



CENTER for SPIRITUAL CARE & PASTORAL FORMATION

Code of Ethics & Grievance Protocol

100 INTRODUCTION

Members of the CENTER for SPIRITUAL CARE & PASTORAL FORMATION (CSCPF) seek to maintain the highest standards of practitioner and collegial ethics. Therefore members affirm their intention to work together with colleagues, interns/learners, clients/patients, and institutions in an attitude characterized by respect and intentionality consistent with the CSCPF Commitment.

110 PURPOSE

CSCPF offers this code in order to inform its members, stakeholders, and the public of the agreed upon commitments made by members, the values upon which these commitments are based, the basic standards of CSCPF and Individual Member conduct.

120 THE COMMITMENT

As members of the CSCPF world community of lay and ordained practitioners active in the disciplines of spiritual and pastoral services, we each personally make the following commitment:

120.10 I affirm CSCPF is a Community of Communities.

- I recognize each Practitioner Community, Learning Center, and Serving Site is a Community and autonomous.
- I recognize the interdependence of all communities, and that the action of one can affect the wellbeing of others.

120.20 I commit to supporting a grassroots leadership that informs and serves CSCPF.

- I recognize that the leadership is ultimately responsible to serve the common interests of all Communities making up CSCPF according to its policies and standards.

120.30 I commit to support the foundational goal of our Community that is to build respect for the inherent worth, dignity, and individuality of every person in our organization.

120.40 I commit to help to create a community of honest engagement that fosters the individual's as well as the community's self-awareness.

- I commit to embrace transparency, trust, and inclusiveness.

120.50 I commit to embrace the profound place of trust that my community places in me.

120.60 I commit to offer a spirit of transformational healing and support to fellow servants of our community.

120.70 I commit to respect those I serve by maintaining highest standards in all aspects of my service.

120.80 I commit to conduct my work in a relational and harmonious manner.

120.90 I commit to continually bring the gift of presence, knowing, and self-transformation while practicing serious reflective engagement.

130 VALUES

As a confederation of autonomous communities committed to the same principles and standards:

130.10 We value respect for all persons.

- We are committed to a diverse and inclusive membership.
- We welcome and provide collegial opportunities without regard to unlawful considerations of sex, sexual orientation, gender (including gender identity and/or expression), race, color, creed, national or ethnic origin, citizenship status, religion or philosophical beliefs, disability, marital and civil union status, age, genetic information, veteran status or any personal attribute or characteristic that is protected by applicable local, state or federal laws.

130.20 We value our shared commitment to the importance of relationship.

- We place a priority on the significance of the relationships among ourselves.
- We believe allowing space for others to grow, so each individual can find meaning and a compelling incentive to continue to embrace life with dignity, grace and wisdom.
- We believe that in surrendering the ego we begin the process of accepting the self exactly as it is, helping each to find the hidden gifts that are available to all.
- We believe that when these gifts are embraced, we then connect to the sources of hope and inspiration in life.
- We believe this transformation allows us to return to our true nature, sense of humor, trust, openness, curiosity and faith.

130.30 We value personal agency and creativity.

- We believe we are each responsible to make a space for one another and stand ready to walk with one another in our respective spiritual journeys.
- We believe in grace in relationship.
- We recognize there are instances when the individual need is greater than the organizational need. In those instances, grace raises the individual importance above the importance of the institution.

130.40 We value collegiality.

- We see ourselves as pilgrims, spiritually and/or existentially, seeking a truly collegial practitioner community.
- We relate to one another with a profound recognition of the theological and philosophical contexts of our humanity.
- We are mutually responsible to one another for our work in spiritual care and pastoral formation.

130.50 We value autonomy in the context of interdependence.

- We recognize each Practitioner Community, Learning Center, and Serving Site is a Community and autonomous.
- We recognize the interdependence of all communities, and that the action of one can affect the wellbeing of others.

130.60 We value the rich and varied history of spiritual care and pastoral formation.

- We recognize that we are not the first such community to be formed and endeavor to develop and maintain collegial relationships with members of other communities and organizations in the Spiritual Care profession.

140 ETHICAL RESPONSIBILITIES

140.10 CSCPF RESPONSIBILITIES AS A COMMUNITY ORGANIZATION

CSCPF is ethically responsible to:

140.11 consistently live in, and live into, its stated values, following its by-laws and processes.

140.12 provide a grievance protocol to its members articulating a fair and reasonable process by which to address grievances.

140.13 provide opportunities for its members' growth as practitioners and persons.

140.14 its members, as well as to others by not assuming that everyone who needs an ethical consultation will know that they need one.

140.15 to dialogue with its members and others with the goal to enhance understanding about the precise nature of the ethical concern.

140.20 CSCPF MEMBER RESPONSIBILITIES TO OTHER CSCPF MEMBERS

Members are ethically responsible to each other through participation in CSCPF communities – Practitioner Communities, Learning Centers, Serving Sites.

Members will:

140.21 commit to this ethics code, as well as make and abide by decisions based on this ethics code.

140.22 be accountable through Practitioner Communities, Learning Centers, Serving Sites regarding issues of practitioner competence, pastoral concerns, ethics, and personal integrity.

140.23 recognize that not all ethical issues can be accounted for in any ethical code.

140.24 facilitate the freedom to share their private and public opinions, distinguishing these from the positions of CSCPF.

140.25 take concerns of impairment, incompetence, or other behavioral problems seriously and will follow the *CSCPF GRIEVANCE PROTOCOL* in section **150**. Concerns for such are required to be addressed first within each local Community.

140.30 CSCPF MEMBER RESPONSIBILITIES in RELATIONSHIP to CLIENTS/PATIENTS

Members are ethically responsible to:

140.31 affirm the dignity of and serve all persons without discrimination.

140.32 provide care that is in the best interest of the client/patient.

140.33 recognize and take action to mitigate the influences of power differentials that exist between “care provider” and “care receiver.”

140.34 disclose any existing dual relationships and potential conflicts of interest.

140.35 maintain accurate records of interactions in accordance with the policies of the employing institution and places of professional practice.

140.36 ensure the confidentiality of clients/patients, adhering to the policies of their employing institutions and respecting private conversations.

140.37 collaborate with or refer to colleagues who may be better equipped than the CSCP member to provide care for a client/patient based on the needs of the specific case.

140.38 accurately represent their qualifications and affiliations.

140.40 CSCP MEMBER RESPONSIBILITIES in RELATIONSHIP to OTHER PROFESSIONAL ORGANIZATIONS and COLLEAGUES

Members are ethically responsible to:

140.41 respect the beliefs, opinions, and affiliations of others.

140.42 maintain their commitment to, and in good standing with, the spiritual or philosophical group with which they are affiliated.

140.43 maintain their commitment to, and in good standing with, the endorsing agencies and/or licensing bodies with which they are affiliated.

140.44 maintain their commitment to, and in good standing with CSCP and their employing institution.

140.45 seek guidance from colleagues when it is in the best interest of those being served.

140.46 accurately represent their qualifications and affiliations.

140.47 establish collaborative relationships with others in the field.

140.48 disclose any existing dual relationships and potential conflicts of interest.

140.49 maintain a posture of lifelong learning.

140.50 CSCP MEMBER RESPONSIBILITIES between SUPERVISORS and INTERNS/LEARNERS

Supervisors are ethically responsible to:

140.51 keep accurate, confidential, financial and educational records for each intern/learner.

140.52 provide meaningful and timely feedback regarding each intern/learner's process.

140.53 alert intern/learners if there are any concerns that may influence the intern/learner's qualification to receive credit for service or learning and education.

140.54 respond in a meaningful and timely way to any grievance that might be made by intern/learners.

Interns/Learners are ethically responsible to:

140.55 utilize their CPE Learning Center for growth as persons and practitioners.

140.56 maintain their own records of their learning process

140.57 alert the supervisor if there are any concerns regarding the learning process.

140.60 CSCP MEMBER RESPONSIBILITIES REGARDING RESEARCH

Members are ethically responsible to:

140.61 propose the research to the Institutional Relations Board (IRB) of the institution under which the research is being conducted.

140.62 conduct research that is within the boundaries of the member's competence.

140.63 conduct research according to the procedure outlined by the IRB, including but not limited to informed consent, participant rights, design, and methodology.

140.64 attribute sources when using or citing the work of others.

140.65 report on research findings accurately.

150 CSCP GRIEVANCE PROTOCOL

It is the responsibility of the Ethics Team Liaison to provide consultation to Practitioner Communities regarding training and resources for dealing with ethical concerns.

The Ethics Team Liaison in consultation with Practitioner Community Liaisons shall monitor any complaints made against CSCP members, with a mindset toward redemption and restoration as well as that of justice.

150.01 THE AD HOC ETHICS PANEL

The Ad Hoc Ethics Panel is appointed by the Ethics Team Liaison in response to each Ethics case and should be composed of a minimum of the Ethics Team Liaison, a member of both the petitioner's and respondent's Practitioner Community, and Individual Members of CSCP at the same certification levels of both the petitioner and respondent. The Ad Hoc Ethics Panel serves as the first stage of review.

150.02 THE FULL ETHICS REVIEW PANEL

The Full Ethics Review Panel is composed of five individuals appointed by the Fiduciary Council and re-affirmed annually. This Full Ethics Review Panel serves as the "court of last resort" whose decisions are final.

150.10 GRIEVANCE PROCEDURE

Any person with an ethical complaint, reporting any incident of ethical violation, or presumed violation, against a person certified by CSCP can file a Grievance.

150.11 The complaint shall be filed in writing with the Ethics Team Liaison, stating the exact nature of the complaint, the individual(s) against whom the allegation is made, and when the alleged event occurred.

- If upon initial review, the Ethics Team Liaison believes the evidence provided requires immediate action, the Full Ethics Review Panel may be immediately convened.

150.12 Upon receiving the complaint, the Ethics Team Liaison will immediately notify the respondent and the Practitioner Community Liaison of the person against whom the complaint is registered.

150.13 Within 30 days of receipt of a complaint, the Ethics Team Liaison shall form an Ad Hoc Ethics Panel and review the complaint and determine the merits of the complaint.

150.14 Determination of Merit by the Ad Hoc Ethics Panel

- If the complaint is deemed without merit, the petitioner and respondent will be notified to that effect.

- If the complaint is judged to have merit, the petitioner and respondent will be notified and the Ad Hoc Ethics Panel will process the complaint.
- In either situation, either party may file an Appeal (see **150.19**)

150.15 Within the 30 days of determination of merit, the Ad Hoc Ethics Panel will process the complaint, interview the parties as needed, make a judgment, determine any appropriate recompense or penalties required, and notify the petitioner/complainant and respondent of such.

- The interview process will allow for the person against whom the complaint has been made to have an opportunity to respond to the allegations.

150.16 DECISIONS BY THE AD HOC ETHICS PANEL

The petitioner and respondent will be notified of the decision by the Ad Hoc Ethics Panel. Either party may file an Appeal (see **150.19**).

150.17 All matters regarding ethical complaints shall be handled with full confidentiality.

- All parties and members of each Ad Hoc Ethics Panel are bound to full confidentiality.

150.18 All members of CSCP are barred from retaliating against any complainant/petitioner and/or any individual participating in the investigation, deliberation and decision of an Ethics complaint.

150.19 APPEAL:

- If the petitioner/complainant is not satisfied with the Ad Hoc Ethics Panel's judgment, he or she may, within thirty days, again notify the Ethics Team Liaison, who will convene the Full Ethics Review Panel to review the complaint and the Ad Hoc Ethics Panel's decision.
 - The Full Ethics Review Panel is to convene within thirty days of the request.
 - The Full Ethics Review Panel may sustain the Ad Hoc Ethics Panel's decision or overrule it and make its own decision, and notify the petitioner/complainant and the person against whom the complaint has been made.
- If the person against whom the complaint has been filed is not satisfied with the Ad Hoc Ethics Panel's judgment, he or she may, within thirty days, again notify the Ethics Team Liaison, who will convene the Full Ethics Review Panel to review the complaint and the Ad Hoc Ethics Panel's decision.
 - The Full Ethics Review Panel is to convene within thirty days of the request.
 - The Full Ethics Review Panel may sustain the Ad Hoc Ethics Panel's decision or overrule it and make its own decision, and notify the petitioner/complainant and the person against whom the complaint has been made.

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