

Safeguarding God's Children

The Diocese of East Tennessee

Notice of the Annual Adoption of the *Policies and Procedures Manual for Dealing with Sexual Misconduct* by vestry/council/board.

To: The Bishop, Standing Committee, and Bishop and Council of the Diocese of East Tennessee

From:

_____ (Name of parish, worshipping community, or other institution)

_____ (Mailing address)

_____ (City, state, zip code)

The Policies and Procedures Manual for Dealing with Sexual Misconduct established by the Diocese of East Tennessee was adopted at a duly convened meeting of the vestry/board of this parish/worshipping community/institution on _____ (date). This resolution also contains an agreement to cooperate in any Response Team or Standing Committee investigation and to carry out any disciplinary action recommended by the Diocese with respect to its lay employees and volunteers as requested in Section VI, A, of the *Manual*. A copy of the adopting resolution and the minutes of that meeting are attached.

Sexual misconduct insurance coverage for this parish/mission/institution is carried by:

(Insurance Company)

Amount of coverage \$ _____ .

Effective dates of policy _____ .

(Signed by Vestry Secretary or Clerk)

(Date)

Please make a copy of this for your files and mail original to The Rev. Canon Stephen Askew, 814 Episcopal School Way, Knoxville, TN 37932.