

ARCHIVO E HISTORIA CANCEN

REV. EDGAR AVITIA LEGARDA



Policy Book (vol. 2)



ARCHIVO E HISTORIA
CANCEN
REV. EDGAR AVITIA LEGARDA

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ARTICLES

ARTICLE 764 DEFINITIONS

The Archives and History Directorate will be the body responsible for compiling, preserving, safeguarding, using, and disseminating materials relating to the past and present of the Methodist Church of Mexico, A.R.

ARTICLE 765 FUNCTIONS

- a) Organize, classify, inventory, catalog, preserve, and safeguard the Church's document collection.
- b) Enrich the heritage of the Historical Archive of Mexican Methodism.
- c) Organize consultation services of materials.
- d) Disseminate the contents of the archive to the work of the Directorate.
- e) Research and disseminate the history of Mexican Methodism.
- f) Link the work carried out in the archive with the daily work of the Church.
- g) Promote the creation of chapters of this organization at each of the IMMAR annual conferences.

ARTICLE 766 DIRECTOR

The director of archives and history will be elected by the general conference from a list of three candidates submitted by the Society for Historical Studies of Methodism in Mexico.

ARTICLE 767 RESPONSIBILITIES

- a) He/She will be responsible for promoting and carrying out all activities aimed at achieving the objectives of this directorate.
- b) He/She will present a four-year work plan and annual operating budget to the General Cabinet.
- c) He/She will present reports on the work performed to the Annual Conference, the General Conference, and the General Cabinet.
- d) He/She will serve as executive secretary of the Society for Historical Studies of Methodism in Mexico.

ARTICLE 768 DURATION

The Director of Archives and History will hold office for four years and may be reappointed only once. The General Cabinet will decide whether this official is full-time or part-time.

ARTICLE 769 VACANCY

If for any reason the position of director becomes vacant, the general cabinet will appoint a replacement.

ARTICLE 770 REQUIREMENTS

- a) Be of Mexican nationality.
- b) Be at least 25 years old.
- c) Have completed studies in the social sciences and archival science.

- d) Be a member in good standing of the Methodist Church of Mexico, AR, for at least four years.
- e) Be a faithful tithe-payer.

NOTE: The articles mentioned come from the IMMAR National Discipline. We have relied on it since there are currently no articles on the subject in the CANCEEN Discipline. The *Archive and History CANCEEN Rev. Edgar Avitia Legarda* adheres to conference standards.

MISSION, VISION & OBJETIVES OF THE ARCHIVE

Mission

Preserve, organize, and disseminate CANCEEN's documentary and historical heritage, promoting access to information and knowledge of God's work in the past, and encouraging research to strengthen IMMAR's identity.

Vision

To be a leader in the preservation and dissemination of IMMAR's history, facilitating access to documents and resources that inspire future generations to learn from their heritage and contribute to the spiritual and cultural development of our church.

Objetives

I. Make Disciples of Jesus Christ

Facilitate and support the enrichment of the historical archives and thus strengthen the development of faith communities that seek to learn from the past to rejuvenate the future of the Methodist Church.

II. Strengthen seminarians, pastors, and lay persons

Support the research and learning of church leaders and lay persons through knowledge of the history of Methodist Methodism.

III. Strengthen and support new chapters at other IMMAR annual conferences

Help initiate and support new chapters at annual conferences that do not yet have an archive by promoting our *AH CANCEEN*.

LOCATION OF THE ARCHIVE

The Directorate of the *Archive and History CANCEEN Rev. Edgar Avitia Legarda* will be established in a location suitable for the safekeeping of historical documents, both received for safekeeping and those that have been permanently donated.

Thanks to the collaboration of the Conference Cabinet and Palmore College, we have been provided with an appropriate location for the Conference Archive. This will be the only place where CANCEEN's historical collection can be officially housed. The location will be established at the following address:

Calle Valentín Gómez Farias #9, Zona Centro, 31000, Chihuahua, Chih.

RULES FOR BUILDING USE

Hours of Operation and Holidays

Monday through Friday	10:00am – 4:00pm (by appointment)
Saturday	by appointment only
Sunday	by appointment only

A visit to the archive must be requested at least 24 hours in advance. The archive will be closed during public holidays.

Access to the Building

The following persons have the authority to grant access to the archive and hold an entry key:

- Members of the AH CANCECEN commission
- The Bishop of IMMAR CANCECEN
- A designated person from Palmore College

Kitchen Rules

The use of the kitchen will be basic. This could include:

- Providing water, coffee, or tea to visitors
- Storing cold cuts to serve during a meeting or conference
- Heating pre-cooked food to serve during a meeting or conference
- Storing and/or heating food for the receptionist or a commission member
- Providing a simple breakfast to guests

Rules when Handling Documents

In the document collection and research areas:

- After presenting a form of **identification**, all visitors are required to sign the registration book before entering the areas of collection and research so as to maintain an official registration
- Strictly **authorized personnel** only
- It is mandatory to enter with appropriate **gloves** and **face masks**
- **Foods** and **liquids** are strictly prohibited
- No **backpacks**, **bags**, nor **purses** are allowed
- **Children** under the age of 12 are not allowed

Conference Area Rules

- Members of the *AH CANCECEN* commission will have the right to organize any type of conference or meeting related to the archive or any IMMAR event.
- Any member of the *AH CANCECEN* commission may, at their discretion, authorize a conference or meeting to be held on archive premises, even if it is not directly related to archive or IMMAR activities, but benefits the archive and/or the *AH CANCECEN* commission's relationship with the entity requesting the space.
- It is highly recommended that at least one person from the *AH CANCECEN* commission or the *CANCECEN* Bishop's office be present at all times if and when the archive facilities are being loaned out.

- Members of the *AH CANCEN* commission may, at their discretion, decide to charge a recovery fee for the use of the facilities to entities other than *IMMAR* to help defray the costs of the services.
- All applicants must complete the *Meeting Room Request Form* to have it filed for record keeping purposes.

Use of Electronic Devices

- Written instructions must be posted so that everyone knows how to use all technology in the conference room.
- Only persons who have been trained in the use of all computers, printers, scanners, or other electronic devices may use them.
- A recovery fee will be charged for each printed page.

Security

Entrance

The main door will remain locked at all times. Anyone requesting access must identify themselves before being allowed to enter. We reserve the right to refuse admission at the discretion of the person in charge of the archives at the time, and they are authorized to deny access if they deem it necessary.

A security system must be installed and functioning. Preferably, one of the cameras should focus on the access area to identify anyone ringing the main doorbell.

Fire

In case of a fire, all personnel of the *AH CANCEN* must be informed about the location of and trained to use the fire extinguisher as well as informed about evacuation routes.

Smoking is prohibited in the archive, as is the use of candles, oil heaters, and any flame-producing objects. Only electrical appliances (such as microwaves) may be used in the archive.

Animales

Entry of animals (such as dogs and cats) is prohibited with the exception of service pets.

Expulsion

Any personnel of the *AH CANCEN* shall reserve the right to remove any person from the premises found to be intoxicated, under the influence of alcohol or drugs, or who engages in disorderly or violent conduct.



MEETING ROOM REQUEST FORM



Primary Contact:	Name: _____																					
	Phone number: _____																					
Name of the Entity Requesting use of AH:	_____																					
Dates of the Meeting:	<table border="1"><thead><tr><th>Sun</th><th>Mon</th><th>Tues</th><th>Wed</th><th>Thur</th><th>Fri</th><th>Sat</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></tbody></table>	Sun	Mon	Tues	Wed	Thur	Fri	Sat														
	Sun	Mon	Tues	Wed	Thur	Fri	Sat															
	Days: _____ Month: _____ year: _____																					
Will kitchen use be needed?	Yes _____ No _____																					
NAMES of all the participants:	1. _____																					
	2. _____																					
	3. _____																					
	4. _____																					
	5. _____																					
	6. _____																					
	7. _____																					
	8. _____																					
	9. _____																					
	10. _____																					
	11. _____																					
	12. _____																					
	13. _____																					
	14. _____																					
	15. _____																					
Fee:	\$ _____																					

Signature

Date

HOSPITALITY

Use of *AH CANCEEN* as Lodging

Under the following circumstances, lodging may be provided at the *AH CANCEEN* premises:

- Lodging may be considered in the archive as long as the consultation and storage area can be secured under lock and key;
- A maximum of one adult of a married couple will be allowed to spend the night;
- They must be trusted individuals of the *AH CANCEEN* commission members;
- They must be individuals whom the Bishop of *IMMAR CANCEEN* or a member of the *AH CANCEEN* commission deem appropriate to host;

The *AH CANCEEN* facilities will include a full bathroom with shower, a kitchen, and a sofa that converts into a sofa bed. However, due to the lack of a laundry facilities, the *AH CANCEEN* will not have towels, blankets, or sheets. Therefore, *AH CANCEEN* commission members who wish to invite guests to stay must be responsible for providing towels, blankets, and sheets to their guests. Guests must be responsible for bringing their own personal hygiene items.

Kitchen Rules for Guests

Use of the kitchen will be basic. Among other things, this could include:

- Providing water, coffee, or tea
- Storage and/or heating of food
- Providing a simple breakfast for the following morning

EXPENSES

Internet and other Services

AH CANCEEN will allocate an amount for the payment of electricity and water services, as well as for the cost of internet (regular and standard service), website design and hosting services, and other social media services. This will be paid provided the funds are available within the budget and the corresponding service contract is submitted.

Furniture

A budget will be allocated for the acquisition of basic furniture, which will be the property of *AH CANCEEN*. Basic furniture includes, among other items, a sofa, tables, chairs, etc.

Basic furniture also includes, among other items, air conditioning units, heating units, microwave ovens, and appliances.

If furniture is sold or given away, a list of the items, the amount collected, and the signature of the person who purchased or to whom the items were donated will suffice. All proceeds must be deposited into the *AH CANCEEN* treasury. These funds must be used to replace the sold items or, if applicable, be kept in the archive's general fund.

Office, Kitchen and Bathroom Supplies, Cleaning Products

Donations of office supplies, cleaning products, and kitchen and bathroom items are expected. However, *AH CANCE*n will fund the cost if any materials, products, or items need to be replaced.


Loaned Items

AH CANCEEN will keep an inventory of all furniture, documents, belongings, and any other items on loan. A duly signed contract, with a copy to the donor, must be kept, containing a detailed description and the terms of use. It must also include the statement that *AH CANCEEN* will not be responsible for items borrowed in the event of theft or damage due to fire.

Donations

AH CANCEEN will maintain an inventory of donated documents and assets. A duly signed contract must be submitted, including a copy of the donor, containing a detailed description. *AH CANCEEN* will not be obligated to return the donated items if the person (or a relative of the person who donated them) requests the return of the donated items. However, *AH CANCEEN*, at its discretion, may decide to return the donated items. It must be noted that *AH CANCEEN* will not be responsible for the donated items in the event of theft or damage due to fire.

The President of the commission will be responsible for signing all contracts, which will then be submitted to the secretary for filing.



DONATIONS OR LOANED ITEMS CONTRACT

Policy regarding Donations and Loaned Items

Archive and History CANCEN Rev. Edgar Avitia Legarda will maintain an inventory of all donated and/or loaned items, whether furniture, documents, collections, or any other item.

This duly signed contract must be kept, with a copy to the donor, containing a detailed description and the terms of use. This contract includes the statement that the *Archive and History CANCEN Rev. Edgar Avitia Legarda* will not be responsible for any items donated and/or loaned in the event of loss, whether due to theft, fire, or any other type of mishap.

If the donor or a family member requests the return of a donation, the *Archive and History CANCEN Rev. Edgar Avitia Legarda* will not be obligated to return the donated items, although it may decide to do so at its discretion.

ITEM	DESCRIPTION	Donated	Conditionally Donated

Conditions of use: _____

Name of Donor

Donor Signature

Date of Donation

Signature of the President of AH CANCEN

PERSONNEL

Officers and their Responsibilities

Bishop of *CANCEN*:

- Will ensure that the archive is functioning and progressing as expected
- Will attend commission meetings when deemed appropriate and/or when required to provide instructions or advice
- Will promote donations to the *AH CANCEN*

President of *AH*:

- Will ensure that the archive is functioning and progressing as expected
- Will preside during commission meetings
- Will present a four-year work plan to the Conference Cabinet
- Will present reports of work completed to the Annual Conference
- Will promote donations to the *AH CANCEN* and will carry out all activities aimed at achieving the objectives of this office.

Secretary of *AH*:

- Will ensure that the archive is functioning and progressing as expected
- Will take minutes at all commission meetings
- Will read the minutes from the previous meeting at all commission meetings for approval
- Will promote donations to the *AH CANCEN*

Treasurer of *AH*:

- Will ensure that the archive is functioning and progressing as expected
- Will submit a monthly financial report of all income to the *AH CANCEN* commission
- Will prepare and submit the annual report to the Advance Office
- Will submit the annual operating budget to the Annual Conference
- Will reimburse all expenses pertaining to and approved by the commission
- Will promote donations to the *AH CANCEN*

Treasurer of *CANCEN*:

- Will be the person who will communicate directly with the *AH CANCEN* treasurer
- Will ensure that funds received from Global Ministries and other donors are set aside and used only to cover expenses designated for *AH CANCEN*
- Will reimburse budgeted and/or approved expenses
- Will work with the *AH CANCEN* treasurer to submit reports reconciling the inflow and outflow of funds
- Will promote donations to the *AH CANCEN*

Liaison of *AH*:

- Will ensure that the archive is functioning and progressing as expected
- Will take on assigned tasks
- Will act as liaison between the commission and individuals or entities in the United States who wish to support *AH CANCEEN*
- Will promote donations to the *AH CANCEEN*
- Will send thank you notes to individuals or entities that donate through the Advance

Collaborator of *AH*:

- Will ensure that the archive is functioning and progressing as expected
- Will take on assigned tasks
- Will promote donations to the *AH CANCEEN*
- Will have a voice, but no vote, on decisions requiring a vote

All members of *AH CANCEEN* commission will:

- Organize, classify, inventory, catalog, preserve, and safeguard the church's documentary collection
- Enrich the heritage of the historical archive of Mexican Methodism
- Organize consultation services for all materials
- Disseminate the archive's contents to Church authorities
- Research and disseminate the history of Mexican Methodism
- Link the work carried out in the archive with the daily work of the church
- Promote the creation of chapters of this organization in each of the *CANCEEN* Districts

All absent members of *AH CANCEEN* commission

- The President will contact a member who has been absent from meetings for six (6) consecutive months
- The member will receive an official communication from the president stating the following:
 - Remind them that they are required to attend the meetings
 - Ask them to confirm their continued desire to be part of the commission
- If they are unable or no longer wish to be part of the commission, they will be thanked for their participation to date and will be removed as member, informing all other members
- The President will then send an official letter written on letterhead for this purpose
- All official letters will be filed for record purposes

Commission Members Meetings

- The commission will hold meetings monthly, if possible.
- Meetings will be private and should be attended by commission members only, unless it is necessary to invite an expert or other person who may be required for the conduct of the commission's work.
- All meetings will be chaired by the president or, if this is not possible, by a member designated by the commission at least one week in advance.
- All meetings must include an agenda.
- The agenda will be reviewed before the meeting starts so that topics for discussion can be

added, if necessary.

- The agenda will always include an opening prayer and will be followed by the reading and approval of the previous minutes and the financial report.
- The secretary will be responsible for taking all minutes and distributing them before the next meeting, preferably within one week after the meeting.

Volunteers / Employees

The following volunteers/employees will be part of *AH CANCEEN*:

Recepcionista

- Visitor Reception
- Ensure all visitors sign the logbook
- Offer a drink such as water, coffee, or tea (drinking is not permitted in the archives area)
- Ensure they are aware of and follow all stated rules

Person in charge of Maintenance/Cleaning

- Cleaning days and times will be once a week, for two hours, preferably in the morning
- All trash will be taken to a designated location
- Nothing not already inside the trashcan should be considered trash. Never throw away any unknown item or paper; only items clearly identified as trash will be discarded
- There will be a designated bin for recyclable items (paper, plastics, etc.)
- Very specific instructions will be given regarding cleaning in the archive area
- Strictly authorized personnel only
- Entering with appropriate latex gloves and face masks is mandatory
- Food and liquids are strictly prohibited
- Backpacks, bags, and purses are not allowed in the archive area
- The kitchen will be cleaned. However, plates, cups, etc. will be cleaned as soon as they are done being used. Nothing dirty will be left in the kitchen overnight
- If food is thrown in the trash can, the trash bag will be removed that same day to assist with insect control
- Any group using *AH CANCEEN* for an event or meeting is responsible for leaving the facilities clean, just as they received them

Archivist and/or Historian (whether a volunteer, permanent member, or employee)

- Shall hold a degree in history/historian or library science with specialization in archivist studies.
- Shall be responsible for collecting, systematically organizing, ensuring proper storage and preservation of historical records.
- Shall create a bibliographic catalog with call numbers that allows searching by title, author, subject, or year in order to facilitate access and availability for research.
- Shall ensure that all current and future documents are digitalized and included in the bibliographic catalog.

- Shall evaluate or coordinate the valuation process with specialists in the matter, to determine the value of historical documents for insurance purposes, if needed.
- Shall be responsible for searching requested information by official entities within 6 business days so that a designated member of the commission can respond no later than 10 business days of the requested information.
- Shall possibly be asked to participate in conferences or training sessions as these emerge.

Official Request for Information Process

- The *AH CANCEEN* commission members will respond as soon as possible after receiving a request by letter, email, or any other social media platform, indicating that we will officially respond within 10 business days.
- The president, secretary, or treasurer will be the commission members who can officially respond within 10 business days.
- The response may be given via Zoom, in person, or by phone, but it must definitely include an official letter including copies of the portion of the historical document used to find and confirm the request for information.
- All official responses will be submitted on archive letterhead.
- All official requests, along with all official responses, will be filed in a designated location for record purposes.

Professional Development

AH CANCEEN will partially reimburse the cost of attending professional development conferences provided the commission member has submitted the application in advance (preferably 30 days prior to the event) and it has been approved. The following aspects must be considered for approval, as available funds are limited:

- The conference must be held in Mexico or the U.S., whichever is most cost-efficient.
- Costs must be shared with another agency or organization, or with the commission member requesting the partial grant—the percentage will be determined by the commission.
- The commission member must have completed at least one year of service with *AH CANCEEN* before requesting this grant.
- This grant will be available only once per year of service.
- The commission member must submit a detailed account to the *AH CANCEEN* commission explaining how this conference or training is justified to improve their job performance, taking into account that the conference or professional training must be directly related to the commission member's assigned work.

Program Expenses

Regular program expenses are not reimbursable from the *AH CANCEEN* budget. Examples of program expenses that could be reimbursable include district or conference meetings directly and completely related to the archive, where topics exclusively related to the archive are discussed. Partially related meetings, where several topics, including archival matters, are discussed, are not reimbursable.

Program expenses for *CANCEN* or any Methodist church using *AH CANCEN* facilities are not reimbursable from the *AH CANCEN* budget.

Business Trips

Local program-related travel is not a reimbursable expense under the budget. However, some exceptions where travel may be reimbursed include:

- Long-distance travel to collect documents for the archive.
- Travel to attend an event directly related to the archive.
- Travel to promote the archive.

Requests for travel related to the archive budget must be submitted to the *AH CANCEN* treasurer to ensure reimbursement. Please consult with the commission and complete the Travel Expense Reimbursement Form before traveling.



Travel Expense Reimbursement Form

Name: _____

Additional Persons _____

Traveling: _____

Purpose of the Trip: _____

Departure Date: _____ Date of Return: _____

City of Origin: _____ Destination: _____

Additional destinations, if any? _____

MEALS

Maximum amount approved per person:

Breakfast \$ _____ Lunch \$ _____ Dinner \$ _____

LODGING

Hotel amount per night: \$ _____ X _____ nights

GAS

The cost of fuel at each gas station (submit all receipts):

#1 \$ _____ #2 \$ _____ #3 \$ _____ #4 \$ _____

#5 \$ _____ #6 \$ _____ #7 \$ _____ #8 \$ _____

#9 \$ _____ #10 \$ _____ #11 \$ _____ #12 \$ _____

AIRLINE TICKET

Date of Departure: _____

Date of Return: _____

City of Origin: _____

City of Return: _____

NOTE:

- The maximum cost of each meal will be indicated, taking the destination into account.
- Alcoholic beverages are non-refundable.
- If possible, please pay for any alcoholic beverages separately.
- Invoices must be provided for meal reimbursements. Please include the names of the people who ate with each receipt.
- Invoices must be provided for hotel reimbursements. Please include the names of the people who stayed at the hotel.

X _____

President of AH

Date

X _____

Treasurer of AH

Date

X _____

Person requesting reimbursement

Date

Requests for travel related to the Archive's budget must be submitted to the Commission to ensure reimbursement for any travel.

*Please check with the commission and bring this **form** before traveling.*

TREASURY

Documentation of Expenses

- All AH CANCEEN expenses must be documented. Receipts, invoices, and contracts are acceptable documents.
- Original invoices are preferred; however, if electronic or scanned copies are used, the originals will be required in case of an audit.
- If invoices are for expenses in a currency other than the Mexican peso, the exchange rate and the equivalent total in Mexican pesos must always be written in writing.
(<http://www.oanda.com/currency/converter/>);

As the end of the year approaches, any reimbursement requests already covered in the annual budget must be submitted by January 10th of the following year, and any special expense/reimbursement requests that arise at the end of the year (unexpectedly) must be submitted to the *CANCEEN* Conference Treasurer by January 10th.

All documentation must be submitted no later than:

- January 10th for reimbursements; and
- January 30th for reconciliation;

Currency Exchange

When fluctuations in the USD occur, a refund may be requested, and the *AH CANCEEN* treasurer will review the details and may agree to provide additional funds to compensate for the peso's loss of value against the USD currency. This is done solely for the purpose of reimbursing actual expenses, and as such, such requests must be supported with detailed documentation and the exchange rate.

Monthly and Annual Reports

A monthly report will be received on all donation receipts (which must be submitted to the *AH CANCEEN* treasurer), whether through the Global Ministries Advance program or any other means of donation. This report will include:

- a) Name of donor;
- b) email;
- c) date of donation, and
- d) amount of donation;

The *AH CANCEEN* treasurer must provide a receipt to the donor if the donation was not made through the Advance.

The *AH CANCEEN* treasurer will be responsible for reconciling the budget with the *CANCEEN* Conference treasurer.

GENERAL BOARD OF GLOBAL MINISTRIES

Advance #3022792

The Advance is a program established by the General Board of Global Ministries for the benefit of various entities related to Global Ministries. 100% of the funds raised are allocated to the projects. The website where you can find information about the donations being collected can be found at the following location:

<https://umcmmission.org/advance-project/historical-archive-cancen-rev-edgar-avitia-legarda/>

Report to the Advance Office

Continuation as an Advance project requires 1) submission of annual reports, 2) submission of a child protection policy certification, and 3) raising at least \$5,000 over a two-year period.

If you have any questions regarding the report, please contact **Andrea Ramprashad** at: advance@umcmmission.org.

Recommended Communications with our Donors

All Advance projects receive a monthly report from the Advance office, even if they haven't received donations during the indicated period.

The report contains all available information for each donor, including email addresses. If the email address is not included in the report, it does not exist in the Advance database. Any email address for any United Methodist church can be searched at: <https://www.umc.org/en/find-a-church>.

A donation is more than a financial gift—it is a personal act and requires personal recognition. It is an opportunity to connect with the donor, who wants to learn about the work being done because they want to participate in the mission of the project.

Communicating with donors is an opportunity to thank them for their generosity and also to share information about the work. A regular letter of recognition is automatically generated and sent to all donors by the Advance office, but it is the thank you from the CANCEEN Archives and History committee that has the most impact when received by donors.

Members of the CANCEEN Archives and History committee are expected to stay connected with the conferences, districts, congregations, and individuals who support us. Electronic communication is preferred. However, if this is not a viable option, funds may be provided to reimburse letter mailing costs.

A statement must be submitted indicating the number of letters (or other means of communication) and the number of recipients sufficient to document this expense.

CHILD PROTECTION POLICY

I. Purpose

Child abuse violates the evangelical values of care that Jesus commands us to have for one another. Child abuse is contrary to everything the Methodist Church believes and professes about the dignity of human persons. We believe that at no time is it acceptable for girls, boys or adolescents to receive abuse of any kind.

Therefore, our organization takes this responsibility seriously and part of our policy is that any type of child abuse will never be tolerated. If at any time these standards are violated, disciplinary measures will be applied immediately.

With respect to allegations of child sexual abuse involving staff of *Archive and History CANCE* *Rev. Edgar Avitia Legarda*, the *IMMAR CANCE* office will respond as follows:

1. Will respond promptly to all allegations of abuse.
2. When an allegation is supported by sufficient evidence, as determined by *IMMAR CANCE* in its sole discretion, it will relieve the alleged offender of duties immediately and refer him or her for appropriate medical evaluation and intervention.
3. Will comply with civil law obligations.
4. * Ministers of worship, associates and representatives of religious associations, including personnel who work, support or assist, on a paid or voluntary basis, in the religious activities of said associations, must immediately inform the corresponding authority to the probable commission of crimes, committed in the exercise of their worship or in their facilities. When a crime is committed against girls, boys or adolescents, the persons referred to in the previous paragraph must immediately report those same facts to the guardians or those who exercise parental authority over them.
5. Approach the victim and his or her family and communicate a sincere commitment to their physical, emotional and spiritual well-being and, where possible, provide appropriate medical, emotional and spiritual counseling to those individuals; and
6. Within the limits of respect for the privacy of the people involved, treat the members of the affected community as candidly as possible.

(*Article 12 Bis of the Law of Religious Associations and Public Worship,
Chamber of Deputies of the H. Congress of the Union.)

II. Definitions of Abuse

Child abuse is a crime and includes **sexual, physical, emotional, spiritual** abuse, and **neglect**. A child (girls, boys or adolescents) is defined as a person who has not reached the age of eighteen (18) years. Often the abuse happens in the context of an adult who is trustworthy, powerful, or who has some type of responsibility for the girls, boys or adolescents.

In some cases, the abuse occurs between two children or adolescents, both under the age of eighteen (18). Typically, it is considered abuse if there is a three (3) year age difference between the two children and/or adolescents and there is a relationship of trust or power between the two. If

the age difference between the two children or adolescents is less than three (3) years, it would be defined as inappropriate behavior. In this case, an action plan will be considered and judged on a case-by-case basis.

III. Types of Abuse

1. **Sexual Abuse**: Sexual abuse is sexual misconduct and a betrayal of sacred trust and, as such, is prohibited. Child abuse is the involvement of a child or adolescent in sexual activity with an adult or another child or adolescent.
 - **Sexual Verbal**: Comments that include:
 - sexual threats, advances, solicitations, explicit sexual language
 - inappropriate language (whether in person, over the phone, through text messages, or online).
 - inappropriate comments about a person's body or appearance.
 - any verbal expression intended to excite or stimulate.
 - **Sexual Visual**:
 - Indecent exhibitionism.
 - display or take suggestive or pornographic photographs or films.
 - display child pornographic material, naked people, or any sexual activity.
 - spying, lewd or staring, or viewing child pornography.
 - **Sexual physical contact**: Sexual physical contact is considered:
 - Sexually explicit physical contact (clothed or naked) of any kind and on any part of the body with a child or adolescent, or
 - causing a child to do any of these acts with his or her abuser.
2. **Physical Abuse**: Any act that results in non-accidental physical injury. Such acts may include, but are not limited to:
 - hit, whip, slap
 - punch, kick
 - bite, shake
 - burn
 - held underwater
 - pulling hair
 - use restraints or restraints against one's will
 - unreasonably severe corporal punishment or unjustified punishment, or
 - excessive physical discipline done in anger.
3. **Emotional Abuse**: Emotional abuse is defined as a pattern of behavior over time that harms, or risks harming, the physical, mental, spiritual, moral, or social functioning or development of the child or adolescent, including acts of commission and omission.
 - **Acts of commission may include, among other things**:
 - Unreasonable restriction of movement
 - Patterns of contempt, denigration, or ridicule

- Shout, threaten, scare
- Humiliate, scapegoat, blame, insult, intimidate
- Use jokes such as contempt, sarcasm
- Discrimination, intimidation, hazing, unpredictable responses
- Constant family discord and double message communication
- Hostile treatment or rejection
- Acts of omission may include, among other things:
 - Failure to provide a developmentally appropriate supportive environment
 - The availability of a primary attachment figure so that the child can develop a stable and complete range of emotional and social competencies proportional to his or her personal potential and in the context of the society in which the child lives.
- 4. **Spiritual Abuse:** Aspects of spiritually abusive behavior involve, among other things:
 - the use of Scripture to control or manipulate a child or adolescent, to protect the aggressor, or to manage the child or adolescent for the convenience of the adult, which is evident in most cases of physical, emotional, and harm. sexual abuse.
- 5. **Neglect:** Failure to satisfy basic needs can cause harm to the health or physical, mental, spiritual, moral, or social development of the child or adolescent. This includes:
 - failing to adequately supervise or protect children or adolescents from harm as much as possible.
 - the failure to provide the child or adolescent with the basic needs of:
 - food or clothing
 - warmth and refuge
 - safe living conditions
 - those that result in abandonment of the child or adolescent
 - emotional and physical safety and protection
 - medical and dental care
 - hygiene
 - education
 - adequate supervision that is reasonably available to the family

IV. Inappropriate Conduct

Unacceptable behaviors include, but are not limited to:

- Harassment and discrimination
- Acts of violence against oneself or others
- A pattern of lying, disrespectful, or destructive communication
- Improper use of corporate funds or properties
- Illegal, unethical or dishonest business practices
- Improper use of alcohol or illegal drugs
- Exhibitionism
- Creates or allows to be created a substantial risk of physical injury

V. Code of Conduct

- No less than **two adults** are required to be present at all times during any sponsored program, event, or ministry involving children or teens.
- Children and adolescents will be treated with **respect** at all times.
- Children and adolescents will be **treated fairly** regardless of race, sex, age, or religion.
- Staff or volunteers must have knowledge of how to notify medical or emergency personnel in the event of an accident or **medical emergency**.
- Always provide parents or guardians with **complete information** about the event in which their children are participating and ensure that they have given their permission for all aspects of the program.
- Staff or volunteers will not use profanity, **offensive language**, sexually oriented conversations with children, or be under the influence of alcohol or illegal drugs in the presence of children.

VI. Mandatory Reporting

Any person who has reasonable grounds to believe that abuse is occurring should report the suspected abuse directly to one of the people on the commission of the *Archive and History CANCEEN Rev. Edgar Avitia Legarda* or to the bishop of *IMMAR CANCEEN*.

We will seek to promote healing and reconciliation for those who have suffered any type of abuse. When abuse is reported, it is our intention to provide pastoral or other assistance where appropriate, on a case-by-case basis.

VII. Acceptance Form

All members of the commission, volunteers and employees of the *Archive and History CANCEEN Rev. Edgar Avitia Legarda* must:

- ◆ Read this document completely
- ◆ Ask for clarification if necessary
- ◆ Keep a copy available for reference
- ◆ Act within detailed guidelines
- ◆ Understand that any violation of the code or policy could result in disciplinary action
- ◆ Sign and deliver the *Acceptance of the policies for the use of AH CANCEEN Rev. Edgar Avitia Legarda* to be filed for registration purposes.

Policy Book Acceptance Form
ARCHIVO E HISTORIA CANCEN
REV. EDGAR AVITIA LEGARDA



Name

Position

- ◆ I have read and understand the policy rules and expectations.
- ◆ I have had the opportunity to ask questions and/or request clarification.
- ◆ I have been given a copy of the Policy Book should I need to refer to them.
- ◆ I understand that I am expected to act within the guidelines detailed within the Policy Book.
- ◆ Any violation of the rules or code of conduct will be reported following the process described in the applicable policies, and;
- ◆ Any violation of the rules or code of conduct may result in disciplinary action.

I understand that my signature means that I have read, understand, and agree to the policies contained in this book.

Signature

Date