Model Policy Implementation

Instructions on Distribution & Timeline

For Parishes and Diocesan Organizations

Model Policies for the Protection of Children, Young People and Vulnerable Adults are being distributed to parishes beginning October 25, 2021.

Distribution

Upon receipt of the Model Policies copies should be distributed to:

- All Clergy
- All Parish Staff (full-time, part-time)
- Volunteers who coordinate or lead program areas (ie: Acolyte warden, after school program coordinator)
- All Vestry members

Timeline

The following timeline has been developed to provide parishes with ample time to complete each step, while also completing the first Annual Self Audit in a timely manner. Parish leadership should review the timeline to make sure they have what they need.

- **October 25 - December 1, 2021**
    - Review of Model Policies by all listed in the distribution list and any additional individuals parish leadership deems necessary

- **December 1, 2021 - January 15, 2022 - Policy Adoption and Application for Site Specific Modification**
    - Model Policies must be adopted by parish vestry and organization boards on or before January 15, 2022. This information is part of the parish/organization Self-Audit.
    - Any parish or organization developing “Site Specific Modification” to the Model Policies should submit the ONLINE form through the Office of Diocesan Life on or before January 15th.
    - Model Policy Audits will NO LONGER be conducted by regular parish auditors. The parish or organization program administrator or someone designated by the Vestry or Board should conduct the Annual Self Audit.

- **March 1 - March 30, 2022**
    - All Updated Safeguarding Modules **should** be completed by Praesidium for release.

    - All Parish Praesidium Administrators will participate in an orientation and training on the new Praesidium Academy. **Dates will be announced as soon as we know when all modules will be released.**

- **February 1 - July 1, 2022 - Verification of Parish/Organization Records**
    - Parishes and Organizations should use this time to verify that ALL required persons have met the specific records check and training requirements for their ministry category.
        - See Appendix A in the Model Policies for this information.
    - Parishes and Organizations should use this time to catch up those individuals who are missing pieces from their records checks
    - Parishes will need to use this time to ensure all required parties have completed the new training modules.
        - See Appendix A in the Model Policies for this information.

- **July 1 - August 31, 2022 - Parish and Organization Self-Audit Period**
    - Parishes and Organizations must complete and report their initial Annual to the Diocesan Executive Council on or before July 31, 2022.
    - Following this initial Annual Self-Audits will be due by March 31st of each year.

- **September 1 - October 15, 2022 - Self-Audits Review Period**
    - All Self-Audits will be reviewed by Jimi Paderick and Emily Gowdy Canady prior to reporting to Diocesan Executive Council.
        - Parishes and Organizations will be notified of issues or discrepancies to be handled before the Executive Council meets for their next regularly scheduled meeting.

EGC/10-2021