



CHECKLIST FOR ASSESSING IMPLEMENTATION OF OCA/DIOCESAN SEXUAL MISCONDUCT STANDARDS AT _____ ORTHODOX CHURCH

The following checklist has been prepared to help parishes to evaluate how active and up to date their compliance to the OCA Misconduct policy has been and to identify areas of action.

It follows a standard quality audit process used in industry known as “PDCA”:

- A. Plan
- B. Do
- C. Check
- D. Act

A. Planning – Have we prepared the parish to implement the policy?

1. The priest and parish leaders have read the OCA Policy.
2. Priest and key parish leaders and all persons currently working with children or youth have viewed video: “Reducing the Risk of Sexual Misconduct II”.
3. The policy has been discussed with the parish council within the last six months.
4. A parish risk committee has been formed to define standards for our parish.
5. A parish manual describing specific standards and approaches to be followed in our parish has been developed and approved by the Parish Council.
6. The manual
 - a. includes written standards for:
 - i. Church school
 - ii. Altar servers
 - iii. Youth activities
 - b. Requires:
 - i. Two persons at all times with church school classes
 - ii. Written permission slips before any Youth field trip
 - iii. other _____
 - c. Provides info on:
 - i. What to do in case of :
 1. How to report an incident
 2. fire (obviously not directly related to misconduct)
 3. Other _____

Parish Implementation Checklist for OCA/Diocesan Sexual Misconduct Standards

Diocese of the Midwest, Orthodox Church in America

9/7/07



- d. Forms have been created for:
 - i. Application to work with youth
 - ii. Reporting an incident
- 7. Background checks
 - a. We have arranged for a place to have fingerprint and background checks done for church school and youth workers.
- 8. File Cabinet – A locked parish file cabinet has been designated to keep all relevant files and info (background checks etc.). Access to the file cabinet according to a defined policy.
- 9. We have reviewed parish facilities to assess facility changes required to comply with the policy.
- 10. Costs for implementing this policy are in the parish budget

B. Doing –We are doing what we say in the Policy

- 11. Risk Committee
 - a. A risk management committee has been nominated and approved by the parish council
 - b. Positions are currently filled.
 - a. Names have been submitted to the Diocesan offices
- 12. Insurance
 - a. The parish has sexual misconduct insurance.¹
 - b. The Diocese and OCA are named as additional insured to protect the OCA and our Hierarch against claims of misdeeds which occur in our parish.
- 13. Church worker preparation and background checks
 - a. All of the persons currently working with children and youth have viewed the video
 - b. Background checks have been performed for all of the persons currently working with children and youth.
- 14. Facilities changes to comply with the policy have been implemented.
- 15. Policy points are implemented – Evidence exists to demonstrate that the following policy points are actively being followed by the parish:
 - a. All school rooms are staffed by two teachers.
 - b. Permission forms are filled out for any field trip.
 - c. Allegations have been taken seriously and acted upon promptly.
- 16. Files – Up to date versions of the following information is available in the designated file cabinet:

¹ The OCA policy recommends that parishes strive toward coverage of \$1 million.



Parish Implementation Checklist for OCA/Diocesan Sexual Misconduct Standards

Diocese of the Midwest, Orthodox Church in America

9/7/07

- a. Copies of background checks
- b. Permission forms collected before any field trips
- c. Approved list - An accurate up to date list of adults screened and approved to work with minors in the parish is available in the file cabinet.
- c. Insurance coverage

17. Misconduct Manual

- a. The Parish misconduct manual has been posted on our parish website.
- b. The manual has been explained to the parish via newsletter/bulletin articles coffee hour talk etc.
- c. A booster reminder has been in the parish bulletin in the last twelve months.

C. Checking

- 18. In the last twelve months the risk committee periodically has reviewed its policies, the risk manual and the implementation of same to identify opportunities for simplifying while improving protection.

D. Acting

- 19. Improvements identified in the last 12 months have been implemented.