

Ministerial Misconduct & Ministerial Sexual Misconduct Policy and Procedure Flowchart

The complainant contacts his/her area church/conference. (Section 3.A, pg.8) Area conference minister will ... (Section 3.B, pg. 8)

- report any child abuse/other violation according to law (3.B.1)
- give the complainant copy of Policy and Procedure (3.B.2)
- assign a contact person to complainant (3.B.3)
- contact National Office (3.B.4)
- contact legal counsel (3.B.5)

Contact person will meet with complainant to (Section 3.C, pg. 9)

- review the Ministerial Sexual Misconduct Policy and Procedure (3.C.1)
- help person put complaint into writing (3.C.2)
- serve as connector between complainant and process (3.C.3)
- deliver written complaint to area Conference Minister (3.C.4)
- encourage selection of a Personal Supporter (3.D) Role (3.E)

Area conference minister determines jurisdiction within 7 days of receiving written complaint.

(Section 4, pg. 9-10)

Within 7 days of receiving the written complaint, the area conference minister will (Section 5.A, pg. 10-12)

- contact National Office (5.A.1)
- determine if area conference minister has a conflict of interest with complainant (5.A.2)
- take steps to prevent any interaction between accused and complainant (5.A.3)
- ensure confidentiality of the identity of complainant (5.A.4)
- determine if immediate suspension of the minister's credential is needed (5.A.5)
- notify accused, assign contact person and give Policy and Procedure (5.A.6-8)
- notify congregational leaders (5.A.9)
- consider non-disciplinary leave (5.A.10)
- appoint three investigators (5.A.11)
- announce appointment of investigators to complainant and minister (5.A.12)
- notify complainant and accused via contact persons that investigation will begin (5.A.13)
- locate all personnel files including any ministerial misconduct files (5.A.14)
- notify insurance carrier of area conference (5.A.15)

21 days after Area Conference receives written complaint investigators will (Section 5.B, pg. 12)

- review written complaint (5.B.1)
- interview complainant (5.B.2)
- interview minister (5.B.3)
- advise minister and give 5 days for minister's response (5.B.4)
- review relevant evidence (5.B.5)
- interview other persons (5.B.6)
- keep accurate records of interviews (5.B.7)
- if necessary ask for extension to conclude (5.B.8)
- prepare written report (5.B.9)

14 days after Investigators Report, Ministerial Leadership Committee chair convenes meeting (Section 5.C pg. 12-13)

Decline to charge (5.C.1, pg.12-13):

- inform minister (5.C.1.a)
- inform complainant and contact person (5.C.1.b)
- deliver file to the area conference minister (5.C.1.c)
- send file to National Office (5.C.1.d)
- report to those involved (5.C.1.e)
- work with congregation (6.A.1.c)

OR

Bring a charge (5.C.2, pg. 13):

- change credential status (5.C.2.a)
- file charge with area conference leadership (5.C.2.b.)
- deliver charge to minister and contact person with request to respond within 5 days (5.C.2.c)
- inform complainant (5.C.2.d)



Upon receipt of minister's response, Ministerial Leadership Committee will either (Section 5.C.2.e-h, pg. 13)

If accused agrees with allegation (Section 6.A.2, pg. 14)

- determine judgment and send letter naming judgement (6.A.2)
- report appropriate people (6.B.1-7)
- update credential status (6.C)
- monitor the sanctions (6.D)
- provide Follow-up care (6.E)

OR

If accused disputes allegation will set up a hearing within 7 days of receipt of Minister's written dispute (Section 5.C.2.f-h pg. 13)



Ministerial Leadership Committee conducts a hearing (5.D, pg. 14)

- notify the minister, investigative team of the hearing (5.D.1)
- notify the complainant (5.D.2)
- hear testimony of investigative team, minister and all witnesses (5.D.3)
- deliberate to make a decision concerning judgement (5.D.4)
- file written record of hearing (5.D.5)

Following hearing, Ministerial Leadership Committee will (6, pg. 14-15)

- determine a judgment (6.A)
- if judgment is the minister, more likely than not, did not engage (6.A.1)
- if judgment is the minister, more likely than not, did engage then (6.A.2)
- report to all appropriate people (6.B.1-7)
- update credential status (6.C)
- monitor sanctions (6.D)
- provide follow-up care (6.E)

Appeal (Section 7, pg. 15-16)

Minister or complainant may appeal in writing within 5 days of judgement (Section 7 A-B, pg. 15)

No later than 14 days after appeal is registered, area conference leadership appoints panel (Section 7.C, pg. 15)

The Appeal Panel shall (Section 7.D, pg. 15-16)

Credential Status of a Sanctioned Minister (Section 8, pg. 16-17)
