

A Checklist for a Draft of Policy and Procedures Addressing Sexual Misconduct

Does your policy statement clearly define the conduct/behavior considered unethical by your church/annual conference? *“Did the accused engage in conduct that violates the established ethical standards and result in a chargeable offense?”*

1. Does your policy clearly define what constitutes a “formal complaint”?
2. Does your policy clearly identify the responsibility and process for reporting alleged child abuse to the appropriate legal authorities?
3. Does your policy clearly explain confidentiality?
4. Does your procedure clearly identify the person(s) who will receive the formal complaint and give contact info?
5. Does your procedure reflect how the accused will be notified and how the complainant will be told of the accused’s response?
6. Does your procedure clearly outline the “next steps” and is delivered to the complainant and the accused?
7. Does your procedure provide a means to notify the local congregation or organization’s leadership of the complaint? Is your annual conference/church ministry supportive of disclosing the nature of the complaint and the process to follow to the congregation? The identity of the complainant does not need to be disclosed.
8. Does your procedure provide the support of a trained Response Team to work with the congregation, staff, etc. in debriefing the trauma and developing a plan for healing?
9. Does your procedure provide a means to suspend the accused with or without pay during the investigation process?
10. Do you have a plan for how your policy and procedure will be easily accessible for staff and congregation? Do you have the support of all church committees?
11. Does your procedure include clear direction for record keeping of all actions and conversations?