

# Disciplinary Policy

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## Village Chapel Presbyterian Church Disciplinary Policy

This policy was adopted by vote of the VCPC session on December 20, 2017.

This policy supersedes the Village Chapel Sexual Misconduct Policy, adopted on October 24, 2012.

### Policy Statement

It is the policy of Village Chapel Presbyterian Church (USA), hereinafter referred to as VCPC that persons who engage in child abuse, sexual, physical, or emotional misconduct are in violation of the principles set forth in Scripture. Allegations of misconduct are always considered allegations of offense against Scripture that trigger the disciplinary processes of the VCPC set forth in the *Book of Order* and this policy.

This policy applies to the congregants, pastors, officers, employees, volunteers and others using VCPC facilities.

VCPC has the duty to inquire into allegations of misconduct and, if the allegations are proven, to correct the behavior and ensure the safety of others in the VCPC community. Misconduct takes advantage of the vulnerability of persons who are less powerful to act for their own welfare, including children. It may range from covert and subtle harassment to quite overt use of force. It is contrary to the Gospel. It violates the mandate to protect the vulnerable from harm.

This policy is not meant to restrict persons from having normal, social, intimate or marital relationships.

It is important to recognize and report suspected cases of child abuse of any child even if the abuse does not take place on VCPC property or involve any congregant, pastor, officer, employee, volunteer or others using VCPC property.

This policy covers procedures to use for discipline. The Policy for the Protection of Children, Youth and Vulnerable Adults for VCPC outlines proactive actions to prevent abuse from occurring to children.

### Distribution and notification

This policy shall be posted in the VCPC library across from the church secretary's office and on the VCPC website.

This policy shall be made available to victims and accused as well as their families.

Copies of the policy are available to any person upon request.

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This policy shall be given to all officers, employees, and volunteers working with children at VCPC as well as representatives of outside organizations using the church. Each person receiving this policy shall acknowledge in writing their receipt of the policy and that they have read and understood the policy. (see Appendix A). The signed acknowledgements shall be kept permanently in the files of VCPC.

## **Standards of Conduct**

Misconduct is a violation of the role of pastors, employees, volunteers, counselors, supervisors, teachers, and advisors of any kind who are called upon to exercise integrity, sensitivity, and caring in a trust relationship.

Misconduct is a misuse of authority and power that breaches Christian ethical principles by misusing a trust relation to gain advantage over another for personal pleasure in an abusive, exploitive, and unjust manner.

If the congregant, pastor, officer, employee, volunteer or person using the church with an outside group initiates or invites exploitive sexual content into the relationship, it is the responsibility of the other adult so misused to maintain the appropriate role and prohibit a sexual relationship when possible.

Mutual consent for sexual activity is not possible when the power and authority of one party is out of balance with the other party as is the case when one party is a clergy/professional lay leader in a pastoral, counseling, employment or leadership role within VCPC or at a sponsored activity in which the other party is a congregant, counselee, employee, or a child.

## **Definitions**

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

*Accuser* is any person claiming knowledge of misconduct by a person covered by this policy. The accuser may or may not have been the victim of the alleged misconduct.

*Administrative committee* is a group of people appointed by the VCPC session to investigate the allegations of misconduct.

*Book of Order* is the Constitution of the Presbyterian Church (U.S.A.). References to the *Book of Order* in this policy use the 2015-2017 edition.

*Child* is anyone under the age eighteen, mentally challenged, mentally incapacitated or physically helpless.

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*Child abuse* is the infliction of non-accidental harm to a child. Child abuse may include

- a.) *Emotional abuse*, when adults responsible for the well-being of a child endanger the mental or emotional health of that child by chronic and persistent acts. This may involve rejection, ignoring, terrorizing, corrupting, constant criticism, mean remarks, insults, and giving little or no love, guidance or support.
- b.) *Neglect*, the unreasonable failure to exercise a minimum degree of care to assure a child's health, safety or welfare.
- c.) *Physical abuse*, an injury or pattern of injuries that are not accidental. This may manifest as beatings, burns, bruises, bites, welts, strangulation, broken bones or death.
- d.) *Sexual abuse*, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult person or of a third person. The behavior may or may not involve touching. West Virginia law states that a child less than 16-years old cannot give consent to sexual relations (WV Code 61-8B-2-c). Therefore sex between an adult and a child under 16 is always considered child sexual abuse.
- e.) *Spiritual abuse*, when religious references are used to shame or by guilt to motivate a child into a particular action or behavior.

*Church*, unless otherwise noted, refers to Village Chapel Presbyterian Church abbreviated as VCPC.

*Congregation* refers to members and participants at VCPC.

*Emotional abuse* is any offence involving persistent actual or threatened coercion or intimidation endangering the person's emotional health

*Employee* is a person hired or called to work for VCPC for salary or wages.

*Harassment* is hostility or inappropriate behavior towards another based upon disability, age, national origin, race, religion, sex, or sexual orientation.

*Mentally challenged* means that a person suffers from a mental disease or defect which renders that person incapable of appraising the nature of his or her conduct.<sup>1</sup>

*Mentally incapacitated* means that a person is rendered temporarily incapable of appraising or controlling his or her conduct as a result of the influence of a controlled or intoxicating substance administered to that person without his or her consent or as a result of any other act committed upon that person without his or her consent. (WV Code 61-8B-1-(4)).

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<sup>1</sup> This definition is equivalent to the term "mentally defective" in WV Code 61-8B-1-(3).

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*Misconduct* may involve sexual, physical, or emotional actions or a combination of these abuses.

*Misuse of technology* is the use of technology to text or email suggestive messages and images. It includes the viewing and transmitting of pornography.

*Officer* is a session member, clerk of the session, treasurer, assistant treasure or a trustee of VCPC.

*Pastor* refers to the minister and the educator/pastoral assistant of VCPC.

*Persons* are the congregants, pastors, officers, employees, volunteers of VCPC and other groups using VCPC facilities.

*Physical abuse* is an offence involving actual or threatened force upon another.

*Physically helpless* means a person who is unconscious or for any reason is physically unable to communicate unwillingness to an act (WV Code 61-8B-1-(5)).

*Pornography* is material that the average person using contemporary adult community standards finds offensive, material that appeals to prurient interests, or is patently offensive.<sup>2</sup>

*Presbytery* is the Presbytery of West Virginia. It is abbreviated as PWV in this document.

*Response* is the action taken by the church when a report of misconduct is received. It may include (1) inquiry into facts and circumstances, (2) possible disciplinary action, (3) pastoral care for victims and their families and the congregation, and (4) pastoral care and rehabilitation for the accused and care for their families.

*Response coordination team* is a group of people appointed by the session to provide pastoral care and healing activities in response to allegations of misconduct. The team will coordinate a process that will meet the specific needs of victims and their families (if any), the accused and family (if any), and the congregation and employees of VCPC.

*Session* refers to the session of Village Chapel Presbyterian Church.

*Sexual abuse* is any offense involving sexual conduct including force, threat, coercion, or intimidation.

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<sup>2</sup> This is based on the "obscene matter" definition in WV Code 61-8A-1-k.

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*Sexual conduct* are actions of a sexual nature that are offensive, obsessive or suggestive in nature including unacceptable visual contact, unwelcome touching or fondling that is injurious to the physical or emotional health of another. Such actions may use words, behavior, or both. Sexual conduct includes unwelcome sexual advances, request for sexual favors, and verbal or physical conduct of a sexual nature. This definition is not meant to cover relationships between spouses, nor is it meant to restrict persons from having normal, social, intimate, or marital relationships.

*Sexual harassment* is unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- a.) submission to such a conduct is made either explicitly or implicitly a term or condition of an individual's employment, or their continued status in an institution;
- b.) submission to or rejection of such conduct is used as the basis for employment decisions affecting such an individual;
- c.) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive working environment; or
- d.) an individual is subjected to unwelcome sexual jokes, unwelcome or inappropriate touching, or display of sexual visuals that insult, degrade, and/or sexually exploit men, women, or children.

*Sexual malfeasance* is sexual conduct within a ministerial or professional relationship.

*Sexual misconduct* is the comprehensive term to include child sexual abuse, sexual abuse, sexual harassment, rape, sexual conduct, sexual malfeasance and misuse of technology, as defined in this policy.

*Victim* is a person claiming to have been injured by misconduct as defined in this policy.

*Volunteer* is the term used for those who provide services for VCPC without benefit or remuneration. The term includes employees of VCPC who work with children.

*Vulnerable adult* is a person over the age of eighteen who is mentally challenged, mentally incapacitated or physically helpless.

### **Misuse of Technology**

It is never appropriate to view pornography using technological equipment on VCPC property.

Viewing pornographic material of a child or children on VCPC property is considered child abuse.

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The mandatory reporting requirement for child abuse applies even if the identity of the child or children viewed is unknown.

The use of technology to harass or abuse another person while on VCPC property is prohibited and is a violation of WV Code 61-3C-14a.

There is never an expectation of personal privacy when using technological equipment owned by VCPC it's congregants, volunteers, or visitors.

### **Mandatory Reporting of Child Abuse**

WV State Law (WV 49-2-803) requires reporting of child abuse by any person over the age of eighteen who receives disclosure from a credible witness or who observes any abuse of a child. Reporting is required based on knowledge and does not require that the abuse occurred on church property or at any church sponsored event.

The *Book of Order* (G-4.0302) requires reporting of child abuse by any member of ordered ministry and any Christian educator.

Any member of this church engaged in ordered ministry and any certified Christian educator employed by this church or its congregations, shall report to ecclesiastical and civil legal authorities knowledge of harm, or the risk of harm, related to the physical abuse, neglect, and/or sexual molestation or abuse of a minor or an adult who lacks mental capacity when (1) such information is gained outside of a confidential communication as defined in G- 4.0301, (2) she or he is not bound by an obligation of privileged communication under law, or (3) she or he reasonably believes that there is risk of future physical harm or abuse.

The requirement to report child sexual abuse supersedes the confidential relationship developed during pastoral care.

A teaching elder or a ruling elder commissioned to pastoral service may reveal confidential information when she or he reasonably believes that there is risk of imminent bodily harm to any person. (*Book of Order* G 4.0301)

In cases where there is a conflict between the provisions of the *Book of Order* and WV law, the most protective provision shall apply.

This reporting requirement includes persons associated with outside groups using the church.

The mandated reporter shall make a report not more than forty-eight hours after learning of or suspecting the abuse (WV State Code 49-2-803(a)). However, if the mandated reporter believes that such a report will cause an increased threat of serious bodily injury to any person involved, the report may be delayed while the reporter takes measures to remove themselves and/or the child from the threat of additional harm. Then the report shall be made as soon as practicable.

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The mandated reporter shall call

- a.) the Centralized Intake for Abuse and Neglect Hotline 1-800-352-6513 operated by the West Virginia Department of Health and Human Services Bureau for Children and Families, and
- b.) the West Virginia State Police Crimes against Children Unit at 304-293-6400 (in Morgantown).
- c.) And, shall immediately call 911 for emergency situations.

The mandated reporter shall also report to

- a.) the pastor,
- b.) clerk of the session and
- c.) chairman of the personnel ministry team.

However, if the person accused is a person required to get the initial report, the mandated reporter is not required to give it to that person.

Child sexual abuse may not be recognized until the victim of abuse reaches the age of awareness or recognition. Fear may deter a victim from coming forward. Therefore, reports of certain forms of sexual misconduct may be delayed for many years. There is no statute of limitations for filing charges alleging sexual abuse of a child.

All persons reporting in good faith have immunity from civil or criminal liability that otherwise might result by reason of those actions. (WV Code 49-2-810) However, the penalties for failure to report child abuse or neglect are severe (up to 6 months in jail and a \$10,000 fine (WV Code 49-2-812)).

### **Reporting misconduct and early interaction with victim and accused**

Allegations of misconduct may come from persons who have or who do not have a formal relationship with VCPC.

A person who learns of an incident of misconduct should not undertake an inquiry or question either the victim or the accused unless the incident is divulged in the process of pastoral care, counseling, or a therapy session.

No person should question a child about abuse as this is a matter for professionals.

If an adult victim is hesitant to talk to “higher authorities,” the person who has received the initial report has a responsibility to build trust and willingness to speak with the accuser, lest VCPC be unable to respond because no one is able to give firsthand information.

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The principle that a person is innocent until proven guilty applies to these procedures.

All reports of misconduct will be held to strict standards of confidentiality and truth-telling by all parties involved. Privacy of the persons involved will be maintained as much as possible.

Reports alleging misconduct must be made in writing to the

- a.) pastor,
- b.) clerk of the session and the
- c.) chairman of the personnel ministry team.

However, if the person accused is a person required to get the initial report, the mandated reporter is not required to give it to that person.

Reporters may use the form in Appendix B or other written format that provides the necessary documentation.

If the report is made orally, the person receiving the report of allegations should request that the person making the report of allegations place it in writing. If the person who makes the report is unwilling or unable to place it in writing, anyone may make the written statement for them.

If the person who is accused of committing misconduct is a pastor, the report of the allegations shall be made in writing to the stated clerk and/or Executive Presbyter of the Presbytery of West Virginia as well as to the session. The PWV is responsible for the response to the allegations involving a pastor.

A report will be made even if the person accused of misconduct is no longer a member, officer, or employee of the VCPC, but the conduct occurred while the person was associated with the VCPC.

### **Receiving Reports of Misconduct**

Written reports alleging misconduct will be received by the pastor, clerk of the session, and the chairman of the personnel ministry team as outlined in the previous section.

The person(s) receiving the report will inform the session.

Reports of allegations should be dealt with as matters of highest confidentiality, both before and after they have been submitted to appropriate authorities.

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## Responding

The response to allegations of misconduct involve

- a.) investigation,
- b.) discipline, and
- c.) meeting the needs of the victim, accused, and congregation.

The church has a duty to hear allegations of misconduct and to take measures to prevent future occurrences of harm even if it does not have jurisdiction to correct the behavior.

Reports of misconduct should never be taken lightly or disregarded and allowed to circulate without concern for the integrity and reputation of the victim, the accused, and VCPC.

The church should not act in a self-protective manner by ignoring the needs of people involved in the allegations of misconduct.

Persons working with children will be removed from contact with children as soon as the report of misconduct is received. Such removal does not assume guilt but makes protection of vulnerable children the top priority.

The victim and accused have a right

- a.) to be heard and taken seriously, with concern for the dignity, reputation, and integrity of all involved,
- b.) to receive immediate attention and serious consideration,
- c.) to have reports and responses maintained in as confidential manner as possible,
- d.) to receive pastoral and therapeutic support,
- e.) to be informed about church process and progress with regard to the accusation,
- f.) to be assured of an advocate of their own choosing, and
- g.) to have as prompt response as possible as delay may cause further harm to the victim and/or the accused.

Church disciplinary proceedings cannot interfere with a criminal investigation by civil authorities and may have to be suspended or modified until these are completed.

The VCPC session may employ professionals to adequately respond such as; a trained interim pastor, the PWV committee on ministry representative knowledgeable in polity and the effects of misconduct in the church, a consultant or therapist with knowledge and experience in dealing with misconduct, an attorney who can discuss legal aspects

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of a case, and an insurance agent who can advise the session about exposure to liability and coverage.

### **Investigation and Discipline**

The VCPC session is responsible for the investigation of allegations of misconduct and for applying remedies as outlined in the Rules of Discipline of the *Book of Order*.

The principle that a person is innocent until proven guilty will be upheld during the investigation.

The VCPC session will remove the accused immediately from working with children or other persons likely to be harmed by the alleged actions. This action does not assume guilt but makes the protection of children and others the top priority. Reinstatement is possible pending the results of the investigation.

The appropriate response will vary according to the relationship of the VCPC with the person who is accused of misconduct, the circumstances of the incident, the age of the persons involved, and whether other entities are involved in the investigation.

#### *Accused Covered by Book of Order*

Congregants, pastors and officers are subject to inquiry and discipline (censure and correction) under the Rules of Discipline of the *Book of Order*. The VCPC session has jurisdiction in cases involving congregants and officers. The PWV has jurisdiction in cases involving a pastor.

The session may appoint an administrative committee to hear the allegations of misconduct.

The session or administrative committee will respond to the allegation of offense of misconduct as follows:

- a.) Determine whether or not the allegation gives rise to a reasonable suspicion of misconduct by the accused.
- b.) If so, gather additional information necessary to make a decision about correcting the behavior.
- c.) Determine any remedies, including limiting volunteer work, suspension, or termination as necessary and advisable under the circumstances.

The administrative committee will inform the session of the recommended remedy.

The session must vote to approve and carry out the remedy as determined by the administrative committee or the session as a whole.

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The session will inform the victim and the accused of the remedy.

When a person is found not guilty of charges of misconduct, it is important for the VCPC session to see that the decision is disseminated as widely as possible within their power, unless doing so would further injure the person accused.

When a VCPC officer renounces jurisdiction, the clerk of the session shall report the renunciation at the next meeting of the session and shall record the renunciation in the minutes of the session. The status of any pending charges may be shared with the governing body at that time.

### *Accused Not Covered by Book of Order*

Non-church member employees and volunteers are not subject to the Rules of Discipline of the *Book of Order*. All other procedures outlined in the previous section apply.

If the accused is a member of another denomination, that denomination will be notified of the allegations and the response.

### *Record Keeping*

The session, committees, and ministry teams will keep detailed records of its actions, correspondence, and minutes of its deliberations and its conversations with the accuser, the accused, and other parties involved.

Such records will be kept in a permanent file in VCPC offices. In the case of an accused employee, the records will be kept in the employee's permanent employment file.

The accused will be allowed to attach any written statements to said documents, also for permanent inclusion in the permanent file.

Such records are confidential and will be shared only with persons who need to see them to carry out the provisions of the policy. Such records may be shared with other governing bodies or entities when necessary (reference Case #208-6 of the General Assembly Permanent Judicial Commission).

### **Meeting the needs of the victim, accused, and congregation**

VCPC should seek healing while assuring the protection of all persons.

The session may appoint a response coordination team to provide pastoral care and healing activities in response to allegations of misconduct.

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The response coordination team will confine itself to meeting the specific needs of victims and their families (if any), the accused and family (if any), and the congregation and employees of VCPC.

### *The Needs of the Victim*

The extent of damage to the victim of misconduct will vary from person to person, and is influenced by such factors as the degree or severity of abuse, the age and emotional condition of the victim, human dynamics, and the importance of one's religious faith.

Sometimes, the victim or family is so angry and alienated from the church, that offers of help may be perceived as insincere or as attempts of a cover-up. If the victim or family at first refuses, the church should continue to offer help.

VCPC and the response coordination team will assume that the victim has been wounded by the experience. VCPC through the response coordination team should assure that adequate treatment and care are available for alleged victims of misconduct and their families.

Feelings of guilt, shame, anger, mistrust, lowered self-esteem, unworthiness, and feelings of alienation from God, self, the religious community, and family are frequent injuries suffered by victims.

One member of the response coordination team will be assigned to be the church contact person for the victim. This contact person will be able to give the victim information as to what is happening in the church as a result of the accusation.

It is important for the response coordination team to be sensitive to the victim's pain and need for healing, and to act by making appropriate pastoral care available.

The following are some of the expected needs of the victim:

- a.) To be heard and taken seriously. From the time that the victim is first able to indicate that misconduct has occurred, that person should receive immediate attention and serious consideration from all church representatives.
- b.) To receive pastoral and therapeutic support. The victim may require spiritual and professional assistance as a result of misconduct. The response coordination team should offer to help arrange for such support from a pastor and therapist, if the victim desires. Discussion with such people would be confidential, privileged conversations, except as the mandatory reporting requirements for child abuse apply.
- c.) To be informed about church process and progress with regard to the accusation.

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- d.) To receive legal advice. The response coordination team may suggest that the victim might benefit from independent legal advice and may suggest ways in which independent legal advice can be obtained.
- e.) To be assured of an advocate of one's own choosing. The victim may need continuing moral support from an advocate of their choosing who may be present while the church process deals with the accusation. This advocate may be a relative, friend, or someone suggested by the response coordination team. This advocate may speak for the victim, if necessary.
- f.) To be assured that justice will be pursued. The victim needs to be told by the response coordination team, and shown by the process of the church, that justice is being pursued through fact-finding, truth-telling, confrontation and agreement that may include removal or temporary exclusion of the accused from office or adjudication of the complaint.
- g.) To receive healing and reconciliation. In addition to specific forms of restitution mentioned above, the victim needs to receive a sense of healing and reconciliation with all concerned – the self, the family, the church and ideally, the accused. The response coordination team can help bring this about using the church's processes and resources.

These needs may need to be addressed over a lengthy period of time while healing and reconciliation occur.

### *The Needs of the Accused*

Feelings of guilt, shame, anger, mistrust, lowered self-esteem, depression, unworthiness, and feelings of alienation from God, self, the religious community, and family are often experienced by the accused.

In addition, there may be fear of job loss, incarceration, and indignation if an allegation is false.

VCPC through the response coordination team should assure that adequate treatment and care are available for accused and his or her family. A member of the response coordination team will be assigned to the accused to give information about the process.

When an allegation of misconduct has been made against a pastor or employee, the economic security of the accused is directly threatened, along with reputation, career, and family relationships.

The PWV committee on ministry is responsible for dealing with issues relating to clergy. However, the response coordination team may work with the PWV committee on ministry regarding meeting the needs of the accused.

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Whether the allegations about the accused are eventually found to be true or not, the accused deserves to be treated with Christian kindness and respect.

The following are some of the expected needs of the accused:

- a.) To be heard and taken seriously.
- b.) To receive pastoral and therapeutic support. However, VCPC staff should not provide the counseling because of their potential involvement in the investigation and disciplinary process.
- c.) To be informed about church process and progress with regard to the accusation.
- d.) To receive legal advice. The response coordination team may suggest that the accused might benefit from independent legal advice and may suggest ways in which independent legal advice can be obtained.
- e.) The accused may need continuing moral support from an advocate of their choosing who may be present while the church process deals with the accusation. This advocate may be a relative, friend, or someone suggested by the response coordination team. This advocate may speak for the accused, if necessary.
- f.) To be assured that justice will be pursued. The accused needs to be told by the response coordination team, and shown by the process of the church, that justice is being pursued through fact-finding, truth-telling, confrontation and agreement that may include removal or temporary exclusion of the accused from office or volunteer activities.
- g.) To receive healing and reconciliation. In addition to specific forms of restitution mentioned above, the accused needs to receive a sense of healing and reconciliation with all concerned – the self, the family, the church and ideally, the victim. The response coordination team can help bring this about using the church's processes and resources.

These needs may need to be addressed over a lengthy period of time while healing and reconciliation occur.

### *The Needs of a Congregation*

The session and response coordination team should be aware of the problems a congregation may experience following allegations of misconduct by a pastor, officer, employee, or volunteer. Efforts should be taken to recognize and identify the problems and heal any damage that may be done to the congregation or organization.

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The allegations may polarize the congregation or organization, damage morale, create serious internal problems, and even limit the trust a congregation may exhibit in the future.

The needs will be unique to that congregation since misconduct impacts congregations in different way. The needs will evolve over time.

Members and staff of the congregation will need pastoral care. If it is the pastor who is involved in the misconduct, care will need to be provided by the PWV committee of ministry. If the pastor leaves as a result of misconduct, in extreme cases a trained interim pastor or consultant in misconduct may need to work with the congregation for an extended period of time. If it is not a pastor who is involved in the misconduct, then the pastor will provide the needed care for the congregation. The pastor, if not previously trained in this specialty area, should consult with denominational specialists who will advise him or her how to proceed with any anticipated problems.

Members of the congregation will need opportunities both to receive and give information. If a case of misconduct becomes a matter of public knowledge within a congregation and if a pastor has been found guilty of misconduct, the interim pastor or consultant may hold appropriate meetings with individuals, small groups, or with the whole congregation. Such meetings should provide information about the type of misconduct in general, Presbyterian polity and judicial process, and how others who may have been victimized may be heard and ministered to. If the offender is not the pastor, then the pastor may perform these functions. At such meetings, one may expect members to vent their feelings. An opportunity for this to happen should be provided. If this venting does not take place, then it may create serious problems for the future of the congregation, for future pastors, and for the governing body.'

### **Prevention and Risk Management**

#### *Policies*

The session will take measures to prevent occurrences of misconduct through this and the following policies:

Hiring and supervising

Policy for the Protection of Children, Youth and Vulnerable Adults

Use of the church by outside groups

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### *Educating and Training – Awareness*

The session has a positive duty to provide education and training in a variety of settings to congregants, pastors, officers, employees, volunteers and other groups using VCPC facilities.

Education for these persons and groups may take various forms such as workshops, meetings, lunchtime discussion groups, articles, and books and can be modified depending on the needs of the group.

A primary requirement for all persons should be common knowledge of this policy.

A permanent record will be made of the education and training made available and the attendees.

### *Liability and Insurance*

The session should obtain an endorsement to their general liability insurance policy specifically covering sexual abuse and molestation. Such coverage may provide for legal defense expenses and judgments in civil suits brought against VCPC, its officers, directors, or employees. Insurance against misconduct, including sexual misconduct should include coverage for mental anguish on the part of the abused.

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## APPENDIX A

### Acknowledgement of Receipt

#### Village Chapel Presbyterian Church Disciplinary Policy

I hereby acknowledge that I \_\_\_\_\_(name)  
received on \_\_\_\_\_(date), a copy of the "Village Chapel Presbyterian  
Church Disciplinary Policy " adopted on \_\_\_\_\_ (date).

I am a session member, officer, or employee of VCPC and I certify that I have read and  
understand this policy.

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

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### Acknowledgement of Receipt

#### Village Chapel Presbyterian Church Policy for the Protection of Children, Youth and Vulnerable Adults

I hereby acknowledge that I \_\_\_\_\_(name)  
received on \_\_\_\_\_(date), a copy of the "Village Chapel Presbyterian  
Church Policy for the Protection of Children, Youth and Vulnerable Adults" adopted on  
\_\_\_\_\_ (date).

I certify that I have read and understand this policy.

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

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## APPENDIX B

### Report of Suspected Misconduct

Date of report \_\_\_\_\_

Reported by: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Telephone (s): \_\_\_\_\_

Email: \_\_\_\_\_

Person suspected of misconduct:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Telephone (s): \_\_\_\_\_

Other person(s) involved (witness or victims – Indicate the category):

*Use the back of the report or additional pages if needed*

Name \_\_\_\_\_

Title: \_\_\_\_\_

Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Telephone (s): \_\_\_\_\_

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Is this person under the age of 18, mentally challenged, mentally incapacitated or physically helpless? \_\_\_\_\_ If the answer is yes, has this been allegation of misconduct been reported to the Bureau for Children and Families and/or the State Police as mandated under this policy and state law? If so, give details about when it was reported and to whom it was reported.

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Describe the suspected misconduct, including date(s), time(s), and location(s). If this involves a child, describe the child's behavior and appearance. Quote the words the child used to describe what occurred if possible.

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Other relevant information:

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Report received by: \_\_\_\_\_

Title: \_\_\_\_\_ Date received: \_\_\_\_\_

Report received by: \_\_\_\_\_

Title: \_\_\_\_\_ Date received: \_\_\_\_\_

Report received by: \_\_\_\_\_

Title: \_\_\_\_\_ Date received: \_\_\_\_\_