

**FORMS SUPPLEMENT**  
**for**  
**Ministerial Sexual Misconduct Policy and Procedure**

- F1 Conference Resolution Adopting Policy and Procedure, Authorizing Announcement, Directing Delivery to Ministers, and Authorizing Adoption of Revised Versions in the Future
- F2 Announcement of Ministerial Sexual Misconduct Policy
- F3 Complaint Form Concerning Ministerial Misconduct
- F4 Notice to Minister that Complaint was Received
- F5 Notice to Congregational Leaders that Complaint was Received
- F6 Investigators' Report to Ministerial Leadership Committee Regarding Complaint
- F7 Notice that Conference Declines to Charge
- F8 Charge of Misconduct
- F9 Minister's Response to Charge
- F10 Findings of Fact
- F11 Minister's Response to Investigators' Findings of Fact
- F12 Investigators' Report to Chair of Ministerial Leadership Committee and to Accused Minister Regarding Findings of Fact
- F13 Notice to Accused Minister of Ministerial Leadership Committee's Judgment
- F14 Minister's Appeal of Judgment of Guilt
- F15 Adoption of Revised Version of Policy and Procedure

**General Conference**  
**Mennonite Church**  
Ministerial Leadership  
Services  
Box 347  
Newton, KS 67114-  
0347

**Mennonite Church**  
Mennonite Board of  
Congregational  
Ministries  
Leadership Office  
P.O. Box 1245  
Elkhart, IN 46515-1245

**Mennonite Church**  
**Canada**  
Ministerial Services  
Office  
600 Shaftesbury  
Blvd.  
Winnipeg, MB R3P  
0M4

**CONFERENCE RESOLUTION ADOPTING  
POLICY AND PROCEDURE, AUTHORIZING ANNOUNCEMENT,  
DIRECTING DELIVERY TO MINISTERS, AND  
AUTHORIZING ADOPTION OF REVISED VERSIONS IN THE FUTURE**

Whereas,

- We thank God for the faithful service of ministers who serve in the Pacific Southwest Mennonite Conference;
- We regret, however, that some ministers engage in misconduct; and
- We desire to adopt a policy and procedures regarding ministerial sexual misconduct;

Therefore, it is resolved that

1. This Conference adopts the Ministerial Sexual Misconduct Policy and Procedure (Version 9.12.00) presented at this meeting, and it is the policy of the Conference that

A minister shall not enter into sexualized behavior with a person with whom the minister has a professional relationship. A minister is always responsible to prevent such behavior. The Conference sanctions ministers who engage in such misconduct.

2. The Conference Executive shall periodically publish announcements of this policy and of the complaint procedure.
3. Copies of the current Ministerial Sexual Misconduct Policy and Procedure and of an Announcement of Ministerial Sexual Misconduct Policy shall be given to all who now or in the future are credentialed as ministers of this Conference.
4. The Conference Executive and the Chair of the Pastoral Leadership Committee, from time to time, by joint written action may adopt revised versions of the Ministerial Sexual Misconduct Policy and Procedure, consistent with revisions recommended by the denomination.

## **ANNOUNCEMENT OF MINISTERIAL SEXUAL MISCONDUCT POLICY**

We thank God for the faithful service of ministers who serve in Pacific Southwest Mennonite Conference. We regret, however, that some ministers engage in misconduct. The Conference has adopted this policy regarding ministerial sexual misconduct:

### **Policy**

A minister shall not enter into sexualized behavior with a person with whom the minister has a professional relationship. A minister is always responsible to prevent such behavior. The Conference sanctions ministers who engage in such misconduct.

### **Complaint Procedure**

A person who believes that a minister has engaged in ministerial sexual misconduct may inform

- A Conference Minister and/or District Overseer in Southern California,
- A member of the Conference's Pastoral Leadership Committee, or
- The Conference Executive.

The Conference Minister, Pastoral Leadership Committee or Conference Executive will provide a copy of the Conference's Ministerial Sexual Misconduct Policy and Procedure and a complaint form.

### **Ministerial Leadership Committee**

#### **Pacific Southwest Mennonite Conference**

Box CAL; 1539 E. Howard St.  
Pasadena, CA 91104

626-720-8100

## COMPLAINT FORM CONCERNING MINISTERIAL MISCONDUCT

A person who believes that a minister has engaged in ministerial sexual misconduct may inform a Conference Minister, a member of the Conference's Pastoral Leadership Committee, or the Conference Executive.

If you report misconduct, the Conference will offer a person, acceptable to you, to assist you in preparing this complaint and, if you so desire, in selecting an individual to provide personal support to you.

This form may be used to submit a complaint. *Attach additional sheets, as needed.*

1. Your name (complainant):\_\_\_\_
2. Your address:\_\_\_\_\_
3. Your phone numbers:\_\_\_\_\_
4. Name of the accused minister:\_\_\_\_\_
5. Describe each incident of misconduct (and please give information about date, time, place and circumstances).
  
6. Identify any witnesses or persons who can corroborate any of the incidents.
  
7. Identify any written material or other physical evidence of misconduct.
  
8. Provide any additional information that you believe is relevant.

Signature of complainant: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTICE TO MINISTER THAT COMPLAINT WAS RECEIVED**

Minister: \_\_\_\_\_

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

By this notice we inform you that a complaint alleging ministerial sexual misconduct by you has been filed with the \_\_\_\_\_ Conference by \_\_\_\_\_, the complainant. This complaint will be addressed according to the Conference's Ministerial Sexual Misconduct Policy and Procedure, of which we enclose a copy.

**Do not communicate with the complainant about the complaint.**

The Conference has appointed \_\_\_\_\_, \_\_\_\_\_ and me to investigate the complaint and recommend whether a charge of misconduct should be brought by the Conference.

We recognize that this will be a difficult time for you. We urge you to call \_\_\_\_\_, a contact person (Phone: \_\_\_\_\_) who is willing to assist you in selecting an individual who can offer personal support to you during this time. We have informed the contact person that we have received a complaint of ministerial sexual misconduct, but we have not otherwise informed the contact person about the complaint. We urge you to call the contact person to discuss selecting a personal supporter or to inform the contact person that you have made other arrangements for personal support.

We will contact you during our investigation.

Sincerely,

\_\_\_\_\_  
Chair of Investigators

**NOTICE TO CONGREGATIONAL LEADERS THAT COMPLAINT WAS RECEIVED**

TO: \_\_\_\_\_, Chair of the Governing Board  
\_\_\_\_\_, Minister *[other than the accused]*

By this letter we inform you that the Conference has received a complaint alleging ministerial sexual misconduct by \_\_\_\_\_. We enclose the Conference's Ministerial Sexual Misconduct Policy and Procedure. Pursuant to that policy, the Conference has appointed \_\_\_\_\_, \_\_\_\_\_ and me as investigators.

Because our investigation is not complete, we urge that you not share this information at this time beyond those few leaders who need to know because of their responsibilities.

*[Alternate for preceding paragraph: Although our investigation is not complete, we suggest that you grant the accused minister a non-disciplinary leave of absence, with pay. We suggest that you consider discussing with an attorney whether an announcement such as this is appropriate: "\_\_\_\_\_ has been granted a leave of absence from all responsibilities as minister while a complaint is being investigated. The fact that a complaint is being investigated does not mean that misconduct has occurred. Conference policy requires an investigation."]*

I will contact you in the near future to discuss whether you have relevant information about the complaint. If I do not reach you within the next two days, please call me.

Sincerely,

---

Chair of Investigators

**INVESTIGATORS' REPORT TO  
MINISTERIAL LEADERSHIP COMMITTEE REGARDING COMPLAINT**

We have been appointed to investigate allegations of ministerial sexual misconduct by \_\_\_\_\_.

After investigation, we believe that the Conference

- \_\_\_\_\_ Cannot present evidence that the accused minister, more likely than not, engaged in Ministerial Sexual Misconduct.
- \_\_\_\_\_ Can present evidence that the accused minister, more likely than not, engaged in Ministerial Sexual Misconduct.

We recommend

- \_\_\_\_\_ That the Conference decline to bring a Charge.
- \_\_\_\_\_ That the Conference bring a Charge.

We have summarized and attached the allegations of Misconduct (*each identified by a separate number*). For each allegation we have identified the Probable Grounds of Misconduct that we believe the Conference can present or we have stated why we believe Conference cannot present Probable Grounds.

Signed by the Investigators:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_

**NOTICE THAT CONFERENCE DECLINES TO CHARGE**

A Complaint alleging Ministerial Sexual Misconduct was filed against \_\_\_\_\_  
by \_\_\_\_\_. The Conference appointed three Investigators to investigate  
the allegations.

Based on that investigation, the Pastoral Leadership Committee has not found that the  
Conference can present Probable Grounds to support the allegations of Misconduct.  
Accordingly, the Conference, at this time, declines to bring a Charge.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Chair of Ministerial Leadership Committee

## CHARGE OF MISCONDUCT

\_\_\_\_\_ Conference brings this charge of Ministerial Sexual Misconduct.

1. The accused Minister is \_\_\_\_\_.

2. The Complainant is \_\_\_\_\_.

3. The nature of the alleged Misconduct is \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. In the attached addendum, each allegation is identified by numbered paragraph and described with date, time, place and circumstances.

5. Within five days of receipt of this Charge, the accused Minister is directed to complete, sign and deliver to the Chair of the Ministerial Leadership Committee the enclosed "Minister's Response to Charge" form, responding to each numbered allegation, stating (a) that the Minister agrees with the allegation, or (b) that the Minister disputes the allegation and setting forth (1) all the reasons the Minister disagrees, (2) the Minister's full account of each disputed incident, (3) the names of any persons who the Minister believes have relevant information and should attend a fact-finding meeting regarding the Charge and (4) why the testimony of each such person is needed.

6. The accused Minister is hereby notified that:

○ The Minister shall attend a fact-finding meeting with the Investigators on \_\_\_\_\_ at \_\_\_\_\_ m. at \_\_\_\_\_, when the Minister will have opportunity to respond to this Charge.

○ The Minister shall not communicate with the Complainant about the Charge.

○ Any information shared by the Minister may be used in disciplinary proceedings.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Chair of Ministerial Leadership Committee

**MINISTER'S RESPONSE TO CHARGE**

I have reviewed the Charge of Misconduct dated \_\_\_\_\_, which has been filed with \_\_\_\_\_ Conference, against me. I agree with all matters as set forth in the Charge, except as noted below. Regarding each allegation that I dispute I have set forth all the reasons I disagree and I have set forth the full account of each alleged incident that I dispute. *(Specifically refer to each numbered paragraph that you dispute. Attach additional sheets as needed.)*

At the fact-finding meeting concerning the Charge, I believe that the presence of these persons is necessary for the reasons stated here:

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Minister

**FINDINGS OF FACT**

Accused Minister: \_\_\_\_\_  
*(Each allegation or act of misconduct is separately numbered below)*

1.

Signed by the Investigators:

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

**MINISTER'S RESPONSE TO INVESTIGATORS' FINDINGS OF FACT**

I have reviewed the Findings of Fact dated \_\_\_\_\_, concerning a Charge of Misconduct that \_\_\_\_\_ Conference has filed against me. I agree with the Findings of Fact, except as noted below. (*Specifically refer to each numbered finding that you dispute. Attach additional sheets, as needed.*)

Dated: \_\_\_\_\_

\_\_\_\_\_  
Minister

**INVESTIGATORS' REPORT TO MINISTERIAL LEADERSHIP COMMITTEE  
AND TO ACCUSED MINISTER REGARDING FINDINGS OF FACT**

Regarding Charge of Misconduct by \_\_\_\_\_ (accused Minister).

Attached are the unanimous Findings of Fact of the Investigators.

\_\_\_\_\_ We are giving the Pastoral Leadership Committee the accused Minister's response.

\_\_\_\_\_ The accused Minister did not provide a written response.

We are delivering our file in this matter to the Chair of the Pastoral Leadership Committee.

Signed by the Investigators:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_

**NOTICE TO ACCUSED MINISTER OF  
MINISTERIAL LEADERSHIP COMMITTEE'S JUDGMENT**

Accused Minister: \_\_\_\_\_

After reviewing the Investigators' Findings of Fact, the Pastoral Leadership committee has determined that you are

\_\_\_\_\_ Acquitted

\_\_\_\_\_ Guilty

of these acts of Misconduct that were charged:

*(If applicable)* As a result of the finding of guilt, we impose sanction(s) as follows:

**If you choose to appeal** the judgment or any sanction, **you must file your written appeal** with \_\_\_\_\_, the Conference Executive, **within ten days of your receipt of this notice.**

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

**MINISTER'S APPEAL OF JUDGMENT OF GUILT**

I appeal from the Pastoral Leadership Committee's Judgment of guilt concerning the charge of Misconduct that was filed against me. I set forth below all the reasons why I believe there are not Probable Grounds (1) for each of the Investigators' Findings of Fact that I dispute and (2) for the Judgment of guilt.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

**ADOPTION OF REVISED VERSION OF POLICY AND PROCEDURE**

Whereas, Pacific Southwest Mennonite Conference adopted the Pastoral Sexual Misconduct Policy and Procedure, Version 9.12.00, on \_\_\_\_\_, and authorized the Conference Executive and the Chair of the Ministerial Leadership Committee from time to time by joint written action to adopt revised versions consistent with revisions recommended by the Mennonite Church USA denomination; and

Whereas, the denomination has recommended adoption of Version 9.12.00 of the Ministerial Sexual Misconduct Policy and Procedure;

Therefore, on behalf of the Conference, the undersigned adopt Ministerial Sexual Misconduct Policy and Procedure Version 9.12.00, which supersedes all versions that were adopted previously.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Conference Executive

\_\_\_\_\_  
Chair of Ministerial Leadership

