



North Texas Conference Policies and Procedures for Resource Persons

A resource person is a lay professional volunteer made available by the Crisis Response Team Coordinator to support persons who have experienced a trauma or boundary violation, and who may be considering filing a formal complaint. This service is made available to any person within the scope of the North Texas Conference who asks.

A resource person may be obtained by contacting the Response Team Coordinator who will assess the case and assign a Resource Person he/she sees as the best fit possible for the case. This may be done in confidentiality unless/until a formal complaint is filed. At this point, identities of person receiving services is made public.

The complainant may have an issue with clergy or another church leader. The complaint may or may not involve sexual misconduct. Often a person simply needs someone to listen to their story and help them decide the most appropriate and helpful steps to take for their healing, such as a referral to a counselor/therapist. Resource Persons stay within the boundaries of a support person (providing information, education, and listening) and do not at any time become a counselor or therapist.

The Duties of a Resource Person

- Listening and processing information with a person and helping to decide next steps
- Providing education, information, resources and referrals
- Provide an intake/assessment, monthly or quarterly reports (to be decided upon by the Response Team Coordinator on a case-by-case basis), and final report/incident closure- each to Response Team Coordinator in a timely manor

If an allegation is made the duties also include:

- Confirm the aggrieved person understands the procedures for reporting allegation of sexual misconduct or other types of abuse
- Verifying and clarifying the allegation with the aggrieved person
- Requesting that the aggrieved person prepare a written summary of the allegation and, if necessary, a formal complaint when requested to do so
- Helping the aggrieved person prepare the written summary and formal complaint
- Once filing a complaint has been decided, inform the Response Team Coordinator so that the DS may be informed if not already involved
- Accompanying aggrieved person to meetings help in connection with the Procedures of the North Texas Conference
- Calling to the attention of the Bishop, the DS and Response Team Coordinator and any vindictive, hostile, or insensitive situations that arise during the process
- Giving feedback to the Response Team Coordinator regarding observations of helpful and hurtful situations arising during the process to be shared with the DS and/or Bishop