



SEXUAL MISCONDUCT PREVENTION POLICY AND PROCEDURES

North Creek Presbyterian Church, Mill Creek, Washington

Preamble

We believe and proclaim that all people are created by God. God values all human life and intends that everyone—men, women and children—have worth and dignity in all relationships. We further believe in justice for all persons. Sexual misconduct is an abuse of power and/or trust, and therefore, unjust. Scripture asserts that religious leadership involves a covenant relationship that presumes the trustworthy exercise of power on behalf of those in our care. A betrayal of this trust is more than just a personal tragedy for the victim. It reflects a breakdown in the character of the abuser that seriously threatens not only those immediately affected but also, the well-being of the church itself.

North Creek Presbyterian Church (NCPC) declares that sexual misconduct is wrong, and that the good of the church can never be served by overlooking it. We further declare that charges of misconduct must be dealt with promptly, fairly, and with compassion for both the alleged injured party and the alleged perpetrator. The overriding aim of response is to ensure fairness and justice for all involved, and – when necessary – to bring members to repentance and restoration. Church discipline is not a substitute for the civil judicial system, but rather is to build up the body of Christ in redemptive ways. The policy that follows does not diminish the biblical imperative to “come to terms quickly with your accuser while you are on the way to court” (Matthew 5:25). Therefore, all other possible avenues for conciliation should be explored first, unless or until it is deemed necessary to engage these disciplinary proceedings.

The purpose of this policy is to make clear NCPC’s position on sexual misconduct and abuse and to establish the procedures to be followed in investigating and resolving instances where misconduct is alleged to have occurred.

I. THE POLICY STATEMENT

Sexual misconduct, defined as including sexual harassment and abuse, whether of a child or adult, is a violation of the principles set forth in Scripture and is never permissible.

It is against the policy of NCPC, and illegal under state and federal law, for any clergy and staff (paid and volunteer), officers, church members and those using church property to engage in any form of sexual misconduct, including sexual harassment and abuse as defined by this policy.



This policy recognizes that victims of sexual misconduct may include church members and their children, church employees, ministers, and other persons regardless of church membership or association. It is the policy of this church that charges of sexual misconduct be treated with the seriousness they deserve and be dealt with promptly and fairly for the benefit of all parties concerned. In keeping with American law and tradition, the presumption of innocence regarding the accused must be respected.

NCPC is committed to providing a safe place for our faith community to worship, work and gather that is free from this unlawful conduct. The adoption and enforcement of the provisions of this policy are in keeping with this commitment.

II. DEFINITION OF TERMS

A. Sexual Harassment

1. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment or participation;
- b. Submission to or rejection of such conduct by an individual is used as a component of the basis for employment or participation decisions affecting the individual;
- c. Such conduct has the purpose or effect of substantially interfering with an individual's participation in the community or work performance or creating an intimidating, hostile, or offensive church environment.

2. Examples of sexual harassment include, but are not limited to the following, when such acts or behavior come within one of the above definitions:

- a. Either explicitly or implicitly conditioning any term of employment (i.e. continued employment, wages, pay raise, evaluation, advancement, assigned duties, assigned shifts, etc.) or participation on the provision of sexual favors;
- b. Touching or grabbing a sexual part of a person's body;
- c. Touching, holding, or hugging any part of a person's body after that person has indicated, or it is known, that such physical contact is unwelcome;
- d. Continuing to ask someone to socialize on or off church property when they have indicated that they are not interested;
- e. Displaying or transmitting sexually suggestive pictures, objects, cartoons, posters, etc.;
- f. Continuing to write sexually suggestive notes, letters, or social media communications if it is known or should be known that they do not welcome such behavior;

- g. Referring to or calling a person a name with sexual connotations if it is known or should be known that they do not welcome such behavior;
- h. Commenting on a person's clothing using sexually suggestive language;
- i. Telling sexually suggestive jokes or using sexually vulgar or explicit language;
- j. Derogatory remarks or rhetoric intended to provoke in relation to a person's sex or sexual orientation;
- k. Harassing acts or behavior directed against a person on the basis of their sex or sexual orientation;
- l. Off-site conduct which falls within the above definition of harassment and affects the work environment or community of the church at large.
- m. In addition, retaliation of any kind against a person for having filed or supported a complaint of sexual harassment (i.e. ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering that person's job duties, work environment, or participation etc.) is also against the law and a violation of this policy.

B. Sexual Abuse

1. Sexual abuse is defined as any sexual contact by force, threat, or physical intimidation, including but not limited to rape or attempted rape, in relation to:

- a. Any person under the age of eighteen years, or
- b. Anyone over the age of eighteen years without mental capacity to consent [D-10.0401c. (1)], or
- c. Any person when the conduct is unwelcome or includes force, threat, coercion, intimidation, or
- d. Any person when the conduct involves misuse of office of position [D-10.0401c. (2)].

2. Examples of sexual abuse include any and all of the following behavior:

- a. Punishing or threatening to punish a person for rejecting sexual attention, requests, and/or demands;
- b. Coercing, or attempting to coerce, a person into a sexual, dating, and/or marriage relationship;
- c. The use of spiritual or appointed authority to coerce or the attempt to coerce, persuade, or mislead a person to enter into sexual behavior;
- d. Basing employment, promotion, pay increases, training opportunities or participation in this faith community's events on a person's acceptance or rejection of sexual advances;
- e. Utilizing a position of trust to engage in sexual contact, with or without consent, involving a person who is subject to the implicit trust relationship which the position conveys (e.g., ministers, pastoral counselors, youth leaders, church school teachers, child care workers, etc.);

C. Child Sexual Abuse

1. A child is legally defined as a person less than 18 years of age.
2. Child sexual abuse includes any and all of the following behaviors, whether carried out either on or off site:
 - a. Any inappropriate sexual interaction between any individual and a child, whether verbal or physical;
 - b. Any sexual contact by force, threat, or physical intimidation, including but not limited to rape or attempted rape;
 - c. Any contact or interaction between an individual and a child when the child is being used and/or groomed for the sexual stimulation of the individual or a third party.
 - d. Child grooming is befriending and establishing an emotional connection with a child, and sometimes the family, to lower the child's inhibition with the objective of sexual abuse or self-satisfaction.

III. PROCEDURES FOR THE PRESBYTERY AND MEMBER CHURCHES

A. Presbytery Responsibilities

It is the responsibility of the Northwest Coast Presbytery to:

1. Insist that Presbytery officers, staff, clergy members of Presbytery and elders of member congregations set a personal example by not engaging in sexual misconduct in any form;
2. Explain, through the Presbytery's Committee on Ministry (hereafter COM), that sexual misconduct will not be tolerated. Presbytery will regularly conduct training and educational events and activities for both clergy and elders, organized and supervised by the COM. Such an event is mandatory for minister members of Presbytery at least once every three years.
3. Take action to address all sexual misconduct by:
 - a. Encouraging the reporting of all accusations;
 - b. Following up with a person who reported sexual misconduct to ensure that the behavior has stopped, and that they have not experienced any retaliation or reprisal;
 - c. Providing procedures to address sexual misconduct reports or accusations both at the Presbytery and congregational level including, but not limited to, the procedures outlined in this policy;



- d. Creating a Response Coordination Team as needed (see III.F below) and provide by rule for the appointment of an Investigating Committee as needed (see III.E below and D-10.0201b in the Book of Order);
- e. Providing for effective reference checking of ministers received into the Presbytery and strongly encouraging Sessions to carry out their own background checks on employees and volunteers.
- f. Protect anyone who reports an instance of sexual misconduct from any and all forms of retaliation.

B. Session Responsibilities

1. Each Session of the Presbytery is responsible for providing a sexual misconduct-free church environment for its employees and members, including policies and procedures to enforce the investigation and prosecution of allegations of sexual harassment and abuse within its faith community. A copy of these policies and procedures should be filed with the Stated Clerk of NWC Presbytery.

2. It shall be the responsibility of the Session to:

- a. Inform all employees, volunteers and members of the church's policy and procedures on sexual misconduct and provide them with a copy;
- b. Session will appoint a four-member Misconduct Prevention **Response Team** (RT) from members of the congregation, including two women and two men, to whom an allegedly injured party may go to report an incident. From this four-member pool, two members (one woman and one man) will serve as the Response Team in a given situation.
 - 1) It shall be the responsibility of the Response Team to explain this policy to the reporter and to inform the Pastor and Clerk of Session. In this document the Pastor refers to the Senior Pastor if there are multiple pastors on staff.
 - 2) If the Pastor (or any pastor on the church staff) is the accused perpetrator the Executive Presbyter of NWC Presbytery must also be contacted;
 - 3) Instruct the **Response Team** to conduct an Intake Meeting within 72 hours with the reporting party and fill out the **Response Team Intake Form** (Exhibit D.1). At least two members of the **Response Team** (including one man and one woman) must be present at the Intake Meeting.
 - 4) Recognize the importance of and maintain confidentiality regarding both the accuser and accused. It shall be the Response Team's responsibility to ascertain what is appropriate confidentiality, in discussion with the Pastor or Clerk of Session, and to advise the reporter accordingly. It may be appropriate at some point for the Session to communicate with the parties involved and then to inform the congregation of the situation. This should be done in consultation with either the Executive Presbyter, Moderator(s) of the COM, or the Presbytery's Response Team.

C. Reporting & Response Procedures

1. **Overview:** Reports of sexual misconduct may occur in a variety of ways. Because an individual church or the Presbytery cannot control to whom the accuser of sexual misconduct will first speak, it is important that all church leaders and employees understand how reports of incidents are to be channeled to the proper person. 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 of the church. Reports should be dealt with as matters of highest confidentiality both before and after they have been submitted to appropriate authorities.

2. **Legal Considerations:** All persons covered by this policy have a particular duty to report suspected child sexual abuse and shall report the incident to civil or criminal authorities as required by local or state law (see Exhibit C for contact information on local authorities). 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.

3. **Reporting & Responses Procedures:** The importance of properly reporting allegations of sexual misconduct cannot be overemphasized. Attempts to resolve accusations informally, while understandable, can often result in inappropriate responses, which may make matters worse. Accordingly, the following **REPORTING & RESPONSE PROCEDURES** are to be followed:

- a. A victim of sexual misconduct may be a church member, church employee, anyone on church property, or the minister. The injured party is encouraged to contact one of the following if they have been or are being subjected to any form of sexual misconduct:
 - 1) The Misconduct Prevention **Response Team (RT)**, **appointed by Session**. These will be four people, including two women and two men, to whom the accuser may go directly. It shall be the Response Team's chief responsibility to explain the policy to the reporter and to inform the Pastor and Clerk of Session of the accusation. (See Exhibit B).
 - 2) **The Pastor;**
 - 3) **The Clerk of Session;**
 - 4) Should the alleged offender be the Pastor, **the Executive Presbyter** should be informed;
 - 5) Should the alleged offender be the Pastor, **the Clerk of Session** is assigned the role of the Pastor wherever this role appears in this policy.
- b. If the **Response Team** receives allegations from a third party, the RT shall ask the third party to encourage the alleged offended person to contact the Response Team.

- c. The **Response Team** shall conduct an intake meeting with the reporting party, and fill out the intake form, and the accused shall be informed of the allegations.
- d. The **Response Team** will meet and review the intake form. At this meeting they will decide whether or not the allegation requires the initiation of a disciplinary case. The Response Team protocol is outline in detail in the **Response Team – Case Discernment Process** document (Appendix D.4), summarized here as follows:
 - 1) **Response Team** follows up on an incident report within 72 hours, conducting an **Intake Meeting** consisting of an interview and the filling out of the Intake Form.
 - 2) Response Team meets to decide whether the complaint should be handled as a **Disciplinary Case** or a **Guided Reconciliation Case**.
 - a) If it is deemed a **Disciplinary Case** at any point in the process, the Response Team will meet with both parties (and advocates, if opted for) to explain the Disciplinary Process. The Response Team will forward the case to the Clerk of Session, who will assign it to a Standing Investigative Committee. The Disciplinary Case will be handled as stipulated by the Rules of Discipline D-10.000 and following. This process is briefly identified in Section III.E.
 - b) If a case is not deemed **Disciplinary**, it is deemed a **Guided Reconciliation Case**. The Response Team will assist the reporting party to seek reconciliation with the alleged offender according to a three-step process:
 - i. **One-to-One Communication**, coached by Response Team
 - ii. **Reconciliation Meeting**, moderated by Response Team
 - iii. **Plan of Reconciliation**, enforced by Response Team
- e. Reprisals as a result of reporting allegations are forbidden and, should such occur, may lead to disciplinary process.
- f. The reporting of false allegations as a vindictive act is also subject to disciplinary process.

D. Procedures for Non-Disciplinary Cases

1. All allegations of **sexual abuse** will be treated as a Disciplinary Case and lead to the creation of an **Investigating Committee** as provided for in the Rules of Discipline, Book of Order D-10 (see Section III E, below).



2. A Non-Disciplinary case is one in which the Book of Order's Rules of Discipline are not utilized. In such instances, where the initial allegations relate to **sexual harassment** exclusively, the following procedures may be followed unless or until it becomes clear that an Investigating Committee is needed:

- a. The Response Team will hear the party bringing the report of sexual harassment. The same Response Team will then meet with the alleged offender and communicate the allegations in writing.
- b. If the Response Team is able to achieve a resolution of the report which is satisfactory to all parties, it shall report this to the Session. The Response Team shall follow-up with subsequent reviews after one month and quarterly for the next calendar year.
- c. If the Response Team is unable to achieve a resolution of the report which is satisfactory to all parties, or if it believes further action is needed to assure no further misconduct will take place, it shall consult with the Session as to whether the COM, Executive Presbyter, or some other party needs to be involved to accomplish this objective.

E. Procedures for Disciplinary Cases

1. A formal accusation of an alleged sexual misconduct offense will initiate a disciplinary case which will be handled as stipulated by the Rules of Discipline, Chapter X (10). What follows is a simplified outline and should not be used in place of the Book of Order.

- a. An individual submits a written statement of the alleged offense along with supporting information to the Clerk of Session or Stated Clerk (D-10.0101). *(A complaint form is available in Exhibit D – Whenever possible, the form should be completed by the person(s) directly involved. Response Team members are available to assist in the completing of the form and/or can submit the form to the Clerk of Session or Stated Clerk as appropriate.)*
- b. The Clerk of Session or Stated Clerk reports to the Session or Presbytery that an offense has been alleged and of the necessity to appoint an Investigating Committee (D-10.0103). The Session or Presbytery, whichever council has jurisdiction over the member, appoints the Investigating Committee (D-10.0201).
- c. The Investigating Committee inquires into the alleged offense and determines if charges should be filed per D-10.0200 and following.
- d. If charges are filed, the Investigating Committee designates a prosecuting committee (D-10.0202).
- e. If the Investigating Committee has decided to file charges, it informs the accused and asks if the person wishes to plead guilty. It indicates the censure it will recommend (D-10.0302).
- f. The charge is submitted in writing to the Clerk of Session who forwards it to the Session of the church (D-10.0404).



- g. The Session conducts a pre-trial conference per D-10.0405. The Session may request to refer the trial to Presbytery, as it deems it appropriate (D-4.0000).
- h. The trial is conducted by the Session or the Permanent Judicial Commission of the Presbytery per D-11. If the person is found guilty, the possible outcomes are rebuke, temporary exclusion from exercise of ordained office or membership, or removal from ordained office or membership.

This Sexual Misconduct Prevention Policy and Procedures was adapted from those of Meadow Springs Presbyterian Church (Richland, WA) which drew from the policies and procedures of Albany Presbytery. They are informed by The General Assembly Policy and Procedures on Sexual Misconduct, Northwest Coast (NWC) Presbytery's Policy and Procedures on Sexual Misconduct, and the Rules of Discipline per the PC(USA) Book of Order.

The NWC Presbytery has a Response Coordination Team to assist in responding to allegations of sexual abuse and to coordinate Presbytery's response to such allegations.





EXHIBIT A

**North Creek Presbyterian Church
ACKNOWLEDGEMENT OF RECEIPT**

I hereby acknowledge that I received on _____(date), a copy of the Sexual Misconduct Policy and Procedures North Creek Presbyterian Church, Mill Creek, WA, and that I have read the policy, understand its meaning and agree to conduct myself in accordance with the policy.

Signature _____

Date _____



EXHIBIT B

**North Creek Presbyterian Church
MISCONDUCT PREVENTION RESPONSE TEAM**

The **Response Team** members must be members of North Creek Presbyterian Church. The team must include at least one member-elder at North Creek and one person experienced in handling confidential information (such as a Human Resources professional, counselor, or teacher).

Response team members must be good listeners, demonstrate character of good repute, and be available and responsive.

Response Team Members:

Name	Phone	Email

EXHIBIT C

North Creek Presbyterian Church CONTACT INFORMATION FOR LOCAL AUTHORITIES

Reporting Immediate Danger: If a child or vulnerable adult is in immediate danger, Call **9-1-1**

Reporting Suspicion of Abuse: If you suspect abuse or neglect of a child or vulnerable adult, contact the following:

- Child Protective Services (CPS), Washington State Department of Social & Health Services (DSHS), Region 3: **(866) 829-2153**
Website: <https://www.dcyf.wa.gov/safety/report-abuse>
PDF: https://www.dcyf.wa.gov/sites/default/files/pubs/CWP_0036C.pdf
- Washington State Department of Social & Health Services (DSHS), Adult Protective Services (APS): **(877) 734-6277**
Reporting may be done online at
<https://fortress.wa.gov/dshs/altsaapps/OCR/publicOCR.PubRptInputReporterInformation.executeLoad.action>

Domestic Violence Services of Snohomish County

- 24-Hour Hotline: **(425) 25-ABUSE** or **(425) 252-2873**
- Website: <https://dvs-snoco.org/contact/>

Mill Creek Police Department

- Emergency Dispatch, Call **9-1-1**
- Non-Emergency Line: **(425) 407-3999**
- Website: https://www.cityofmillcreek.com/city_government/police_department

Snohomish County Sheriff Department

- Emergency Dispatch, Call **9-1-1**
- Non-Emergency Line: **(425) 407-3999**
- South Precinct Non-Emergency Line: **(425) 388-5250**
- Website: <https://snohomishcountywa.gov/210/Sheriffs-Office>

King County Sheriff Department

- Emergency Dispatch, Call **9-1-1**
- Non-Emergency Line: **(206) 296-3311**
- Website: <https://kingcounty.gov/depts/sheriff.aspx>

EXHIBIT D

Forms

1. Response Team Intake Form
2. How to Complete an Intake Form
3. Advocate Form: Do I Need an Advocate?
4. Response Team – Case Discernment Process



RESPONSE TEAM INTAKE FORM

Respondent Name _____ Under 18 years old (circle one): YES NO

Address _____ City _____ State ____ ZIP _____

Witness(es):

Name _____ Contact Information _____

Name _____ Contact Information _____

Parties Involved

(Circle correct answer)

Is the Complainant – Church Congregant Staff Other _____

Is the Respondent – Church Congregant Staff Other _____

Is/Are the Witness(es) – Church Congregant Staff Other _____

Harassment, Bullying, Sexual Misconduct

(Circle any that apply)

Teasing *Bullying* *Cyberbullying* *Threatening* *Stalking*

Intimidation *Physical Harm* *Verbal Harm* *Inappropriate Touching*

Sexual Misconduct *Other* _____





RESPONSE TEAM INTAKE FORM

Advocacy

Both complainant and respondent are offered an Advocate (an unbiased third party who will help navigate through the conflict resolution process). An Advocate will be assigned, once either or both parties requests one.

Complainant: Do you want an Advocate? YES NO

Complainant Initial _____ Response Team Initial _____

Off-Site Intervention (Response Team)

Have off-site intervention agencies been notified? YES NO

YES: Response Team will continue intake process, but investigative avenues will be done by outside agency.

NO: Response Team continues intake process, working toward conflict resolution.

I have reviewed and agree that this report accurately and truthfully reflects the incident I have reported. I have been informed of my option to have an Advocate. I agree to proceed with a conflict resolution process as set forth in the North Creek Presbyterian Church policy but understand I may withdraw at any time.

Complainant

Response Team Member

Date

Date



HOW TO COMPLETE AN INTAKE FORM

This process may be a stressful and potentially emotional experience for the complainant. As a Response Team (RT) Member, your role is to be an impartial, non-judgmental person who is recording, NOT investigating an alleged incident. In order to increase the success of this meeting, there are a few guidelines to follow:

- **Be welcoming:** before starting the interview, take steps to make the complainant as comfortable as possible. Make small talk before edging into the Intake Form portion of the meeting.
- **Understand the difference** between *empathy* (understanding, compassionate) vs. *sympathy* (affinity with the person).
- **Offer an Advocate.** (see Advocate Form) Explain why or why not.
- If the complainant is under the age of 18, **STOP**, unless a parent or guardian is present.
- When asking a question, give the complainant time to respond. **Do not suggest, coach, presume, or help with an answer.**
- **Record without embellishment.** The whole process is designed to de-escalate and resolve the situation. As RT recorders, unbiased reporting with the objective of a positive outcome is the overall goal. As we progress through the layers of the process, we will rely on the accuracy and neutral tone of the Intake Form.
- **Explain the timeline and process** that will follow completion of the intake form.
- **Notify complainant** that all information and outcomes of the entire process are kept strictly confidential.

****IF A LAW HAS CLEARLY BEEN BROKEN, AND OUTSIDE AGENCIES NEED TO BE INVOLVED, THE INTAKE FORM MAY BE COMPLETED BUT A REFERRAL TO APPROPRIATE OUTSIDE INTERVENTION NEEDS TO OCCUR.**



DO I NEED AN ADVOCATE?

When people enter into a stressful and sometimes confusing process, they may wonder if they have gathered all the information they need or wonder if they have heard all the facts correctly. At a time such as this, many emotions rise to the surface, ranging from “I’m angry” to “I don’t want a confrontation” to “How can I make the situation go away?” Our church, North Creek Presbyterian Church (NCPC) understands how distressing the entire process can seem.

In the next few weeks, you will navigate through layers of communication and there may be times when you wish you had a second set of ears to “hear” what’s being said. As a participant in this process, NCPC can provide you with an Advocate, someone who is an impartial, non-judgmental participant. This person will help you understand the steps that both you and the church are taking to resolve the issue you are concerned about.

All information and outcomes of the entire process are kept strictly confidential.

Do you wish to have an Advocate assigned to you, as we work toward resolution of this matter? (Circle one) YES *NO

*If NO, I understand I may request an Advocate at any time.

Complainant

Response Team Member

Date

Date



RESPONSE TEAM – CASE DISCERNMENT PROCESS

Starting Point: Incident reported by complainant

Response Team (RT) Meeting & Discernment Protocol:

1. RT follows up within 72 hours.
2. Intake Meeting takes place, consisting of an interview with accompanying intake form.
3. RT meets as necessary to decide whether it is a Guided Reconciliation Case (Option A, below) or a Disciplinary Case (Option B, below).
4. If the allegation involves Sexual Abuse (as defined in the policy), the case must be treated as a Disciplinary Case; if it involves Sexual Harassment (as defined in the policy), it may be treated as a Guided Reconciliation Case.
5. Representation by an advocate at any point of the process is always communicated.

Option A: Guided Reconciliation Case

Response Team develops the capacity to moderate a conflict resolution meeting between parties

1. First Step: One-to-One Communication

- a. Response Team asks, “Have you respectfully and personally communicated your concerns to the other party?”
 - i. If Yes: Move to Step 2
 - ii. If No: RT guides until completed
- b. **CAUTION** > If a sense of physical or emotional threat is expressed, RT will reclassify the case as Disciplinary.

2. Second Step: Moderated Meeting

- a. Response Team conducts a meeting with both *parties (and advocates, if opted for)*
 - i. Communication of complaint by first party
 - ii. Communication of response by second party
- b. Assessment of Agreement
 - i. If Yes: Move to Step 3
 - ii. If No: **CAUTION** > If 2nd Party does not agree with the veracity of the complaint, RT will reclassify the case as Disciplinary

3. Third Step: Plan of Reconciliation

- a. Response Team makes binding statements based on current policy
 - i. Healthy Boundaries requirement (if necessary)
 - ii. Counseling/Learning requirement (if necessary)



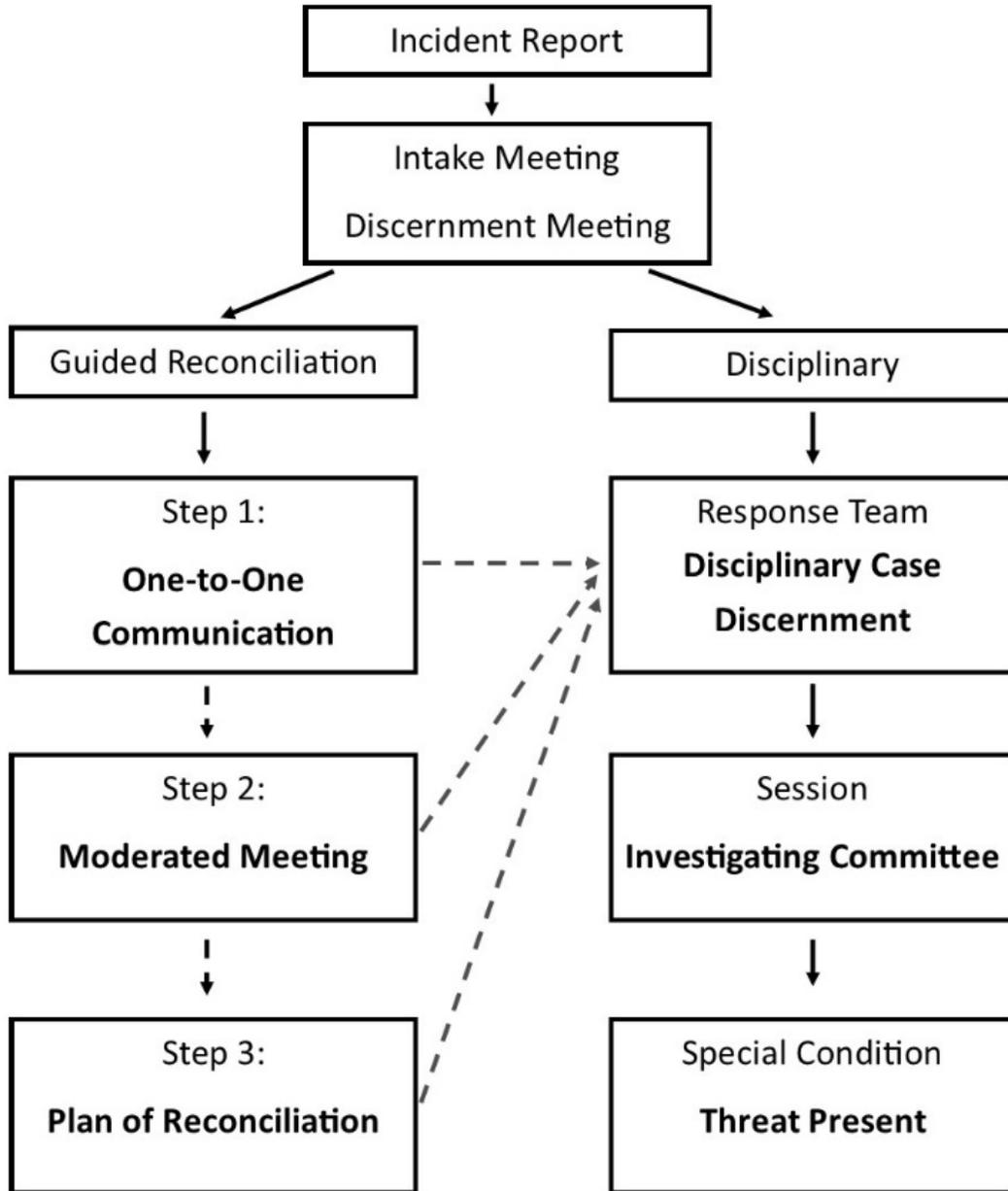
b. Assessment of Agreement

- i. If Yes: Response Team closes case, follows up with quarterly evaluation for one calendar year
- ii. If No: **CAUTION** > If parties cannot abide by Plan of Reconciliation, RT will reclassify case as Disciplinary

Option B: Disciplinary Case

1. Response Team will meet to decide whether to begin the formal Disciplinary Process.
2. Response Team will meet with both parties (and advocates, if opted for) to explain the Disciplinary Process. If previously classified as a Guided Reconciliation Case, RT will give the parties one final opportunity to agree on a Plan of Reconciliation. If a Plan of Reconciliation is not agreed upon, the case will become a Disciplinary Case.
3. The Disciplinary Case will be forwarded to the Clerk of Session, who will assign it to an Investigating Committee, following PC(USA) Rules of Discipline.
4. It is recommended that the Session appoint a Standing Investigating Committee (IC); members of this standing committee shall be trained in PC(USA) Disciplinary Procedure.
5. Special Case: If physical or emotional threat is expressed by complainant, RT will assess the situation. If a threat exists, RT will counsel complainant to seek Legal Protection (courts/restraining order). Any court action will be communicated to RT and pastors, so that NCPC can follow its provisions where possible.

NPCPC Sexual Misconduct Response Team Process



-----> = Optional