



SAMPLE Congregational Misconduct Policy for Lay Leaders and Congregants

Franconia Conference works to equip leaders to empower others to embrace God's mission. To aid in accomplishing this work, the Conference has developed the following sample congregational misconduct policy for lay leaders and congregants to assist congregations in the often-overwhelming task of handling misconduct accusations.* Franconia Conference takes any accusation of misconduct seriously, whether or not this accusation is of a sexual nature, and expects member congregations to do the same.

This policy is designed to accompany the congregation's child protection policy if an accusation of misconduct is reported. The purpose of this sample policy is: to help congregations develop their own policy to walk through misconduct accusations in a way that can be healing for all those involved; to open a process that has often been closed and secretive, causing more harm; and to provide general suggestions and external resources.

Franconia Conference expects all Conference congregations to have a "Misconduct Policy and Procedure for Lay Leaders and Congregants" so that, if or when an accusation arises, the congregation already knows how to handle the situation. The following items should be kept in mind when working with the sample policy and adapting it for your congregation:

- **Ensure you can implement/enforce the policy.** A policy is a principle of action, agreed upon in the community; it is a promise. When congregational leaders do not follow a stated policy, members of the congregation and community may experience distrust, skepticism, and a lack of safety.
- **Ensure the policy can be implemented equally.** There should not be exceptions to the policy, regardless of who makes the accusation or who is the subject of the accusation.
- **Ensure the policy has clearly identified consequences/accountability measures if accusations are found to be true.**
- **Protect the identity of the person bringing the allegations and any victims.** The identity of all minors must be protected and disclosed only to those professionally involved.
- Even if a legal investigation is going on, **the congregation should conduct its own investigation** to determine appropriate action regarding the Accused's continued involvement or restrictions to involvement in their congregation and referrals to outside support or help.
- **Outside resources are available to offer guidance for investigations.** Your congregation may wish to hire an outside team to investigate. Organizations with trained investigators that may be available for assistance include Faith Trust Institute (faithtrustinstitute.org), GRACE (Godly Response to Abuse in a Christian Environment, netgrace.org), and Mennonite Church USA, (contact Michael Danner, MichaelD@MennoniteUSA.org).
- **Document all actions taken regarding the matter** and retain the documentation in a confidential file at the church.

Members of the Franconia Conference staff are always available to walk with your congregation through these difficult times, assist you in drafting your policies, and to offer guidance for investigations.

* This policy is designed primarily for sexual misconduct but may be adapted for a variety of other misconduct situations.

Insert Congregation's
Logo

{CONGREGATION'S NAME} Misconduct Policy and Procedure for Lay Leaders and Congregants

Introduction

{CONGREGATION'S NAME} believes that "God has created human beings in the divine image" and thus human beings have sacred worth (*Confession of Faith*, Article 6; Genesis 1:26-27). Therefore, we take misconduct allegations seriously. {CONGREGATION'S NAME} prioritizes ensuring that our community is a safe place, protecting the abused, and preventing further harm. {CONGREGATION'S NAME} also works toward seeking justice and healing for all those affected, including the alleged Victim (hereafter "Victim") and their family, the Accused and their family, the congregation, and the office of ministry. This *Misconduct Policy and Procedure* is a guide to assist in this journey.

PERSONS COVERED

All church members, pastors not credentialed through Conference, teachers, elders, deacons, employees, and volunteers working in, with, and for {CONGREGATION'S NAME} are to maintain the integrity of the ministerial, employment, and professional relationship at all times. Misconduct is a violation of the relationships we are called by God to have and is never permissible or acceptable.

Persons covered by this Policy are:

- A. All persons employed by or seeking employment with {CONGREGATION'S NAME} (this may include pastors, administrators, receptionists, teachers, and more). The only exception to this is leaders credentialed through Franconia Conference; those individuals are subject to the Conference *Ministerial Misconduct Policy and Procedure*. Any allegations against those individuals should be reported to their Leadership Minister.
- B. All volunteers of the congregation (this may include elders, deacons, commission members, teachers, nursery workers, and others). Volunteers acting on behalf of the congregation are put through the appropriate screening procedure; additionally, clearances are obtained for those working with children under the age of 18.
- C. This policy also covers those who are accused of misconduct under the following two circumstances:
 1. Where access to the Victim by the Accused is related to the Accused performing some form of service to, or appointment by, a committee, group, council, or board of {CONGREGATION'S NAME}, or where the alleged misconduct happened at a congregationally-endorsed activity.
 2. When the behavior of the Accused, though not conducted in a congregationally-related setting, raises questions for the congregation regarding the character and effectiveness of the Accused.

PRE-SCREENING APPLICANTS

Pre-employment screening shall include specific questions related to discovering previous formal allegations of misconduct, especially sexual misconduct. An applicant shall be informed of any reports of misconduct and shall be given an opportunity to submit additional references or to give other evidence to correct or to respond to harmful information obtained from a reference prior to a final decision being made on the applicant.

REGARDING ASSOCIATIONS WITH CHILDREN

All those regularly associated with the children and youth of the **{CONGREGATION'S NAME}** shall submit relevant state background checks and clearances before being associated with the children and youth. All requirements related to volunteering with children or youth or responding to allegations of abuse related to children and youth can be found in **{CONGREGATION'S NAME}'s Child Protection Policy**. If the policy or procedure outlined in this document conflicts with the policy or procedure outlined in the *Child Protection Policy*, the *Child Protection Policy* will take precedence.

Misconduct

For **{CONGREGATION'S NAME}**, misconduct of a sexual nature is defined by both the definition of sexual harassment and abuse laid out in *A Shared Understanding of Ministerial Leadership*, pages 68ff, and the Center for Disease Control (CDC) definition of sexual violence (see Appendix A). These definitions of misconduct apply to all those covered by this policy, not just pastors. Additionally, the use of pornography by a congregant in a leadership role, such as an elder, deacon, teacher, or commission member is prohibited.

MISCONDUCT RESPONSE PERSONS

A. Purpose and Function

A Misconduct Response Person is appointed by **{name of CONGREGATION'S governing body, such as Church Board}** as the person to whom reports of misconduct allegations will be made, and who will receive, and quickly and objectively respond, to reports of alleged misconduct. The Misconduct Response Person's first priority will be to provide support for the Accuser/Victim as they begin the misconduct procedure outlined in this policy, as well as to exhibit appropriate and professional concern for the protection of the rights of the Accused.

It is not intended that the Misconduct Response Person will offer medical, psychological, or legal advice and is in no way to serve as, or as a substitute for, legal counsel for any person. The Misconduct Response Person will neither initiate disciplinary proceedings nor be available to testify in disciplinary proceedings arising from an accusation of misconduct.

B. Identified Misconduct Response Persons

{CONGREGATION'S NAME}'s primary Misconduct Response Persons are **{Lead Pastor, Church Board Chair, or Elder}** and **{another person of a different gender}**. They can be contacted at: **{contact information}**.

If the primary Misconduct Response Persons named above are not reasonably available at the time that an allegation of misconduct arises, or if an allegation is raised against or involves the Misconduct Response Persons, then the following persons, in order, are approved by **{Name of the governing body}** as persons authorized to receive such allegations and to serve as the Misconduct Response Person:

{Name, role in the congregation, contact information}

{Name, role in the congregation, contact information}

The Misconduct Response Persons shall be fully familiar with this policy. The Misconduct Response Persons will have access to the congregation's Leadership Minister for advice and resourcing.

CONSIDERATIONS

A. Victims and Families

The Misconduct Response Person to whom an accusation is made shall endeavor to assure that adequate treatment and care are available to the Victim of alleged misconduct and their families. If the Victim or family at first refuses help, the Misconduct Response Person should remain available to offer help in the future. Above all, {CONGREGATION'S NAME} shall not act in a self-protective manner by ignoring Victims and their families.

The extent of the damage to Victims of misconduct will vary from person to person. The Misconduct Response Person is to assume, in all cases, that the Victim is experiencing pain, whether or not the allegations and accusations are deemed to be truthful, and must endeavor to make appropriate pastoral care available.

The following may be some of the needs of the Victim:

- a. To be heard and taken seriously.
- b. To receive protection and care if the Victim, for whatever reason, is unable to care for themself.
- c. To be assured that accountability within the congregational process will be pursued.
- d. To be informed about the congregational process and the progress of the investigation.
- e. To receive pastoral care and opportunities for healing.
- f. To be informed of the right to consult legal counsel.
- g. To receive accompaniment through the process if they choose to report to law enforcement.

B. Congregations

The Misconduct Response Person should be aware of the problems the congregation may experience because of allegations of misconduct being raised against a pastor, teacher, elder, deacon, employee, member, or volunteer. The allegations may polarize the congregation, damage morale, and create serious internal problems. Efforts should be taken to recognize and identify the problems and heal the damage done to the congregation.

If, before a formal complaint has been filed, a case of alleged misconduct becomes a matter of public knowledge, the Misconduct Response Person will inform the appropriate members of the congregation and staff regarding the status of the case. Once a formal complaint has been filed, the Misconduct Response Person will make an announcement to the congregation as outlined below.

C. The Accused

The Misconduct Response Person shall be mindful that any Accused is to be presumed innocent until an investigation shows otherwise. Appropriate consideration should be shown to the Accused as well as to the Victim and their family. If the Accused is a pastor or teacher, the Misconduct Response Person should assume the responsibility of informing {CONGREGATION'S NAME}'s Leadership Minister about the allegation. The needs listed for the Victim may also apply to the Accused.

D. The Non-Victim Accuser

Any person who suspects or has experienced or witnessed possible misconduct may bring an allegation of misconduct. This Accuser could include a parent, guardian, or other advocate for a person who has been the Victim of alleged misconduct. The Misconduct Response Person shall be aware that a non-Victim Accuser may also have some of the same needs as a Victim.

Response Procedures

REPORTING/RECEIVING ALLEGATIONS OF MISCONDUCT

Any person who suspects or has experienced or witnessed possible misconduct may bring an allegation of misconduct to one of the Misconduct Response Persons listed above.

The Misconduct Response Person's task is to provide a safe place for the Victim/Accuser to describe what has happened and to explore options available to them within the congregation for dealing with what has happened. The decision for future action rests with the Victim/Accuser. The goal of the Misconduct Response Person is to be familiar with this Policy and Procedure so that they can provide accurate information and the Victim/Accuser can make an educated decision. If, however, the allegation/complaint involves a child, the Misconduct Response Person must notify **{name of local Child Protective Service agency}** at **{Child Protective Services contact information}** within 24 hours.

The Victim/Accuser may or may not choose to pursue further help from the Misconduct Response Person. Based upon the information received from the Victim/Accuser, the Misconduct Response Person may recommend that the Victim/Accuser seek consultation with a professional, such as a local sexual assault crisis center, trauma-informed therapist, attorney, doctor, or others. The following organizations in the area may be of assistance to them:

A. **{list of resources}**

If the Accuser is not the Victim, the Misconduct Response Person will encourage the Accuser to tell the Victim about the services available through the congregation. The Misconduct Response Person will ask the Accuser if the Victim is aware of the Accuser's intent to bring allegations to the attention of the congregation. Often Victims may not be aware misconduct or abuse has happened to them; they may also be ashamed and not want to bring allegations. Not bringing allegations can put others at risk of being harmed; therefore allegations/complaint can be made, regardless of the Victim's knowledge.

The Accuser/Victim shall decide whether to file a formal accusation/complaint. If the Accused performs any form of congregational role (e.g. teaching, ushering, greeting), the **{Congregation's governing body}** will discern whether these functions will be suspended until an investigation is completed. If the Accuser/Victim decides not to file a complaint, further discernment is needed from the congregation's governing body about the Accused's ongoing role. A record of pertinent information related to this situation should be kept in the church file.

Should the Accuser decide to file a formal allegation, the congregation will be required to fulfill the rest of this Policy and Procedure.

- A. **If the Accused is a credentialed leader**, the Misconduct Response Person will inform the Conference to initiate such a process. The Misconduct Response Person's continued involvement at this point will be determined by the needs of the Accuser for continued support.
- B. **If the Accused is not a credentialed leader**, then the Accuser and/or the Misconduct Response Person will invite at least one other person to meet with both of them and review the allegations as soon as possible. The Misconduct Response Person will help the Accuser to make a formal allegation in writing. (See Appendix B for a sample form for a written complaint.)

NOTIFYING APPROPRIATE PEOPLE

If the allegations involve either 1) a child or youth, or 2) an adult and the alleged misconduct could include criminal activity, inform the appropriate legal authorities within 24 hours. Those authorities include:

- A. local Police/Law Enforcement **{name and contact information}**
- B. local Child Protective Services agency **{name and contact information}**
- C. local elder abuse complaint agency **{name and contact information}**

The Misconduct Response Person will notify the following persons for support and resources during this process:

- A. the lead pastor
- B. the chair/leader of **{Congregation's governing body}**
- C. the congregation's Leadership Minister **{name and contact information}**
- D. the congregation's insurance carrier **{name and contact information}**
- E. the congregation's legal counsel **{name and contact information}**

Notification of the Accusation. The Misconduct Response Person will notify the Accused of the accusation and give them a copy of this policy and procedure.

Notification of the Congregation. Once the written accusation/complaint is filed, the Accused has been informed, and Parts A and B of the investigation are completed (See *Conducting An Investigation* section), an announcement will be made to the congregation. The purpose of this announcement is to provide transparency and to keep inaccurate information from being distributed through hearsay and gossip. Included in the announcement will be:

- A. The nature of the accusation and identity of the Accused. The Accuser and Victim must remain anonymous.
- B. To whom others can report if they also have experienced inappropriate behavior or have information concerning the alleged misconduct.
- C. Any suspension of lay leadership of the accused (no teaching Sunday School, leading worship, committee involvement, etc.) It should be explained that this is not done as punishment but for the protection of the Accused and the congregation.

Only **{Insert name}** is to communicate with the media regarding misconduct allegations within the congregation.

OFFERING CARE

After reviewing the written accusation, the Misconduct Response Person will arrange pastoral care for both the Accuser and the Accused. The Misconduct Response Person may find it helpful to ask them questions such as:

- A. What do you need to feel safe in our church right now?
- B. Who might accompany you during this process?

CONDUCTING AN INVESTIGATION

- A. **Appoint investigators:** The Conference staff person responsible for giving oversight to misconduct cases will appoint three investigators, including at least one male and one female, and one trained in investigation. If the allegations are of a sexual nature, an investigator will also be trained in dealing with sexual abuse.

- B. **Investigators will conduct interviews** with the Accused, Accuser, and any other relevant individuals with information pertaining to the alleged misconduct. They will also collect any documents regarding the allegations. Note: Interviewers should exercise utmost caution to not traumatize interviewees or duplicate concurrent investigations by police or child welfare personnel.
- C. **Investigators will submit a report** to the **{name of Congregation’s governing body}**.
- D. **If the allegations are found to be accurate and credible, the {name of Congregation’s governing body} will develop a plan** in consultation with the Victim—and congregation—for ongoing relationships with the Accused. This may include:
 - i. An ongoing accountability team.
 - ii. Changes in the person’s presence in worship, Sunday School, etc., including limiting participation to a small group (for their own safety and the safety of the congregation).
 - iii. Commitment from the Accused to receive some sort of treatment/therapy AND a release from the Accused that someone from the congregation can be in conversation with whomever is treating them. This ongoing conversation is vital to ensure accountability. It should be a red flag if the individual does not want the congregational leadership to be in communication with their treatment/therapy provider.
 - iv. Knowledge of the Accused’s triggers and how to prevent them.
- E. Whether or not the allegations are found to be accurate and credible, **the {name of Congregation’s governing body} will develop a plan** in consultation with the pastoral staff **for ongoing pastoral care** for the Victim, their family, and the broader congregation.
 - i. **{CONGREGATION’S NAME}** will pay for **{X}** number of therapy sessions at a cost of **\$XXX** a session for the Victim. If, at the time of the allegation, the congregation does not have the funds to fulfill this commitment, the **{name of Congregation’s governing body}** will seek assistance from Franconia Mennonite Conference.
- F. If the allegations are not found to be accurate and credible, the **{name of Congregation’s governing body} will develop a plan** in consultation with the pastoral staff **for ongoing pastoral care** for the Accused, their family, and the broader congregation.
 - i. **{CONGREGATION’S NAME}** will pay for **{X}** number of therapy sessions at a cost of **\$XXX** a session for the Accused. If, at the time of the allegation, the congregation does not have the funds to fulfill this commitment, the **{name of Congregation’s governing body}** will seek assistance from Franconia Mennonite Conference.
- G. **The {chair/leader of Congregation’s governing body} will make a verbal announcement and send a letter** to all members/regular attenders communicating clearly the results of the investigation and expected boundaries moving forward.
- H. **The {name of Congregation’s governing body} will develop a plan for ongoing maintenance of boundaries**, even years down the road. This should include how to inform new members of these boundaries and how to ensure these boundaries are maintained. Boundaries are not created for punishment but as a protection for all involved.

Compliance with civil legal authorities

{CONGREGATION’S NAME} cooperates with civil Legal Authorities in their investigations of Child Sexual Abuse or other criminal misconduct. The congregation’s investigation shall not interfere with a criminal investigation by civil authorities. The congregation’s investigation may have to be suspended until civil investigations are completed; if this is the case, an announcement about the misconduct allegations will still be made to the congregation and the congregation will be kept informed as to the proceedings by the **{leader/chair of the congregation’s governance body}**.

Management

A. Implementation

This policy is reviewed annually by the **{Congregation's governing body}**. They will take appropriate steps to inform their members, employees, staff, and volunteers of the standards of conduct and the procedures for effective response to be carried out if an allegation of misconduct is received.

Clergy associated with the church must be aware of how state law regarding clergy confidentiality intersects with state law on child sexual abuse and reporting obligations:

<http://keepkidssafe.pa.gov/resources/reportabuse/index.htm>

B. Liability and Insurance

{CONGREGATION'S NAME} may potentially be liable for damages for harm caused by misconduct of a minister, employee, staff member, volunteer, or other persons acting on its behalf.

{CONGREGATION'S NAME} maintains liability insurance covering misconduct, including sexual abuse, through **{name of liability insurance provider}**.

C. Record Keeping

Any records kept by the Misconduct Response Person will be confidential. Such records should be kept in a locked space. These records may include names, dates of contact, recommendations, and personal notes. All records of investigations should be copied and sent to the Conference office and kept in the congregational file. Additionally, the church shall maintain a file containing documents related to this policy for every person for whom this policy applies. A conference/congregational staff person(s) shall be designated to manage these records.

Refer to the Mennonite Church USA Protocol and Procedure for Ministerial Misconduct Files for guidance to who has access to the confidential files:

http://mennoniteusa.org/wp-content/uploads/2015/03/Ministerial_Misconduct_File_Protocol_Policy.pdf

Suggested Timetable

- A. **Notification of appropriate people:** Within 7 days of receiving written complaint, the Misconduct Response Person will notify persons for support and resources during this process.
- B. **Notification of the Accused:** Within 7 days of receiving written complaint, the Misconduct Response Person will notify the Accused of the accusation and give them a copy of this policy and procedure.
- C. **Conducting an investigation:**
 - a. Within 7 days of receiving written complaint, step A will be completed.
 - b. Within 21 days of receiving written complaint, steps B and C will be completed. If necessary, an extension can be granted by the **{name of Congregation's governing body}**.
 - c. Within 14 days after the **{name of Congregation's governing body}** receives the written report, Steps D-G will be completed.
 - d. Within 21 days, Step H will be developed.

Appendix A

Definitions of Sexual Misconduct

A Shared Understanding of Church Leadership, pages 68ff

Pastor sexual misconduct includes, but is not limited to:

- Flirtations, advances, or propositions
- Conversations and shared images—electronic or otherwise—of a sexual nature
- Graphic or degrading comments about another person’s appearance, dress, or anatomy
- Display of sexually suggestive objects or pictures
- Sexual jokes, innuendos, and offensive gestures
- Sexual or intrusive questions about a person’s personal life
- Explicit descriptions of the minister’s own sexual experiences
- Abuse of familiarities or diminutives such as “honey,” “baby,” or “dear”
- Unnecessary, unwanted physical contact such as touching, hugging, pinching, patting, or kissing
- Whistling, catcalls
- Leering
- Exposing genitalia
- Physical or sexual assault
- Sexual intercourse or rape

The Center for Disease Control (CDC)

https://www.cdc.gov/violenceprevention/pdf/sv_surveillance_definitions-2009-a.pdf

Sexual violence is a sexual act committed against someone without that person’s freely given consent. Sexual violence is divided into the following types:

- Non-contact unwanted sexual experiences are those unwanted experiences that do not involve any touching or penetration, including someone exposing their sexual body parts, flashing, or masturbating in front of the victim, someone making a victim show his or her body parts, someone making a victim look at or participate in sexual photos or movies, or someone sexually harassing the victim in a public place in a way that made the victim feel unsafe.
- Unwanted sexual contact: intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person without his or her consent, or of a person who is unable to consent or refuse. Unwanted sexual contact can be perpetrated against a person or by making a person touch the perpetrator. Unwanted sexual contact could be referred to as “sexual harassment” in some contexts, such as a school or workplace.
- Non-physically forced penetration which occurs after a person is pressured verbally or through intimidation or misuse of authority to consent or acquiesce: examples include being worn down by someone who repeatedly asked for sex or showed they were unhappy; feeling pressured by being lied to, or being told promises that were untrue; having someone threaten to end a relationship or spread rumors; and sexual pressure by use of influence or authority.
- Completed or attempted alcohol/drug-facilitated acts in which a victim is made to penetrate a perpetrator or someone else: includes situations when the victim was made, or there was an attempt to make the victim, sexually penetrate a perpetrator or someone else without the victim’s consent because the victim was unable to consent because he or she was too intoxicated (e.g., incapacitation, lack of consciousness, or lack of awareness) through voluntary or involuntary use of alcohol or drugs.

- Completed or attempted forced acts in which a victim is made to penetrate a perpetrator or someone else: includes situations when the victim was made, or there was an attempt to make the victim, sexually penetrate a perpetrator or someone else without the victim's consent because the victim was physically forced or threatened with physical harm. Examples include pinning the victim's arms, using one's body weight to prevent movement or escape, use of a weapon or threats of weapon use, assaulting the victim.
- Completed or attempted alcohol/drug-facilitated penetration of a victim: includes completed or attempted unwanted vaginal (for women), oral, or anal insertion when the victim was unable to consent because he or she was too intoxicated (e.g., incapacitation, lack of consciousness, or lack of awareness) through voluntary or involuntary use of alcohol or drugs.
- Completed or attempted forced penetration of a victim: including completed or attempted unwanted vaginal (for women), oral, or anal insertion through use of physical force or threats to bring physical harm toward or against the victim. Examples include pinning the victim's arms, using one's body weight to prevent movement or escape, use of a weapon or threats of weapon use, assaulting the victim.

Appendix B

Form for Reporting Suspected Sexual Abuse or Misconduct

Once completed, this form should be filed with {name of Congregation's governing body}.

Information Regarding the Person Suspected of Committing Abuse or Misconduct

Name of person suspected of committing misconduct: _____

Address: _____

Telephone (home/mobile/work): _____

Title/relationship to the church: _____

Information Regarding Suspected Victim(s)

Name of suspected victim: _____

Age: _____ Sex: _____

Address: _____

Telephone (home/mobile/work): _____

Relationship to the church: _____

Name of other suspected victim: _____

Age: _____ Sex: _____

Address: _____

Telephone (home/mobile/work): _____

Relationship to the church: _____

Confidential: Keep in a locked file

Information Regarding Incident(s) of Suspected Abuse:

How did you become suspicious of possible abuse or misconduct?

Describe any physical evidence of the suspected abuse/misconduct:

Describe each incidence of suspected abuse or misconduct as fully as possible, including dates, times and locations of incidents:

Confidential: Keep in a locked file

Information Regarding Witnesses to Suspected Abuse or Misconduct:

Name of witness: _____ Age of witness: _____

Address: _____

Telephone (home/mobile/work): _____

Relationship to the church: _____

Name of (any) additional witness(es): _____ Age of witness: _____

Address: _____

Telephone (home/mobile/work): _____

Relationship to the church: _____

Information Regarding Person(s) to whom Suspected Abuse or Misconduct Was Reported:

Was the suspected misconduct initially reported to the Misconduct Response Person or to someone else?

Misconduct Response Person Someone else (e.g., teacher, elder, pastor, Leadership Minister)

If someone else, name and congregational role of person to whom the misconduct was initially reported:

Address: _____

Telephone (home/mobile/work): _____

Name and title of the person making the initial report:

Address: _____

Telephone (home/mobile/work): _____

Date that initial report was made: _____

Date that the Misconduct Response Person was informed: _____

Confidential: Keep in a locked file

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Was the suspected abuse/misconduct reported to Child Protective Services (CPS)? yes no

If yes, the date report was made to CPS: _____

Name and title of person reporting to CPS: _____

Address: _____

Telephone (home/mobile/work): _____

Name of CPS worker contacted: _____

CPS contact's telephone: _____

Was the suspected abuse/misconduct reported to the Police? yes no

If yes, the date report was made to police: _____

Name and title of person reporting to police: _____

Address: _____

Telephone (home/mobile/work): _____

Police department and contact person: _____

Police contact's telephone: _____

Was the suspected abuse/misconduct reported to Franconia Conference? yes no

If yes, the date report was made to the Conference: _____

Name and title of person reporting to the Conference: _____

Address: _____

Telephone (home/mobile/work): _____

Name and title of person to whom the report was made: _____

Conference contact's telephone: _____

Information Regarding Person Completing this Form:

Name and title of person completing this form: _____

Address: _____

Telephone (home/mobile/work): _____

Signature: _____ Date: _____

Confidential: Keep in a locked file

Appendix C

Policy and Procedure Flowchart

The complainant contacts his/her Misconduct Response Person

Misconduct Response Person will. . .

- receive and respond to report of alleged misconduct
- provide support for the Accuser/Victim as they begin the misconduct procedure
- Exhibit appropriate and professional concern for the protection of the rights of the Accused