congregations and Presbyteries conducting inquiries in any relocation processes. Such letters will remain in the person's file until they have complied with the Presbytery mandate by participating in a Boundary Training and or Sexual Harassment Prevention Training. In addition, they will be included in the Stated Clerks report, and a letter will be sent to the appropriate Session, or other relevant hiring body, notifying them of members failing to comply.

Or

After the next scheduled BT or SHPT opportunity has come and gone, each member still not in compliance will be notified of their noncompliance, and they will be included in the Stated Clerks report. In addition, a letter will be sent to appropriate Session, or other relevant hiring body, notifying them of the members failing to comply.

3. Finally, the penalty for noncompliance is non-renewal of terms of call and notification to the Churches Insurance company of noncompliance with