

Approved June 1, 1999
POLICY

PREAMBLE

As God who called you is holy,
be holy yourselves in all your conduct.

* * * *

Tend the flock that is your charge,
not under compulsion, but willingly,
not for sordid gain, but eagerly,
not to lord it over those in your charge,
but to be examples of the flock.

You know that we who teach shall be judged
with greater strictness.

I Peter 1:15; 5:2; James 3:1

We believe and proclaim that all people are created by God. God values all life -- men, women, and children -- and intends that in all relationships everyone have dignity and worth.

Further, we believe that God has shown love for all persons in Jesus Christ, and intends that all people should relate to one another with justice. We believe, therefore, that sexual misconduct is an offense against God.

Scripture asserts that religious leadership involves a covenant relationship that assumes trustworthy exercise of power on behalf of those in our care. Sexual misconduct becomes an abuse of that power and trust, and is, therefore, unjust.

Power in ministerial relationships is inevitably unbalanced because of the inherent authority associated with the office of ministry, both historically and culturally. In addition, those who are involved in this ministry (both clergy and lay persons) have actual power because the people to whom they relate trust in the office of ministry and may be made vulnerable by their own life situations. Abuse that betrays this trust is not only a traumatic experience for the victim(s), but it also represents a tragic breakdown of the character and commitment of the abuser. This breakdown threatens not only those immediately affected, but also the well-being and credibility of the church itself.

For too long, incidents of sexual misconduct have been glossed over, rationalized or covered up for the good of the church. The Presbytery of Long Island hereby proclaims that:

- the good of the church can never be served by overlooking an abuse of power and betrayal of trust;
- sexual misconduct is always wrong;
- charges of misconduct must be dealt with swiftly, fairly and with compassion for all parties involved;

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- responsibility for maintaining appropriate sexual boundaries belongs to the ordained minister, lay pastor, church staff or other leader.

The purpose of this policy is to set forth the position of the Presbytery of Long Island on sexual misconduct and to establish procedures to be followed in investigating and resolving instances when sexual misconduct is alleged to have occurred.

{The Policy and Procedures on Sexual Misconduct approved by the General Assembly in 1991 has inspired and informed this Preamble.}

I. WHO IS COVERED

This policy covers the Presbytery of Long Island, meaning all those persons who by position and ministry are responsible to it: the staff of presbytery and its agencies; members of presbytery, and elders, deacons, volunteers and employees as they serve the ministry, mission and business of the presbytery.

All churches within the bounds of presbytery -- their sessions, personnel committees, members and staff should be aware of this policy and develop policies of their own. For further guidance for churches, see Section IX: EMPLOYMENT PRACTICES.

II. DEFINITIONS

A. SEXUAL MISCONDUCT is the comprehensive term used to include:

1. *Child sexual abuse*: includes, but is not limited to, any contact or interaction between an adult and a child wherein the child is being used for the sexual stimulation of the adult or of a third person. The behavior may or may not include touching. Sexual behavior between a child and an adult is always considered forced whether or not consented to by the child. Child abuse must be reported to the civil authorities immediately. See Section V.B.

2. *Sexual harassment*: unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct constitute sexual harassment when submission to such conduct is made, either implicitly or explicitly, a condition of an individual's employment or status in an institution, or is used as a basis for employment decisions affecting the individual, or creates an intimidating, hostile or offensive working environment based on the declared judgment of the affected individual.

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3. *Rape* or sexual contact by force, threat, or intimidation.

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4. *Sexual malfeasance*: Genital contact with those for whose spiritual welfare one is responsible by one's position in the church. Mutual seduction resulting in mutual victimization is also considered misconduct.

5. *Sexual impropriety*: sexual advances toward those for whose spiritual welfare one is responsible by one's position in the church. Such behavior can be verbal or physical conduct of an inappropriately sexual nature (e.g., risqué jokes, innuendoes, insults, ingratiating and over solicitous behavior, including sexually inappropriate visits and phone calls, seductions, and fondling).

The responsibility for maintaining appropriate sexual boundaries belongs to the ordained ministers, employees, volunteers or other leaders.

B. PERSONS AND GROUPS

Investigating Pool: A pool of 15 persons from the presbytery who have been nominated by the Committee on Nominations of the presbytery in consultation with the Sexual Misconduct Response Team and trained to do the work of investigating and prosecuting allegations when necessary. This pool will be elected by the presbytery though only five will work together at a time. Each group of five will be called an Investigating Committee according to the Book of Order.

Accused: the person against whom a claim of sexual misconduct is made.

Accuser: a person claiming the knowledge of sexual misconduct by someone covered by this policy. The accuser may be the victim of alleged sexual misconduct or may be a family member or other caregiver, friend or colleague of the victim.

Advocate: a person chosen by the accused, the accuser or the alleged victim to accompany him or her at any or all stages of the process. In this policy, "advocate" does not denote legal representation. An advocate may be a colleague, friend, family member, counselor, etc.

The advocate must, however, be a member of the Presbyterian Church (USA). The Sexual Misconduct Response Team may suggest advocates to the parties if none have been chosen.

Victim: the person alleged to have been injured by sexual misconduct.

Allegation Team: a 5-person committee made up of the Stated Clerk, the Executive Presbyter, the chair of the Sexual Misconduct Response Team, the chair of the Committee on Ministry, and the moderator of the presbytery, which will choose the Investigating Committee from the pool of 15 trained and approved persons from the presbytery.

Investigating Committee: A team of at least 5 persons, drawn as needed, from a pool of 15 trained people that does fact-finding, works with the parties involved, reports findings and recommendations to the Stated Clerk within one year, and is available to continue the

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process if deemed appropriate. The Investigating Committee must also be available to prosecute the case if it comes before the Permanent Judicial Commission upon their own Page 4

recommendation.

Sexual Misconduct Response Team: The Sexual Misconduct Response Team shall assist in the education of the Presbytery, its members and its churches on matters related to sexual misconduct in the life of the church. It shall advise the Committee on Nominations in implementing the Presbytery Sexual Misconduct Policy, procedures and practices. It shall report on its policies and procedures at least annually to the presbytery.

III. PRINCIPLES

A. GENERAL PRINCIPLES

As stated in the preamble:

- The “good of the church” can never be served by overlooking an abuse of power and betrayal of trust.
- Sexual misconduct is always wrong.
- Charges of misconduct must be dealt with swiftly, fairly and with compassion for all parties involved.

Further, the presbytery’s response to allegations of sexual misconduct may include:

- Inquiry into facts and circumstances.
- Possible disciplinary action (administrative or judicial or both).
- Pastoral care for victims and their families and others.
- Pastoral care and rehabilitation, if needed, for those accused and care for their families.
- Pastoral care for congregations, the presbytery and other employing agencies.

This response will be made with concern for both:

- Privacy ... Respect for person’s privacy, reputations, and records is highly necessary on the part of all those involved in the process and of the presbytery at large. Some incidents may also prove to involve the church and/or secular legal processes. However, concern for privacy does not justify denying or “hushing up” appropriate information and responses.
- Truthfulness ... Information and responses may be shared, as appropriate, with the involved parties, with the presbytery and its committees, and with sessions. Given the needs for privacy, fairness and compassion, falsifying or withholding information by anyone involved in making or responding to allegations of misconduct, is unethical. If charges are found to be brought maliciously or without grounds, the accuser may be identified and further action taken.

B. OPERATIONAL PRINCIPLES

- Advocacy: All the parties directly involved in the allegation -- the accuser/victim and the accused -- may at any and all points have an advocate with them.
- Representation: Those serving on the Allegation Team and the Investigating Committee will have three members present when meeting with the accuser/victim and the accused.

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Such consultations shall always include one committee member or team member who is of the same sex as the person being interviewed.

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- Secure records: Except when appropriately forwarded or necessary for another consultation, copies of documents, including allegations, shall not be taken from meetings.
- Statute of limitations: This policy recognizes the special problems related to discovery and recognition of various form of sexual misconduct. Child sexual abuse may not be recognized until the victim of abuse reaches adulthood. Recognition of abuse and willingness to come forward as an adult victim may also be delayed for many years. Therefore, this policy recognizes the “statute of limitation” as defined in the Book of Order and applied by rulings of judicial cases. (D-10.0401)

PROCEDURES

IV. SUMMARY OF THE PROCESS

Presbytery response to an allegation of sexual misconduct may take one of several forms. At any of several points, allegations may be resolved, mediated, dropped, referred to the disciplinary judicial process, or be referred to appropriate committees. The response and the roles of those authorized to respond are described in more detail in the following sections of text.

V. THE ALLEGATION TEAM

A. COMPOSITION

The Allegation Team is composed of 5 persons: the Executive Presbyter, the Moderator of the Presbytery, the Stated Clerk, the chair of the Committee on Ministry and the chair of the Sexual Misconduct Response Team.

Members of the committee will be trained with the Investigating Pool members and will be required to meet with the pool at least annually.

B. REPORTING ALLEGATIONS

Reports of sexual misconduct will occur in a variety of ways. Because the presbytery and its churches cannot control to whom someone making an accusation of sexual misconduct will first speak, it is important that all leaders and employees understand to whom reports of incidents are to be channeled.

Reports in any way involving persons covered by this policy should be made to the Stated Clerk of the presbytery. The Stated Clerk must then report the allegation to the Allegation Team immediately.

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Allegations will most often be brought by the person who is the alleged victim. In cases where the

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allegation is brought by an accuser who is not the victim, the accuser may often be the parent, guardian or other advocate for the child who has been the victim of sexual misconduct. In cases where the victim is an adult, it is important for a non-victim accuser to: have something in writing from the victim detailing the charges; to be certain that the victim is willing to come forward to testify if an action is filed; and to have some objective evidence of the misconduct to substantiate the allegation (e.g. medical test results, motel receipts, letters, proof of repeated telephone calls, etc.). Otherwise the victim and/or non-victim accuser could be subject to action for filing false charges.

Reports of sexual misconduct should never be taken lightly or disregarded and allowed to circulate without concern for the integrity and reputation of the accuser, the accused and the church. Reports should be dealt with as matters of highest confidentiality both before and after they have been submitted to the appropriate authorities.

All persons covered by this policy have a particular duty to report suspected child sexual abuse. The Allegation Committee shall report such an incident to civil or criminal authorities immediately. All persons should be educated by their local church and must comply with state and local laws regarding incidents of actual or suspected child sexual abuse. In addition, there may be other cases that should be reported to the civil authorities. When reported, the accused and the accuser, if different persons from the alleged victim, shall also be notified.

The importance of properly reporting an allegation of sexual misconduct cannot be over-emphasized. Attempts to resolve accusations informally at the lowest organizational level, while understandable, can often result in nothing more than covering up the problem or trying to make it "go away."

C. RESPONSIBILITIES

Within the first 10 days of receiving the written allegation, the Allegation Team will take these steps:

- Notify the presbytery insurance company through the Executive Presbyter.
- Determine whether civil authorities should be notified and notify them if deemed necessary (note: in such cases, accuser and accused shall also be notified).
- Determine if the allegation calls for disciplinary action by a governing body and notify the Stated Clerk (note: such allegation includes child sexual abuse, rape, adultery, fornication, and bodily harm). The accuser and the accused shall be notified that the allegation has been submitted for disciplinary proceedings.
- Determine whether mediation or a meeting of the parties might preclude the need for

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further action (** see note below).

- Choose the Investigating Committee from the pool.
- Name the Investigating Committee chair.

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- Pass the name of the Investigating Committee chair to the civil authorities as future contact person when applicable.
- Provide to the Investigating Committee the names of several possible advocates for the accused and the accuser for the duration of the process (advocates should not be persons serving on the Investigating Committee).
- Call on the Investigating Committee as soon as necessary to offer pastoral care to individuals involved and, if needed, call on the Committee on Ministry to provide pastoral care to congregations.
- Open and maintain the permanent secured file.

NOTE**; Resolution or mediation at this stage.

Fact finding and allegation is not the work of the Allegation Team. If, however, from earlier information reported or included in the allegation and without compromising justice, the Allegation Team determines that paths to resolution are possible at this stage, it has 2 options:

1. It may, if the accuser so desires, notify the accused of the allegation and set up a meeting between the accuser, the accused and at least 3 members of the Investigating Committee to discuss the matter. At least one member of the Investigating Committee present shall be of the same sex as the accused and one of the accuser. If desired, the accuser and the accused may each have an advocate of their choice present. The accuser and the accused should NOT meet without the presence of members of the Investigating Committee. The matter may end here or proceed to other levels of response. A written report by the Investigating Committee shall be placed in the secured file and a report made to presbytery (see Sections VII and VIII).

2. If it appears that mediation is appropriate and would bring justice and peace to the parties involved, then the Investigating Committee may recommend this action to the parties and involve a professional mediator. If the allegation is settled by mediation, a written report signed by the accused, the accuser, the mediator(s) and a member of the Investigating Committee will be placed in the secured file and a report made to presbytery (see Sections VII and VIII). Mediation may also occur at any time during the subsequent process.

VI. THE INVESTIGATING COMMITTEE

A. COMPOSITION

The members and chair of the Investigating Committee will be appointed by the Allegation Team from a pool of 15 trained persons, who will be available for appointment to Investigating

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Committees. The pool of persons will be trained by the presbytery to respond to allegations of sexual misconduct; it will meet at least annually.

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B. RESPONSIBILITIES

The Investigating Committee chosen to respond to a particular allegation will be composed of no fewer than five persons from the pool. The majority of persons and the chair shall be of the same gender as the alleged victim. Ideally, the Investigating Committee will include a psychological counselor with experience in the field of sexual misconduct and also a legal professional. The role of representatives of any professional group is to bring expertise to the Investigating Committee for consultation.

The Investigating Committee's primary responsibility is fact finding. Its task is not to make judgments; that responsibility is left to others. The Investigating Committee will do its work with sensitivity and loving care to the parties involved in the allegation, including respect for the presumption of innocence that is the right of the accused under U.S. law and tradition. The Investigating Committee's second major responsibility is to provide appropriate care, especially for individuals and families involved. It may be called on to provide such care even when, or if, it no longer has responsibility for fact-finding.

When the Investigating Committee receives the written allegation from the Stated Clerk, it will meet and take these steps:

- Meet together as a committee within ten (10) days.
- Within 48 hours, contact the alleged victim and the accused with the written allegation. This contact shall be made in person by two members of the Investigating Committee, at least one of which shall be of the same sex as the person being contacted. They will inform the accuser/alleged victim and accused of the principles of justice, concern for privacy, and truthfulness that drive this policy. The Investigating Committee will further inform them that all that is said will be considered as information and can become evidence if a church or judicial case is brought. The Investigating Committee will outline possible next steps and let them know that each party may choose an advocate or have one suggested to them by the Investigating Committee. They will also be assigned a member of the Investigating Committee to keep them informed about the process. The Investigating Committee members will instruct the accused to have no further contact of any kind with the accuser, the victim, or their families.
- Determine whether civil authorities should be notified and notify them if necessary (note: in such cases, accuser and accused shall be notified. This may be done in conjunction with civil authorities).
- Assign one member of the Investigating Committee to the accuser/alleged victim and another to the accused to keep them informed throughout the inquiry.
- Confirm that civil authorities have been notified, if applicable. The Investigating Committee chair will be contact person for any civil proceedings that occur.
- Gather as much information as possible from all parties involved regarding the details of

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the allegation. At least 3 members of the Investigating Committee must participate in all interviews, and whenever possible, one member should be of the same sex as the person being interviewed. All persons interviewed shall be informed that all that is said will be Page 9

considered as information and can become evidence if a church or civil judicial case is brought.

- Inform the Stated Clerk and the Executive Presbyter on a regular basis that the investigation is proceeding.
- At any time during the fact-gathering process, inform the Stated Clerk and Permanent Judicial Commission if:
 - a. Information indicates that a disciplinary case is necessary, and provide to the Stated Clerk and Permanent Judicial Commission a sealed copy of the information it has gathered.
 - b. Mediation or a meeting of the parties may preclude further action.
- Submit a written report of the Investigating Committee findings to the Stated Clerk within one year. The report will include:
 - + names of parties involved;
 - + governing body membership of parties involved;
 - + allegation made by the accuser;
 - + response made by the accused;
 - + findings;
 - + suggested further actions to be taken.
- Make recommendations for ongoing care:
 - a. Recommend to the Committee on Ministry actions to begin the healing process within the congregation involved.
 - b. Recommend actions for the pastoral care of the accuser, the alleged victim, and/or the accused and their families, with proposals for how the Sexual Misconduct Response Team may be involved in these.
- Leave of Absence.* The Investigating Committee may recommend to the Committee on Ministry, or the appropriate session or other entity, an administrative leave for the alleged victim and /or the accused at any time throughout the process. The governing body/entity is responsible for determining the terms.

VII. GOVERNING BODY AND OTHER RESPONSES

A. THE INVESTIGATING COMMITTEE PROPOSES ACTIONS

When the Investigating Committee's final report is received by the Stated Clerk, the Stated Clerk shall report to the presbytery and keep the records in his/her confidential, locked file.

1. If no disciplinary action is called for, and any of the involved parties are ministers serving congregations the Investigating Committee shall recommend the need for administrative or

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other action to the Committee on Ministry. (According to G-14.0691, .0602 and .0603 of the Book of Order.)

2. If the parties involved are not church members or minister in the Presbyterian Church
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(USA), this policy does not apply, but would need to be dealt with on a local level.

B. REPORTING TO PRESBYTERY

After the Investigating Committee has submitted its final report and it has been received by the Stated Clerk, in accordance with the Book of Order (D-10.0300), the Stated Clerk shall submit a report at the next stated presbytery meeting. If no disciplinary action is proposed, the Stated Clerk shall report this to the presbytery. Such findings are subject to judicial review. The Investigating Committee may make non-disciplinary recommendations based on its findings. This report may take various forms as appropriate. It shall always include the information that an allegation has been received, that a Permanent Judicial Commission was or was not involved, and the action taken or proposed. At the discretion of the Investigating Committee, the report may or may not name the accused and may or may not identify either or both parties by status only (a member of presbytery, an employee of a local congregation, etc.). If an allegation has been found to be submitted maliciously or without grounds, the accuser may be named. If, despite the concern for privacy, the matter has become widely known throughout the presbytery, it may be advisable to identify one or both parties.

VIII. RECORD KEEPING AND FILES

The Investigating Committee will keep all records confidential during its proceedings, including records of its fact-finding, its conversations with the accuser, accused and other parties, and its recommendations. Once the Investigating Committee has completed its fact-finding, all records will be forwarded to the Stated Clerk, sealed and securely stored in his/her locked file. If there are no disciplinary proceedings, the Investigating Committee shall make a summary of the findings and place it in its secured file and in the minister's or employee's permanent file. The summary shall be read to the accuser and the accused and they will be asked to sign it. Except for this summary in these permanent files, no separate records shall be maintained after the confidential material has been turned over to the Stated Clerk.

IX. EMPLOYMENT PRACTICES

A. PERSONNEL FILES

Accurate maintenance of personnel files is an essential part of hiring and supervision practices. The presbytery, every session and other related entity should maintain a personnel file on every employee, including ministers. The file should contain the application for employment, any

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employment questionnaires, reference responses and other documents related to this policy.

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B. PRE-SCREENING APPLICANTS

Governing bodies and entities are urged to establish stringent hiring practices. If an applicant is unknown to the employer, the employer should confirm the identity of the applicant and make specific inquiries to discover if his or her prior employment involved any allegation of sexual misconduct. If so, the disposition of those allegations must be reviewed.

All persons seeking positions as minister members of presbytery and its executive staff positions are required to complete the certification and release form identified as Exhibit A of this policy by the time of the clearance review by the Committee on Ministry. Copies of the completed form will be provided to the Committee on Ministry and the appropriate Pastor Nominating Committee.

C. REFERENCES AND RESPONSES

The presbytery or other entity is responsible for contacting references for proposed staff and volunteers. In churches seeking a minister, contacting references is the responsibility of the Pastor Nominating Committee or the session for interim or stated supply positions. A written record of conversations or correspondence with references should be kept in the minister's/employee's personnel file. In addition, the Executive Presbyter, and/or the Committee on Ministry chair, will conduct independent reference checks of ministers seeking new positions and will report to the Committee on Ministry and the effected Pastor Nominating Committee or session the results of the check.

Applicants shall be informed of negative comments regarding sexual misconduct and be given an opportunity to submit additional references or give other evidence to correct or respond to harmful information obtained from a reference. The Executive Presbyter or any other personnel officer within the presbytery who receives a reference inquiry regarding sexual misconduct of a former pastor or employee is obligated to give truthful information regarding past sexual misconduct of the applicant, if any, is known. The response must be limited to information that is a matter of public record or is in the applicant's own personnel file that is maintained by the governing body or other entity.

D. VOLUNTEERS

Volunteers who are new to an organization or entity and are to be used in positions of particular trust, such as youth advisor, children's worker, lay counselor, boy or girl scout leader, camp counselor, should be subject to some degree of pre-screening and their work should be closely supervised until they are known to the responsible governing body or entity.

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E. TRAINING

All continuing and new members of presbytery and presbytery staff are to attend a training session on the issues of sexual misconduct and this policy. The Committee on Ministry is responsible for ensuring that the Sexual Misconduct Response Team conducts, or arranges for, such a session for

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new members and personnel at least annually.

This presbytery urges all sessions and other related entities to establish supporting policies and procedures related to sexual misconduct. In particular, sessions and entities are to take specific steps to inform members, employees, volunteers and students of the church's standards of conduct and the presbytery's procedures for reporting allegations of sexual misconduct. The Sexual Misconduct Response Team is responsible for assisting churches in the presbytery in developing appropriate programs to this end. Session minutes should show that the session and/or its personnel committee discusses these issues and the policies -- those of presbytery and those it has developed for its own use -- annually, if possible, by including such a discussion as part of its training for newly elected officers.

The presbytery, through the Committee on Preparation for Ministry, shall require all candidates under care of the presbytery to attend one training session before the candidate is approved for ordination. This may be done in our presbytery or it may be done through an equivalent program in the presbytery where the candidate resides for seminary.

F. AUTHORIZATION AND ACKNOWLEDGMENT

Upon approval of this policy, all new minister members and professional employees coming into the Presbytery of Long Island must sign Appendices A and B.

All minister members already within the presbytery, professional employees and those granted permission to labor within the bounds of the presbytery are required to sign a written acknowledgment (Appendix B) that they have read the presbytery's Policy on Sexual Misconduct. This acknowledgment shall be kept in the person's personnel file

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APPENDIX A

(To be given by a Pastor Nominating Committee to a candidate before the clearance interview and to be returned to the Committee on Ministry at the clearance interview.)

CERTIFICATION AND RELEASE FORM

Please complete the following certification:

I certify that, (a) no civil, or criminal or ecclesiastical complaint has ever been sustained or is pending against me for sexual misconduct; (b) I have never resigned or been terminated from a position for reasons related to sexual misconduct on my part; and (c) I have never been required to receive professional treatment for reasons related to sexual misconduct on my part.

Signature

Date

Note: If you do not want to make the above certification, you may attach this form to a description of the complaint, termination, or course of treatment in which you have been involved, preferably giving the names, telephone numbers, and addresses of employers, physicians and therapists, the outcome of the situation and any explanatory comments you care to add. This information is for the consideration of the Committee on Ministry and the Pastor Nominating Committee and will be kept confidential.

RELEASE

The information I have provided on this form is accurate to the best of my knowledge and may be verified by the employing entity. I hereby authorize _____ to make all contacts necessary to verify my prior employment history and to inquire concerning any prior arrest or criminal records or any judicial proceedings related to sexual misconduct involving me as a defendant. By means of this release I also authorize any previous employer and any law enforcement agencies or judicial authorities to release any or all requested information regarding sexual misconduct to the _____.

I have read this release and understand fully that the information contained may be used to deny me employment or any other type of position within the Presbytery of Long Island. I also agree that I will hold harmless the employing entity, as well as any prior employer, law enforcement authority or judicial authority from any and all claims, liabilities and cause of action for the release of any such information.

Signature

Witness

Witness

Date

Date

Date

Address

Address

THE PRESBYTERY OF LONG ISLAND ----- POLICY ON SEXUAL MISCONDUCT

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APPENDIX B

ACKNOWLEDGMENT OF RECEIPT

I hereby acknowledge that I received on _____ (date) a copy of the Presbytery of Long Island Policy on Sexual Misconduct dated _____, that I have read the policy, understand its meaning, and agree to conduct myself in accordance with the policy.

Signature

Date

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APPENDIX C

INFORMATION FOR AN ALLEGATION OF SEXUAL MISCONDUCT

The kind of information that needs to be supplied when reporting alleged sexual misconduct to the Allegation Committee includes:

- Date of report
- The person reporting: Name and Title

Address and Telephone

- The person suspected of misconduct: Name and Title

Address and Telephone

- Other persons involved - witnesses or victims: Name

Sex

Address and Telephone

- Description of incident(s) of alleged sexual misconduct.

Date(s)

Time(s)

Location(s)

- Identification of eyewitnesses to the incident.

Names

Addresses

Telephone numbers

- Any other information that may be helpful in fact-finding about the incident.

NOTE: The same kind of information in writing will be needed by an individual who wishes to make an accusation against another individual to begin the process of a disciplinary case by the presbytery or the session of the appropriate church. See the Book of Order, D-7.0100-.0300.