



EPISCOPAL CHURCH IN CONNECTICUT
PARTICIPATING IN GOD'S MISSION

TITLE IV TRAINING

Revised March 2021

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Title IV Training Materials

Revised March 2021

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Table of Contents

1. Purpose of Title IV	2
2. Participants / Structures	3
3. Scope of Title IV: What is an Offense?	6
4. The Title IV Process for Offenses:	
Pastoral Response	8
Stage 1: Intake	9
Stage 2: Referral	13
○ Pastoral Response with No Other Action	14
○ Conciliation	15
○ Investigation	16
○ Possible Agreement Between Bishop and Respondent	17
○ Conference Panel	18
Stage 3: Hearing Panel and Beyond	20
○ Hearing Panel	20
○ Appeal of Order issued by Hearing Panel	26
5. Accords and Orders	30
6. Bishop’s Authority: Pastoral Direction, Restricted Ministry and Administrative Leave	35
7. Abandonment of the Episcopal Church	38
8. Flow Charts:	
Participants-Composition of Boards and Panels	41
Stage 1: Intake	42
Stage 2: Referral	43
Conference Panel	44
Hearing Panel	45

Creation of these Materials

These materials were drafted by Robin Hammeal-Urban. Revisions in 2013 and 2015 were drafted without consultation. The Rev. Mally Lloyd provided valuable input for the 2021 revision.

The interpretations, suggestions and opinions expressed herein are solely those of the author and do not necessarily reflect the interpretations, suggestions or opinions of others in The Episcopal Church.

Use of These Materials

These materials address the structure and process of Title IV of the Constitution & Canons of the Protestant Episcopal Church as revised by the 76th General Convention 2009, effective July 1, 2011, and as amended by the 77th, 78th and 79th General Conventions in 2012, 2015, and 2018 respectively.

These materials are intended to be used for training purposes only. They are not written as any type of legal authority and should not be used as such. There are many details and exceptions in Title IV that are not acknowledged in these materials.

Throughout these materials references to canon numbers and sections are provided in parentheses for the convenience of the reader.

Information on Title IV provisions regarding Abandonment of the Episcopal Church is included in section 7 of these materials.

1. Purpose of Title IV

Title IV sets out a process to resolve questions regarding behavior of clergy and to provide pastoral care and response for those persons and communities aggrieved by a cleric's conduct. The Title IV process is designed to promote "healing, repentance, forgiveness, restitution, justice, amendment of life and reconciliation among all involved or affected." (IV.1)

By virtue of ordination, all bishops, priests and deacons accept additional responsibilities and accountability for doctrine, discipline, worship and obedience. Title IV addresses two main categories of clergy behavior:

1. Offenses (misconduct)
- AND
2. Abandonment of the Episcopal Church.

These training materials primarily focus on the process for resolving matters regarding Offenses. However, section 7 of these materials includes a brief overview of the Title IV process pertaining to Abandonment of the Episcopal Church.

2. Participants in Title IV process

The participants are listed roughly in order of appearance in the Title IV process. A flowchart depicting the composition and relationship of all Panels and the Disciplinary Board can be found on page 41.

1. **Complainant** is any person who gives information regarding an alleged Offense to an Intake Officer (IO) and who consents to being designated as a Complainant. A Complainant can also be any person, group or community who has been or may be affected by an Offense. The Bishop can designate a person or group as an “Injured Person” to give them the rights of a Complainant even though they were not the person or group to give information to the Intake Officer. This designation can be declined.
2. **Intake officer (IO)** is the person (or persons) to whom information regarding Offenses is reported. The IO is designated by the Bishop after consultation with the Disciplinary Board or as specified by diocesan canons. The IO serves as one of three members of the Reference Panel. Each diocese must publicize “methods and means” of reporting information. (IV.6.1) The Intake Officer may conduct an initial inquiry and is to report monthly to the Complainant, Respondent, and their Advisors as to the progress of the matter. (IV.6.4 and IV.6.9)
3. **Bishop** is the diocesan bishop unless they “expressly assigned” responsibility for Title IV matters to a Bishop Suffragan, Assistant Bishop or Bishop Coadjutor. The Bishop is one of three members of the Reference Panel.
4. **Disciplinary Board** is a group of at least seven (7) people chosen in accordance with diocesan canons. The Disciplinary Board must include laity and priests or deacons. The majority of the Board must be priests or deacons but only by a majority of one. Members of the Disciplinary Board are chosen to serve on the Conference Panel and Hearing Panel by the President of the Disciplinary Board. (IV. 5) The Disciplinary Board may obtain legal counsel to give it, the President or any of its panel’s legal advice. The Disciplinary Board is required to appoint a clerk who is custodian of all records and files of the Board.
5. **President of the Disciplinary Board** is chosen from among the members of the Disciplinary Board. The Disciplinary Board convenes to elect its president within sixty (60) days after each Diocesan Convention unless diocesan canons provide for another method of selecting the President. The President cannot serve on a Conference or Hearing Panel.

The President of the Disciplinary Board is one of the three (3) members of the Reference Panel; the Bishop and the IO are the other two members. The President chooses which members of the Disciplinary Board will serve on the Conference Panel and Hearing Panel for each matter.

The President of the Disciplinary Board is responsible for monitoring each schedule established by the Reference Panel. (IV.6.8)

6. **Reference Panel** consists of the Intake Officer, Bishop and President of the Disciplinary Board. They decide, by majority vote, which processes within Title IV

will best “promote healing, repentance, forgiveness, restitution, justice, amendment of life and reconciliation” for all those impacted by issues identified in an Intake Report. The Reference Panel refers the matter to that process.

On a monthly basis, the Reference Panel must monitor all matters it has referred to ensure all matters progress in a timely manner. If the Reference Panel determines that a matter has “reached an impasse or is not progressing in a timely fashion, it may re-refer the matter” (IV.6.9) The time frames set out in Canon IV.15.1 govern all matters referred to a Hearing Panel.

7. **Church Attorney (CA)** represents the church in Title IV proceedings and has broad authority under Title IV. Among other powers and duties the CA:
 - Receives and reviews the IO’s written report;
 - Conducts investigations and oversees the Investigator after the Reference Panel refers a matter based on its receipt and review of the Investigator’s report. In connection with an investigation, the CA has “access to the personnel, books and records of the Diocese and its constituent parts (IV.2);”
 - Determines within their discretion whether reported information, if true, would be grounds for discipline;
 - Can object to an order issued by a Conference Panel;
 - Exercises discretion and may, in the interest of the church, decide not to pursue a matter. The CA can send a matter back to the IO or bishop for pastoral response instead of disciplinary action.

A diocese may have more than one CA. CA’s are selected as specified in diocesan canons. Diocesan canons may also provide for removal of a church attorney for cause. (IV.2) A Chancellor cannot serve as a CA. (IV.19.19)
8. **Respondent** is any member of the clergy who is subject of proceedings. Title IV.2 specifies the point in the process when a cleric officially becomes a “Respondent.” (Also included are clergy who request on inquiry pursuant to IV.19.31)
9. **Conciliator** is a person skilled in dispute resolution and appointed by the Bishop on a case by case basis. The Conciliator seeks to reach an Accord between a Complainant and Respondent to resolve all the issues when a matter is referred for Conciliation.
10. **Investigator** needs to have “knowledge, skill, experience and training” to conduct investigations and be familiar with Title IV. Investigators are appointed by the Bishop “in consultation” with President of the Disciplinary Board. The Investigator is overseen by the Reference Panel until the Reference Panel receives the Investigator’s report and then refers the matter. Thereafter, the CA oversees the Investigator and all investigations.
11. **Conference Panel** is composed of one (1) or more members of the Disciplinary Board. If there is more than one member, the panel must include both clergy and lay members. The President of the Disciplinary Board chooses who will serve on the Conference Panel for each matter unless diocesan canons provide another means of selection. A member of the Conference Panel cannot also serve on the Hearing Panel in the same matter.
12. **Hearing Panel** is composed of three (3) or more members of the Disciplinary Board selected by the President of the Disciplinary Board unless diocesan canons provide

another means of selection. The Hearing Panel must include clergy and lay members.

13. Injured Person is any person, group or community who has been, is or may be affected by the commission of an Offense by a cleric.

14. Advisors are familiar with the provisions and objectives of Title IV. They “support, assist, consult with and advise” Complainants and Respondents. Bishops must offer Complainants and Respondents an Advisor and pay for the “reasonable costs and expenses” of providing an Advisor. (IV.19.10.f) A Complainant or Respondent does not have to accept the services of an Advisor offered by the Bishop and can choose their own Advisor, but in this case, the Bishop does not have to pay this person’s costs and expenses. All communication between a Complainant or Respondent and their Advisor is confidential and privileged. Where authorized in the canons, an Advisor may speak for a Complainant or Respondent.

Advisors play a significant role when there is a question as to whether a Respondent has committed an Offense. There is no canonical role for Advisors when a Respondent’s behavior may constitute Abandonment of the Episcopal Church.

15. Court of Review hears appeals of Orders issued by Hearing Panels and determines venue issues (questions when there are multiple dioceses involved in a Title IV matter). This court consists of three bishops, six members of the clergy (including deacons and priests), six lay persons and alternates. No more than two can be canonically resident in the same diocese. The lay ministers must reside in different dioceses from each other. The bishops are selected by the House of Bishops. All other members are selected by the House of Deputies. (IV.5.4)

Note: With a written agreement, Dioceses may share resources to implement Title IV “including members of Disciplinary Boards, Church Attorneys, Intake Officers, Advisors, Investigators, Conciliators and administrative and financial support for proceedings...” (IV.5.3)

Note: The diocesan Standing Committee has no role in responding to matters concerning an Offense. There is a role for the Standing Committee in the Title IV process to resolve questions regarding Abandonment of the Episcopal Church. (Members of the Standing Committee may serve as members of the Disciplinary Board if so provided by diocesan canon.)

3. Scope of Title IV

What conduct is within the scope of Title IV?

There is a three-pronged test to determine whether clergy conduct is subject to Title IV. The conduct in question must be:

1. an Offense,
 2. material (which means that it is important, relates to substance not merely form, and goes to the merit or essence),
- AND
3. “substantial or of clear and weighty importance to the ministry of the church.”

Conduct that constitutes an Offense may not be subject to Title IV if it is not both “material” and “substantial or of clear and weighty importance” to the church. (IV.3.3)

What is “an Offense”?

An Offense is defined as a violation of the standards of conduct for Members of the Clergy. The standards of conduct require clergy to engage in certain behaviors and to refrain from other behaviors.

Pursuant to the **standards of Accountability**, clergy are expected to:

1. Cooperate with any Title IV investigation or proceedings;
2. Refrain from false accusations or false testimony in Title IV proceedings;
3. Refrain from intentional misrepresentations or omissions in the ordination or reception process;
4. Refrain from retaliating, in any way, against a person who has reported to an IO or opposed any practices forbidden by Title IV. Retaliation includes discharging or demoting paid or volunteer staff/ministers. (IV.3.1)

Pursuant to the **standards of conduct clergy are required to:**

1. Respect and preserve confidences;
2. Conform to the Rubrics of the Book of Common Prayer (BCP);
3. Abide by ordination vows and promises;
4. Comply with an Accord (a negotiated resolution under Title IV), Order, Pastoral Direction, restriction on ministry or placement on Administrative Leave;
5. Safeguard the property and funds of the church;
6. Report all matters to the IO “which may constitute an offense...meeting the standards of...being both material and substantial or of clear and weighty importance to the ministry of the church”;

AND

7. Follow provisions of applicable Constitution and Canons, ecclesiastical licensure or commission and community rules or bylaws. “Community” is the group in which the Respondent functions, or a religious community. It is not the municipality. (IV.4)

The standards of conduct specifically require **clergy NOT to:**

1. Engage in any sexual misconduct. Sexual misconduct includes sexual abuse and sexual behavior within certain relationships;
 - Sexual behavior is broadly defined. It includes “any physical contact, bodily movement, speech, communication or other activity sexual in nature or that is intended to arouse or gratify erotic interest or sexual desires.” (IV.2)
 - Sexual abuse is sexual behavior by a person eighteen (18) years of age or older with a person under eighteen (18) years of age, in high school or legally incompetent.
 - Sexual misconduct includes sexual behavior with another for whom the behavior is unwelcome, not consented to, or by force, intimidation, coercion or manipulation.
 - Sexual misconduct includes sexual abuse and behavior with an employee, volunteer, student, counselor, member of the Respondent’s congregation or person with whom Respondent has had a pastoral relationship.
 - A pastoral relationship is any relationship in which the Respondent currently or has in the past “provided counseling, pastoral care, spiritual direction or spiritual guidance, or from whom such ... [Respondent]...has received information within the Rite of Reconciliation of a Penitent.”(IV.2)
 2. Hold or teach any Doctrine contrary to that held by the church;
 3. Engage in any secular employment, calling or business without consent of the Bishop of canonical residence;
 4. Be absent from the diocese of canonical residence for more than two (2) years without that Bishop’s consent;
 5. Commit criminal acts that adversely reflect on the cleric’s honesty, trustworthiness, or fitness as a minister;
 6. Engage in dishonesty, fraud, deceit or misrepresentation;
 7. Habitually neglect the exercise of the ministerial office without good cause;
 8. Habitually neglect public worship and Holy Communion;
- OR
9. Engage in any conduct unbecoming a member of the clergy. **(IV.4.1(h))**

Note: Title IV also covers conduct that constitutes Abandonment of the Episcopal Church. Such conduct and the process to address that conduct are briefly discussed in section 7 of these materials.

4. The Title IV Process Regarding Offenses

Pastoral Response

When is a pastoral response provided?

“Whenever any report is made to the Intake Officer” the Bishop is required to provide an appropriate pastoral response. (IV.8.1) The Bishop can designate the IO or another person to implement the pastoral response. (IV.8.1) This person can coordinate pastoral care and communication between the Bishop and the Advisors.

What constitutes an appropriate pastoral response?

An appropriate pastoral response embodies “respect, care and concern for affected persons and communities”. It is to be designed “to promote healing, repentance, forgiveness, restitution, justice, amendment of life and reconciliation among all involved or affected.” (IV.8)

If there are allegations of sexual misconduct, the Bishop is encouraged to provide assistance by an appropriate mental health profession as part of the pastoral response. (IV.8.1)

Pastoral care is one component of pastoral response. The Bishop must “consider offering pastoral care” to all of the following:

1. All those affected by an Offense
 2. All those who may be affected by allegations of an Offense
 3. Complainant
 4. Complainant’s family
 5. Respondent
 6. Respondent’s family
 7. Injured person
 8. Injured person’s family
 9. Any affected community
 10. Witness
- AND
11. Disciplinary Board. (IV.8.2)

In providing a pastoral response the Bishop may disclose information he/she deems pastorally appropriate regarding any:

- Offense
 - Allegations regarding an Offense
 - Accord
- OR
- Order.

Although the intake process is confidential, this confidentiality is not absolute. The canons anticipate that a Bishop will share information in providing the required pastoral response. The canons caution a Bishop to consider the “privacy interests and pastoral needs of all affected persons,” so that the content and process of sharing information is done with the utmost care. (IV.8.3 & 8.4) In addition, the identity of

anyone who consents to being a Complainant is immediately disclosed to the Respondent when the Respondent is notified of the matter in writing. (IV.6.7)

Title IV Process Stage 1: Intake

Note: For training purposes, the Title IV process is presented in three stages:

Stage 1: Intake

Stage 2: Referral

- Appropriate Pastoral Response with No Other Action
- Conciliation
- Investigation
- Possible Agreement Between Bishop and Respondent
- Conference Panel

Stage 3: Hearing Panel and Beyond

- Hearing Panel
- Appeal of Order issued by Hearing Panel

There are flow charts delineating each of these three stages on pages 42-45.

Who can report information regarding an Offense?

Anyone can report information concerning an Offense to an Intake Officer (IO). The canons do not contain a finite listing of individuals or groups with standing to raise concerns regarding an Offense. Rather, the canons state that “[a]ny person other than the IO who receives information regarding an Offense shall promptly forward the information to the IO.” (IV.6.3) A Bishop shall also forward information about a possible offense to the IO.

Each diocese must “publicize methods and means of reporting information concerning offenses.” (IV.6.1)

Note: Clergy may request that an IO conduct an initial inquiry if the cleric believes themselves to be under imputation. (IV.19.31)

How can information regarding an offense be submitted to the IO?

On this point the canons are clear. Information may be submitted to the IO “in any manner and in any form.” (IV.6.2) This appears to include written and oral reports. There is no requirement that the person providing the information identify themselves.

What happens after the IO receives the information?

There are three things that the IO must do:

1. write an intake report;
2. designate the person(s) who provided information as a Complainant, when such person(s) consent to this designation;

AND

3. determine whether the information in the report, if true, would constitute an Offense.

The intake report should include “as much specificity as possible.” If the IO thinks that it is necessary, they may conduct a preliminary inquiry.

How does an Intake Officer seek to designate a Complainant?

An Intake Officer can designate someone as a complainant only when two conditions are met:

1. The person provides the IO with information concerning an alleged offense
- AND
2. The person consents to being a Complainant.

The IO must inform the person of the rights and responsibilities of being designated as a Complainant. Rights and responsibilities of a Complainant include:

1. Their name appearing in notices sent to the cleric, Bishop, members of the Disciplinary Board and others involved in the Title IV process;
2. Right to appeal a dismissal by IO (IV.6.5);
3. Right to be offered an Advisor for “support, assistance, consultation and advice” regarding the Title IV process (IV.19.10). Communication with an Advisor is privileged, the reasonable costs and expenses will be paid by the diocese, and whenever the Complainant has a right to be heard or present, the Complainant can have their Advisor accompany them or attend in their place (IV.19.10(e); IV.19.10(f); IV.19.10(g));
4. Right to have their needs considered in crafting Accords or Orders so to promote their “healing, repentance, forgiveness, restitution, justice, amendment of life and reconciliation”;
5. Right to be heard before Accords are entered into when the Complainant is not a signatory to Accord;
6. If the matter is referred for Conciliation, right to confidential communication with the Conciliator (IV.10.4) and to sign an Accord. (IV.14.2);
7. If the matter is referred to a Conference or Hearing Panel, the right to get notice of and be present at proceedings (IV.12.3; IV.13.2(b)); a right to be heard at Conference Panel proceedings (IV.12.7) and a right to challenge the impartiality of the Church Attorney or any member of a panel (IV.19.14(c));
8. Right to notice and to be heard before an Order can be modified. This includes efforts to be restored to ordained ministry after imposition of a sentence of deposition (IV.18.6).

NOTE: Complainants do not have a right to be heard when a matter is appealed to the Court of Review. (IV.15.9)

NOTE: A bishop can designate an injured person as a Complainant even when that person did not provide information to the IO. An injured person can decline this designation. (IV.2)

What does the IO do if there is no Complainant?

Anytime an IO receives information regarding an Offense the IO shall “incorporate the information into a written intake report, including as much specificity as possible.” (IV.6.4) This is not predicated on there being a Complainant.

There may be no Complainant when a matter is reported to the IO anonymously, by a cleric who learns of a matter that may constitute an offense (IV.4.f) or whenever the reporting person declines being designated as a Complainant. Since a person not consenting does not receive the rights of a Complainant perhaps this person’s name should be excluded from the Intake Report.

What decision making authority does the IO have?

The IO determines whether the reported information constitutes an Offense. For the purpose of this initial determination, the IO assumes that the reported information is true. (IV.6.5) The assumption that the allegations are true is made only at the intake stage of the Title IV process. There are many opportunities in the process for a Respondent to contest the truthfulness of allegations. Additionally, at a hearing before a Hearing Panel the Respondent is presumed not to have committed the Offense. The burden is on the CA to prove the allegations. (IV.19.16)

What happens if the IO determines that information constitutes an Offense?

The IO promptly forwards the written Intake Report to the Reference Panel (composed of the IO, Bishop and President of the Disciplinary Board.) The President of the Disciplinary Board promptly selects those members of the Disciplinary Board who will serve on the Conference Panel and Hearing Panel for the matter. The President of the Disciplinary Board also designates a president for each of those panels. (IV.6.7) An Advisor is to be made available to the Complainant.

When the IO forwards the Intake Report to the Reference Panel, the IO must send a notice to the member of the clergy who is the subject of the Intake Report. This notice must state:

1. Nature of the alleged offense(s)
 2. Identity of Complainant(s)
 3. Description of the next procedural steps
- AND
4. The duty under Canon IV.3.1(b) to cooperate in Title IV proceedings.

What happens if the IO determines that information might not constitute an Offense?

The IO can dismiss the matter. Before dismissing the matter, the IO must inform the Bishop of the IO’s intent to dismiss the matter. If the Bishop does not object, then the IO dismisses the matter by preparing a written notice that includes:

1. The decision to dismiss;
 2. The reasons for dismissal;
- AND

3. An explanation of Complainant's right to appeal the decision to dismiss within thirty (30) days of date of the notice.

The IO sends the notice of dismissal to the Complainant, member of the clergy and Bishop. The IO also sends a copy of the notice of dismissal and written intake report to the President of the Disciplinary Board.

The IO must keep a copy of the intake report and any related information on file. This information can be considered by the IO if any additional information regarding the cleric comes to the attention of the IO. (IV.6.5)

The Bishop must appoint an Advisor for the Complainant within fifteen (15) days of the date of notice of dismissal.

What can a Complainant do if the IO dismisses the matter?

The Complainant has a right to appeal the IO's decision to dismiss a matter. To appeal, the Complainant, with the assistance of their Advisor, prepares two documents:

1. a statement that the Complainant appeals the dismissal
AND
2. a written statement of the objectionable conduct. (This is the first time a Complainant is required to provide a written statement in the Title IV process.)

The Advisor sends these documents to the President of the Disciplinary Board. The President of the Disciplinary Board has thirty (30) days to affirm or overrule the dismissal and must promptly notify the Complainant, Complainant's Advisor, member of the clergy, IO and Bishop of their decision.

If the President of the Disciplinary Board affirms the decision to dismiss, then this is the end of the matter under Title IV. The Complainant has no right to contest or appeal this dismissal. If the President of the Disciplinary Board overrules the dismissal, the President forwards the intake report to the Reference Panel within fifteen (15) days.

Are matters in the Intake Process confidential?

Yes. All communications and deliberations during the intake stage are confidential, except as required by law (i.e. mandated reporting of suspected abuse) or as the Bishop deems pastorally appropriate. (IV.6.11) Within this frame of confidentiality, the Bishop is required to provide an appropriate pastoral response encompassing pastoral care to all who may be affected by the allegations of an offense each time a report is made to the IO. (IV.8.1) This will likely require the Bishop to disclose some information.

While communications and deliberations at this stage of the process are confidential, the identity of anyone who consented to being designated as a Complainant is immediately disclosed when Respondent is notified of the matter in writing. (IV.6.7)

Title IV Process Stage 2: Referral

What is the role of the Reference Panel?

The Reference Panel decides, by majority vote, which process would be best to resolve a matter. The Reference Panel makes its decision based on the content of the Intake Report. The panel does not hear any evidence or speak with any witnesses.

The Reference Panel must establish a schedule for each matter referred and the President of the Reference is responsible for monitoring each schedule. (IV.6.8)

What referral options are available to the Reference Panel?

Initially there are five referral options. Each is discussed in detail below:

1. Appropriate pastoral response with no other action
 2. Conciliation
 3. Investigation
 4. Possible agreement between Bishop and Respondent regarding terms of discipline
- OR
5. Conference Panel.

If referred for an investigation, the investigator's report is sent to the Reference Panel. At this point the Reference Panel again refers the matter and has the additional option of referring the matter to the Hearing Panel.

Can a matter come to the Reference Panel more than once?

Yes. A matter can come to the Reference Panel multiple times if a prior referral did not result in a final resolution of the matter or if after referral the matter gets stalled. Throughout the Title IV process, the Reference Panel continues to determine which referral option could best resolve a matter and sets a schedule accordingly. The referral cycle continues until the matter concludes in one of the following ways:

- Reference Panel determines that no action is required other than Appropriate Pastoral Response;
- Accord reached pursuant to Conciliation, an Agreement Between the Bishop and Respondent, or at the Conference Panel;
- Dismissal issued by Conference Panel or Hearing Panel;
- Order issued by the Conference Panel that is not objected to by the CA or Respondent;

OR

- Order issued by the Hearing Panel. (There is no option to object to this Order, although there is a right of appeal.)

Remember that the Reference Panel also has to establish a schedule for each matter that it refers. (IV.6.8)

Are matters in the Referral stage confidential?

Yes, with some limitations. All communications and deliberations during the referral stage are confidential, except if the Bishop deems it pastorally appropriate to disclose information or as required by law (i.e. mandated reporting of suspected abuse). (IV.6.11) However, the identity of anyone who reports to an Intake Officer and agrees to be designated as a Complainant is disclosed to the Respondent in writing when the Intake Report is first sent to the Reference Panel. (IV.6.7)

When must a Bishop make an Advisor available to the Respondent?

No later than:

1. Referral of the matter for Conciliation, Conference Panel or Hearing Panel;
 2. Imposition of restriction on ministry or placement on Administrative Leave;
 3. The Respondent or Bishop proposes terms for discipline in an effort to reach an Accord;
- OR
4. Any interrogation or request for a statement or other information from the Respondent. (IV.19.10(a))

When must a Bishop make an Advisor available to the Complainant?

No later than:

1. Dismissal by Intake Officer
 2. Forwarding of the Intake Report to the Reference Panel
 3. Respondent or Bishop propose terms for discipline in an effort to reach an Accord
- OR
4. Bishop designates an Injured Person to be a Complainant.

How do Complainants and Respondents know what is happening with a Title IV matter?

The Intake Officer is charged with reporting “at least monthly” on a matter’s progress to the Complainant, Complainant’s Advisor, Respondent, Respondent’s Advisor and their counsel, if any. (IV.6.9)

What is An Appropriate Pastoral Response with No Other Action?

When the Reference Panel determines that no action other than appropriate pastoral response is required, the Reference Panel must notify the Complainant and Cleric of that determination and the basis for this determination.

The result of such a referral is that no further action needs to be taken. The Bishop is already mandated to provide a pastoral response “whenever any report is made to IO.” (IV.8.1) Beyond this pastoral response there is “no other action” or remedy in

the Title IV process. This is the end of the matter. There are no provisions that permit the Complainant to appeal this determination of the Reference Panel.

For a discussion of what constitutes an appropriate pastoral response see page 8 of these materials.

What is Conciliation?

Conciliation is a process in which Conciliator(s) typically work with the Complainant and Respondent to come to an agreed upon resolution of all the issues. The goal is to seek “a resolution which promotes healing, repentance, forgiveness, restitution, justice, amendment of life and reconciliation among Complainant, Respondent, affected Community other persons and the Church.” (IV.10.1)

Appointment of Conciliator:

When the Reference Panel refers a matter for Conciliation, the Bishop appoints a person or persons to serve as Conciliator(s). A Conciliator must be skilled in dispute resolution techniques and have no conflict of interest in the matter. A Bishop can appoint anyone they wish to serve as Conciliator. The Conciliator does not have to be a member of the Disciplinary Board.

The Process of Conciliation:

The Conciliator may communicate and meet privately with participants. Participants in Conciliation are not required to be present with or communicate directly with the other participants. All communication between participants and Conciliator(s) is confidential unless a participant gives permission for the Conciliator to disclose information to other participants. The Bishop or a representative appointed by the Bishop may participate in the Conciliation.

Timeframe for Conciliation:

If an agreement cannot be reached within “a reasonable time” the matter is referred back to the Reference Panel. The canons do not specify what constitutes “a reasonable time,” or who makes this determination.

Possible Outcomes of Conciliation:

If the parties agree on a “suitable resolution of all the issues” an Accord is prepared. Such an Accord needs to be signed by the Complainant, Respondent, and lastly the Conciliator(s).

If the parties do not reach an agreement, the Conciliator reports this to the Bishop and the matter is referred back to the Reference Panel. (IV.10.3) The Reference Panel meets to determine how the matter should now be referred. The Reference Panel’s options for referral include:

- Appropriate pastoral response with no further action
 - Investigation
 - Possible Agreement between the Bishop and Respondent for Discipline
- OR
- Conference Panel.

What happens when a matter is referred for Investigation?

The Reference Panel forwards a copy of the Intake Report to the Title IV Investigator. The Investigator then uses “appropriate investigative means, with due consideration to pastoral sensitivities” to “investigate all facts pertinent to the factual claims of the intake report.” (IV.11.2)

Confidentiality of investigation:

Investigations are confidential until the information obtained is used by the Church Attorney, Bishop or Panels. All people interviewed by an Investigator are to be advised, prior to the interviews, of the “confidential nature of the investigation and when such information may be shared during the course of the proceedings.” (IV.11.5) It would be prudent to also inform interviewees that the information they provide may be disclosed in the process of providing pastoral response, at the Bishop’s discretion.

Investigator’s written report

The Investigator prepares a written report for the Reference Panel. The Reference Panel may meet with the Investigator and can ask for further investigation. If such request is made, the Investigator must conduct further investigation and submit a supplemental report to the Reference Panel.

Timeframe for investigation:

An investigation is to be conducted “as expeditiously as possible.” (IV.11.2)

In addition, each time the Reference Panel refers a matter, it must establish a schedule for that option/process and the President of the Reference is responsible for monitoring each schedule. (IV.6.8)

Possible outcomes of investigation:

After an investigation is completed to the satisfaction of the Reference Panel, the Panel has six options for referral:

1. Appropriate Pastoral Response with no Further Action
 2. Conciliation
 3. Further Investigation
 4. Possible Agreement Between Bishop and Cleric for Discipline
 5. Conference Panel
- OR
6. Hearing Panel: The Reference Panel has the option of referring a matter to the Hearing panel only after an investigation is completed.

The Reference Panel oversees and directs the work of the Investigator until the Reference Panel receives the Investigator’s report and then refers the matter. Thereafter the CA oversees the Investigator and any further investigation.

What happens when a matter is referred for Possible Agreement between Bishop and Respondent for Discipline?

When a matter is referred for Possible Agreement between Bishop and Respondent, either the Bishop or the Respondent may propose terms of discipline. Even if the matter is not referred by the Reference Panel for possible agreement, either the Bishop or Respondent can propose terms for discipline at any time before an Order has become effective.

The process to reach an agreement:

Before reaching an agreement, the Bishop must consult with Injured Persons (which would include any Complainant(s)), the President of the Disciplinary Board, and the Church Attorney (CA).

If an agreement is reached, the terms are set out as a proposed Accord. An Accord can be entered if all of the following conditions are met:

1. The Respondent is aware of the discipline to be imposed and the effect of the discipline;
2. The Respondent had opportunity to consult with an attorney of the Respondent's choosing;

AND

3. The terms of the Accord, when possible, promote "healing, repentance, forgiveness, restitution, justice, amendment of life and reconciliation" and "is otherwise an appropriate resolution of the matter." (IV.9.2)

A Respondent has three (3) days to withdraw a proposed Accord resulting from an agreement with the Bishop. After the three days, the Accord becomes "effective and irrevocable." During these three days, the Bishop does not have the option to withdraw the proposed Accord. (IV.9.3)

Time frame for agreement:

A Bishop or Respondent can propose terms for an agreement any time before an Order becomes effective.

Possible Outcomes:

An Accord, if the Bishop and Respondent reach an agreement.

In the absence of an Accord, the matter goes back to the Reference Panel for further referral. At this point the Reference Panel's options for referral are:

- Appropriate Pastoral Response with No Further Action
- Conciliation
- Investigation
- Conference Panel

OR

- Hearing Panel, which is only an option if an investigation has already been conducted.

What is the difference between Conciliation and Agreements between the Bishop and Respondent?

Although Conciliation and Agreements between the Bishop and Respondent can both result in an Accord, there are important differences between these two processes.

To engage in Conciliation under Title IV, a matter must be referred for Conciliation by the Reference Panel. In Conciliation an Accord can only be entered if the Complainant agrees to the terms of the Accord. In contrast, an Accord can be reached via Agreement between the Bishop and Respondent any time before an Order becomes final, and the Bishop needs only to “consult” with Complainant, et al. The Complainant has no right to appeal or contest the terms of such an Agreement.

What happens when a matter is referred to a Conference Panel?

When a Reference Panel refers a matter to the Conference Panel, the President of the Disciplinary Board sends all materials regarding the matter to the Church Attorney (CA). (IV.12.1)

Church Attorney prepares document:

The CA prepares a document that will inform the Respondent with “reasonable particularity” of the Offense(s) the Respondent is alleged to have committed. The CA then forwards all the materials including the CA’s document to the Conference Panel.

Composition of Conference Panel:

The Conference Panel is composed of one (1) or more of the members of the Disciplinary Board. Both clergy and lay members are needed if there is more than one member. The President of the Disciplinary Board chooses who will serve on the Conference Panel unless diocesan canons provide another means of selection. (A person serving on the Conference Panel cannot also serve on the Hearing Panel in the same matter.)

Notice Issued by Conference Panel:

The Conference Panel decides who should be “directed” to participate in the Conference. This can include family members and representatives of an affected Community. Title IV provides no recourse against laity who choose not to comply with “a direction” issued by a Conference Panel.

The Conference Panel issues a notice to:

- Respondent, Respondent’s Advisor, and Respondent’s counsel, if any
 - Complainant and Complainant’s Advisor
 - Investigator (who may have already conducted the investigation)
- AND
- Others who the Conference Panel have decided should participate in this process.

The notice must include:

1. The nature and purpose of Conference Panel proceedings
2. A copy of the document prepared by CA
3. Names of all the people to whom the notice is sent
4. Date, time and place Respondent is to appear before the Conference Panel. The date must be at least twenty (20) days after the Respondent is served with this notice. (IV.12.3)

Participants at Conference:

The CA and Respondent are required to attend Conference Panel Proceedings. The Respondent's Advisor and counsel, if any, are allowed to participate. The Complainant must be given an opportunity to participate but is not required to do so. The Complainant's Advisor may attend even if the Complainant chooses not to. The Conference Panel has the authority to invite others to participate in the proceedings. (IV.12.6)

Proceedings of Conference Panel:

Conference Panel proceedings are informal and conversational. Unlike Hearing Panel proceedings, there are no witnesses called to testify and no record of the proceedings.

Conference Panel proceedings are confidential. The only people allowed to be present are Conference Panel members and invited participants. No statement made at Conference Panel proceedings may be used as evidence before a Hearing Panel (IV.12.8)

The Conference Panel must describe the alleged Offense(s) and may hear from all of the following:

- The Church Attorney
- Respondent, Respondent's Advisor, and Respondent's counsel, if any
AND
- Complainant and Complainant's Advisor.

In addition, the Conference Panel may hear from others.

The Conference Panel may confer with participants outside the presence of other participants. This could be helpful to Complainants who do not want to discuss the matter in the presence of the Respondent.

The Conference Panel has the authority to direct an Investigator to do further investigation.

Possible Outcomes of Conference Panel:

The Conference Panel confers privately to determine the outcome except when an Accord is entered between the Respondent and CA. Such an Accord must also be signed by the President of the Conference Panel.

There are five possible outcomes of Conference Panel proceedings. Only two of these outcomes are final resolutions of a matter. The possible outcomes are:

1. An Accord if the parties (Respondent and CA) reach a negotiated resolution of the matter with the Conference Panel. This is a final resolution of the matter.

In the absence of an Accord, the Conference Panel confers privately and decides on one of the following four outcomes:

2. Dismissal of the matter. An Order of Dismissal must state the reasons for dismissal and can contain findings that exonerate the Respondent. A copy of an Order of Dismissal must be provided to the Bishop, Respondent, Respondent's Advisor, Respondent's counsel (if any), Complainant, Complainant's Advisor, and CA. An Order of Dismissal is final. The Complainant does not have a right to appeal an Order of Dismissal.
3. Referral for Conciliation.
4. Referral to Hearing Panel.
5. An Order imposing some form of discipline. This Order is not necessarily final as the Respondent or CA can object to this Order. (The Bishop does not have the option to object to an Order issued by a Conference Panel.) To object to an Order of the Conference Panel, written notice of such objection must be given to the Conference Panel within fifteen (15) days. The President of the Conference Panel then notifies the President of the Disciplinary Board of the objection and the matter proceeds directly to the Hearing Panel. The matter does not go back to the Reference Panel.

Title IV Process Stage 3: Hearing Panel and Beyond (if needed)

A matter comes to a Hearing Panel in one of three ways:

- Referral from the Reference Panel after an Investigation
- Referral from the Conference Panel (President of Conference Panel must notify the CA and President of Disciplinary Board within three (3) days of the referral (IV.13.1))

OR

- As a result of the Respondent's or CA's objection to an Order from the Conference Panel. (IV.14.11)

The Hearing Panel is composed of three (3) or more members of the Disciplinary Board who were selected by the President of the Disciplinary Board when the matter was first referred to the Reference Panel, unless diocesan canons provide another means of selection.

Hearing Panel proceedings are the closest thing to trial court proceedings available under Title IV.

Are Hearing Panel proceedings and documents available to the public?

Yes. The proceedings of the Hearing Panel are open to the public except for deliberations of the Hearing Panel which are private. The Hearing Panel has discretion to close any part of the proceedings to protect a person's privacy. (IV.13.8)

In addition, as soon as possible a Hearing Panel must make all documents filed with or issued by the Panel “broadly known to members of the Church and the Church media.” The Hearing Panel can, in its discretion and for good cause to protect and injured person, redact information in documents, after consultation with the CA, Respondent’s counsel, Respondent’s Advisor, the Complainant’s Advisor and counsel, if any. The Hearing Panel may also consult with the Diocesan Bishop, if appropriate. (IV.13.3)

What happens when a matter goes to a Hearing Panel?

Documentation sent to Hearing Panel:

Within ten (10) days of learning that a matter is referred to a Hearing Panel, the CA reviews all information regarding the matter and revises or updates the CA’s written statement of Offense(s). Only the CA’s statement is provided to the Hearing Panel.

Notice Issued by Hearing Panel:

Within seven (7) days of receiving the CA’s statement (IV.13.2), the Hearing Panel issues a notice to Respondent, Respondent’s Advisor, Respondent’s counsel (if any), and CA. The notice must:

1. Explain the nature and purpose of the proceeding
2. Include the CA’s written statements
3. Disclose names of whom notice is sent
4. Advise Respondent that a written response must be filed with the Hearing Panel within thirty (30) days
5. Advise Respondent that failure to attend or file a timely written response, or participate in a scheduled hearing may result in the panel proceeding in the Respondent’s absence. (IV.13.2.a) The Panel may consider the Intake Report, Investigator’s report, other documents collected by the Disciplinary Board and other evidence. This can serve as the basis of findings that the Respondent failed to appear or respond. (IV.19.6)

A copy of the notice is sent to the Complainant and the Complainant’s Advisor.

Record of Hearing Panel Proceedings:

A record is made of all Hearing Panel proceedings so that a written transcript can be produced. (IV.13.8)

Parties before Hearing Panel:

There are two parties in proceedings before the Hearing Panel; the Respondent and the CA who appears on behalf of the diocese. The Complainant is not a party in these proceedings. However, each Complainant has the right to be present throughout the hearing. In addition, the Complainant has the right to have their Advisor present and one additional person of the Complainant’s choosing. (IV.13.8)

Framing the Contested Issues before the Hearing:

The Respondent is required to file a written response to the CA’s document within thirty (30) days of when the Hearing Panel’s notice was mailed. The

Respondent's response must be signed by the Respondent, filed with the Hearing Panel and delivered to the CA. (IV.13.2.c)

This exchange of documents frames the factual issues that are contested between the parties. The canons set out a very specific process that allows the parties to discover each other's evidence before the hearing.

Pre-Hearing Discovery Process:

Oral and written deposition testimony of "any person having knowledge pertaining to the Offense or defense thereto" can be obtained before the hearing. Generally, in a deposition the testifying witness is under oath and provisions are made to record the session so that a written transcript can be produced. Members of the Hearing Panel are not present at a deposition.

In addition to deposition testimony, parties can seek the production of documents or tangible objects and request the other party to admit to specific facts and submit interrogatories (written questions that must be answered in writing by the other party). (IV.13.5.a)

Within sixty (60) days after the Respondent files their written response to the CA's allegations, the CA and Respondent's attorney must provide each other with a "mandatory disclosure" of all evidence that would tend to prove or disprove the allegations against the Respondent. This includes:

- Names, addresses and phone numbers of people with "direct knowledge of information" about the alleged offense(s) or defense(s)
- a detailed summary of each of those individuals' expected testimony
AND
- a copy of, or description of, all documents and tangible evidence that supports alleged offense(s) or defense(s).

The Hearing Panel convenes a scheduling conference within fifteen (15) days of delivery of the mandatory disclosure. After the CA and Respondent's Attorney have been heard, the President of the Hearing Panel issues a scheduling order that covers:

1. Calendar for discovery including depositions and written interrogatories
2. Deadlines and hearing dates for preliminary and dispositive motions
AND
3. The date of the hearing.

The CA and Respondent are each permitted to take up to two (2) depositions and up to twenty (20) written interrogations regarding each Complainant. (IV.13.3(c)&(d))

The Hearing Panel oversees compliance with the scheduling order and resolves all issues pertaining to discovery. (IV.13.5)

At least fifteen (15) days before the Hearing the CA and Respondent's attorney give each other and the Hearing Panel "final pre-hearing disclosures" which include:

- Name, address and phone number of each witness expected to be called to testify
- Identification of each document or tangible object expected to be used as an exhibit
- Any requests to close portions or all of the hearing to the public. (IV.13.9)

The Hearing Panel is to assure that the discovery process will not “unduly burden any person from whom information is sought or unduly adversely affect any pastoral response being offered to any such person.” (IV.13.6.f)

Any information a party claims to be privileged must be logged. The scope of privilege is determined by the Hearing Panel. (IV.13.5.b)

The Hearing Panel can impose sanctions against a party for failure to comply with a discovery order. Such sanctions can only be imposed after a party has been given reasonable notice and an opportunity to be heard. (IV.13.5.f)

In addition, the Hearing panel can impose sanctions against the Respondent, Respondent’s counsel, or the CA for conduct deemed to be “disruptive, dilatory, or otherwise contrary to the integrity of the proceedings.” (IV.11(b)) Sanctions imposed may include:

- Limiting discovery
- Amending scheduling order
- Refusing to allow a claim or defense
- Refusing to allow certain matters into evidence
- Striking claims or defense
- Disqualification of counsel.

A sanctioned party may appeal the sanction to the Disciplinary Board. (IV.13.11(a-c))

The Hearing:

The Hearing is the most formal and adversarial process within the framework of Title IV. The President of the Hearing Panel regulates the proceedings “so as to promote full disclosure of relevant facts.” (13.10(a)) The Hearing resembles a trial but there are some important differences between typical trial procedures and those of a Hearing:

- People in addition to the parties (the Respondent and CA) may be given an opportunity to present oral or written statements at a Hearing. (IV.13.10(b)(7))
- Hearsay evidence may not be excluded from a Hearing solely because it is hearsay. (IV.13.10.(b)(5))
- The burden of proof at a Hearing is “clear and convincing evidence” which is lower than “beyond a reasonable doubt” (the burden of proof in our secular criminal courts) and higher than “preponderance of the evidence” (the burden of proof in many secular civil proceedings.) (IV.19.16)
- At a Hearing, as in secular criminal proceedings, there is a presumption that the Respondent did not commit the offense. The CA bears the

burden of proving by clear and convincing evidence that the Respondent committed the Offense(s) as alleged. (IV.19.16&17)

The CA and Respondent must each be given an opportunity to present evidence, cross-examine the other party's witnesses and submit rebuttal evidence. All testimony is presented under oath. The Hearing Panel may take "official notice" of facts. (This is like judicial notice allowing certain facts to be established without evidence of those facts admitted into evidence at the Hearing.) The Hearing Panel can admit into evidence copies of original documents. Privileged information is to be excluded from evidence at a Hearing. (IV.10(b)) (Privileged communication is defined in Canon IV.2.)

The Hearing Panel determines the credibility, reliability and weight given all evidence. (IV.13.10) These determination(s) of the Hearing Panel are not reviewable on appeal unless there is evidence that the Hearing Panel's findings are "not supported by substantial evidence..." This can be hard to establish. (This determination would be reviewed by the Court of Review which hears all appeals of Orders issued by Hearing Panels. An explanation of the appeal process begins on page 26 of these materials.)

Possible Determinations of Hearing Panel:

After hearing the evidence, the members of the Hearing Panel confer privately and determine the outcome. They have two basic options:

1. Dismiss the matter
OR
2. Issue an Order that imposes some obligation/restriction on the Respondent.

To dismiss a matter, the Hearing Panel issues an Order of Dismissal. Such an Order must include the reasons for the dismissal and may state findings of fact that exonerate the Respondent. A copy of the Order must be sent to the Bishop, Respondent, Complainant, both Advisors and CA. (IV.13.13)

The Hearing Panel issues an Order if it does not dismiss the matter. An Order can include any of the following:

1. Terms which promote healing, repentance, forgiveness, restitution, justice, amendment of life and reconciliation among the Complainant, Respondent, affected Community and others;
2. Restrictions on Respondent's exercise of ministry;
3. Recommendations to Bishop that Respondent be sentenced by
 - o Admonition (public and formal censure or reprimand);
 - o Suspension (refrain from the exercise of the gifts of ministry conferred by ordination for a set period of time);OR
 - o Deposition (deprivation of the right to exercise the gifts and spiritual authority of God's Word and sacraments conferred at ordination.) (Sentence is a term defined in the canons. There may well be other "terms" in an Order which are not "Sentences.");
4. Limitations on Respondent's involvement in the community which can include conditions for restriction of attendance or participation. (IV.14.6)

An Order must specify canon section(s) and “general information” regarding the offense(s) to protect the Respondent from further Title IV proceedings for the same incident(s). Such “double jeopardy” proceedings are barred under Title IV. (IV.19.13)

Before issuing an Order, the Hearing Panel must give the Bishop and Complainant an opportunity to be heard regarding the proposed terms of the Order. (IV.14.7)

Imposing Sentence:

After issuance of an Order, the Hearing Panel sends the Order to the Bishop. Only the Bishop can impose a Sentence on a Respondent. Within twenty (20) days after issuance of the Order, the Bishop must advise in writing, the Respondent, Complainant, both Advisors, CA, and President of the Hearing Panel whether they will:

1. Pronounce Sentence as recommended
 2. Pronounce a lesser Sentence than recommended
- AND/OR
3. Reduce the burden on Respondent of any of the other terms of the Order. (IV.14.8(a&b))

If the Bishop chooses to impose a lesser Sentence or to reduce the burden on the Respondent, the other terms of the Hearing Panel’s Order remain enforceable.

The Bishop must pronounce sentence between twenty (20) to forty (40) days after an Order is issued except if the Respondent or CA appeals the Order. The Bishop may not impose Sentence while the appeal is pending. While an appeal is pending the Bishop can:

1. Place restrictions upon exercise of Respondent’s ministry;
2. Place Respondent on Administrative Leave;
3. Continue Administrative Leave or other restrictions on ministry that were in effect when the Order was issued. (IV.14.8(a&b))

See page 26 for a discussion of the appeal process.

What happens if the Hearing Panel proceedings are unreasonably delayed or suspended?

The Respondent or CA can file a written request with the Hearing Panel to resume the proceedings. If the Hearing Panel proceedings are not resumed within 60 days of the written request, the Respondent or CA may file a written request with the Court of Review for an order directing the Hearing Panel to resume proceedings.

A request to resume proceedings must include:

- a statement of the status of the case
 - the reason for the delay or suspension
- AND
- a description of all actions taken to resolve the delay or impediment to the proceedings.

The filing party must also give copies of the request to the Presidents of the Hearing Panel and Disciplinary Board.

Within 15 days of receipt of such request, the President of the Court of Review must appoint a panel to consider the request. The panel must consist of 1 bishop, 1 priest, 1 deacon and 1 lay person from members of the Court of Review.

The President of the Hearing Panel shall file a response to the request within 15 days of receipt. That response must be filed with the Court of Review. A copy must be sent to the Respondent, CA and President of the Disciplinary Board.

The appointed panel of the Court of Review convenes in person, by video conference, or via phone to consider such a request and any response from the President of the Hearing Panel.

The canons do not provide a timeframe for the convening of the Court of Review or its issuance of an order. The court can issue one of two orders:

- An order declining to direct resumption. The Court of Review must provide a written explanation of the reasons for this decision.

OR

- An order directing the Hearing Panel to resume proceedings. If the Hearing Panel refuses or is unable to do so, the Respondent or CA can ask the Court of Review to transfer the matter to a Hearing Panel in another diocese in the Province. In such case, the Court of Review orders the Disciplinary Board of the originating diocese to send complete records of the proceedings to the new Hearing Panel (IV.15.1).

What is the Process to Appeal an Order issued by Hearing Panel?

Who can appeal an order of the Hearing Panel?

The Respondent or Church Attorney (CA) can appeal an Order of the Hearing Panel. The Complainant does not have a right to appeal an Order (IV.15.2)

A Bishop has the right to appeal only in matters where a Hearing Panel finds that a Respondent did not commit an Offense involving a question of doctrine, faith or worship of the church. To file such an appeal requires written request by at least two Diocesan Bishops of other dioceses in the Province. (IV.15.3)

What are the grounds for a successful appeal?

The Court of Review will change, overrule, or modify the order of the Hearing Panel only if the appealing party can show, based on the record of the proceedings, that they have been “substantially prejudiced” because the Hearing Panel:

- exceeded its canonical jurisdiction
- did not decide all the issues
- made a mistake in interpreting or using the Constitution and Canons
- made a procedural error or used a decision making process that violates Title IV
- made factual determinations (i.e. believed one person's story rather than another's) that are "not supported by substantial evidence when viewed in the whole light of the record on appeal."
- Violated the Constitution and Canons of the diocese. (IV.15.6(b))

If a Hearing Panel's Order against a Respondent is due to the Respondent's failure to appear or to participate in the Hearing Panel proceedings, the Court of Review must uphold that Order unless the Hearing Panel made an error in issuing the Order. (IV.15.5(a))

This means that not every mistake in the Title IV process will be "corrected" on appeal. In any complex multi-stage process, there are bound to be some facets that are not perfect. The only errors that will be "corrected" through an appeal are those that "substantially prejudiced" the appealing party. While a party may feel very angry, hurt or unfairly treated by the Title IV process and outcome, that feeling may not be based on an error that rises to the legal standard of having been "substantially prejudiced."

Generally, what happens in an appeal?

The Court of Review looks at (reviews) the record of the Hearing Panel proceedings to see if the appealing party has been substantially prejudiced. It does not hear and see the evidence of the case again. This is not an opportunity to retry the case.

If the Court of Review finds errors in the proceedings, the court may deem these to be "harmless errors" which do not alter the Order of the Hearing Panel.

How does the appeal process work?

A Respondent or CA has forty (40) days after the issuance of an Order by the Hearing Panel to file an appeal.

During this time the Bishop has the authority to limit the Respondent's ability to exercise ordained ministry. The Bishop has this authority during much of the Title IV process. (A full discussion of the Bishop's authority can be found on page 35.)

An appeal is filed by "serving written notice" on the Bishop along with a copy of the Hearing Panel's Order. This notice must state the grounds for an appeal and must be signed by the Respondent's counsel or the CA. (IV.15.2) Copies of the notice must be sent to the President of the Hearing Panel and the Province.

Note: Serving written notice cannot be accomplished by using regular first class mail. Service must be made by:

- Delivering the document in hand to the person
 - Leaving the document with an adult at the person's home
- OR
- Mailing it via certified mail to the person's home. (IV.19, 20)

The Hearing Panel is required to provide the record of its proceedings to the party who filed the appeal. The record consists of a transcript of the Hearing Panel proceedings and all documentary and tangible evidence. The canons do not specify a timeframe in which the record must be produced. (IV.15.6)

Within thirty (30) days of receiving the record, the appealing party must serve all of the following upon the “opposite” party:

- Two (2) copies of the record
- Notice of appeal

AND

- Appealing party’s brief, if there is one. (A “brief” is a written document that contains legal argument(s) to support a party’s position.) (IV.15.6)

The appealing party must also deliver five (5) copies to the President of the Court of Review. (IV.15.6)

Within thirty (30) days of “receiving” these documents, the party opposing the appeal must serve their brief in opposition to the appealing party’s and five (5) copies to the President of the Court of Review. (IV.15.6)

The appealing party then has fifteen (15) days to serve their reply brief to the party opposing the appeal and five (5) copies to the President of the Court of Review. (IV.15.6)

Are the records of the Court of Review Confidential?

No. The Court of Review is required to “make documents available to members of the Church and the Church media...” These documents need to be disseminated so that they are “broadly known”. The Court of Review has discretion to redact information for good cause to protect and injured person after consultation with a number of people. (IV.15.12)

Does the Court of Review hold a hearing?

Yes. At the hearing the Respondent and CA must be given an opportunity to be heard. The Court of Review can “regulate” (or limit) the number of attorneys to be heard. (IV.15.9) The Court does not look at evidence or hear testimony from witnesses. It hears oral argument regarding whether the proceedings thus far (up to and through Hearing Panel) have been conducted in accordance with Title IV of the canons. While no new evidence will be taken by the Court of Review, the Court can correct the record from the Hearing Panel. (IV.15.4).

All members and alternates of the Court of Review who are serving on a particular appeal must be present for “any oral proceedings” in the matter. (IV.15.7) The Court of Review must keep a record of all its proceedings. To do this, the court appoints a ‘reporter’ who serves at the pleasure of the court. The reporter’s role is to provide a verbatim recording of the appeal proceedings so that a transcript of the proceedings could be created if needed. (IV.15.8)

The canons do not specify a timeframe in which the appeal hearing is to be held.

What decisions can the Court of Review make?

After the appeal hearing, the members of the Court of Review deliberate in private. A concurrence of the majority is needed to make a decision. If there is no concurrence of the majority of members hearing the appeal, then the Order of the Hearing Panel is affirmed. This means that the Order of the Hearing Panel remains in effect, there are no changes made, and the Order is now final. It is not subject to any further appeal. (IV.15.15)

In its deliberations, the Court of Review can choose to do any of the following:

- Dismiss the appeal. This could happen if the appealing party failed to articulate any legally recognized ground for the appeal or failed to comply with the canonical appeal process (i.e. missed filing deadline). This means that the Order of the Hearing Panel remains intact, is now final and enforceable (not subject to any further challenges).
- Affirm in Whole. This means that the Order of the Hearing Panel remains intact and is now final and enforceable. In essence, the Court of Review has put its “stamp of approval” on the Order of the Hearing Panel. Generally this would indicate that the Court of Review examined the record, analyzed the issues presented by the appealing party, and decided that the process and decision of the Hearing Panel was appropriate.
- Reverse in Whole. Here, the entire Order of the Hearing Panel is set aside and the Court of Review Orders something different. This could happen if the Court of Review decides that the factual findings of the Hearing Panel are not supported by substantial evidence when the entire record of the proceedings is viewed as a whole. If an Order of the Hearing Panel that imposes restrictions or discipline on a Respondent is reversed in whole, then there are no restrictions or sentences to be imposed pursuant to the Hearing Panel’s Order. This is a final decision. A new intake based on the same incident(s) is barred. (IV.19.13)
- Reverse or Affirm in Part. This means that the Court of Review modifies some of the terms of the Order of the Hearing Panel, some are being left the same and some are changed. In essence, the order of the Hearing Panel is modified by the Court of Review.
- Grant a New Hearing. Here the Court of Review tells the Hearing Panel there were such significant errors in its process and proceedings that the appealing party was “substantially prejudiced.” Instead of trying to “fix” the mistakes made during the first hearing, the Hearing Panel proceedings must start anew.

What happens if the Respondent and Bishop enter an Accord while a matter is before the Court of Review?

If an Accord is reached before the Court of Review issues an Order or its decision, then the pending matter is concluded and the proceedings before the Court are terminated. The Bishop needs to make the Notice of Accord available to the Church and Church media as well as the Court of Review and Hearing Panel. (IV.15.13)

5. Accords & Orders

What is the difference between an Accord and an Order?

An Accord is a written document that reflects a negotiated resolution of a matter regarding an Offense. (IV.14.1) An Accord can be reached during various stages of the Title IV process. At each stage different people can reach an Accord with the Respondent. (See page 32 for a discussion on who can enter an Accord with a Respondent.)

An Order, on the other hand, can be issued only by the Conference Panel or Hearing Panel. Here, the parties do not negotiate the terms. The terms are decided by the Panel. (IV.14.6) However, the Panel must give the Bishop and Complainant(s) an opportunity to be heard regarding the proposed terms of an Order before it issues an Order. (IV.14.7)

What terms **MUST** be in an Accord or Order?

Accords and Orders must include all of the following:

- Name of Respondent
- Reference to the canon(s) section(s) and subsection(s) that specify the offense

AND

- Sufficient information regarding the offense so that if a new claim regarding the Respondent's behavior were raised, it could be determined whether the new claim involves the same incident(s) that had already been resolved as evidenced by the Accord or Order. (IV.14.9)

Note: Under certain circumstances a Respondent cannot be disciplined more than once for the same incident(s). If a report comes to an IO regarding an incident that has already been resolved under Title IV resulting in an Accord or an Order, then that matter cannot proceed. (IV.19.13) However, a pastoral response must be made each time a matter is reported to the IO even if the matter cannot proceed under Title IV. (IV.8.1)

What terms **MAY** be included in an Accord or Order?

An Accord or Order may provide terms that:

- “Promote healing, repentance, forgiveness, restitution, justice, amendment of life and reconciliation....”
- Place restrictions on the Respondent's exercise of ministry
- Place the Respondent on probation
- Recommend to the Bishop that a Sentence be imposed. The Sentence recommended can be:
 - Admonition (public and formal censure or reprimand);
 - Suspension (refrain from the exercise of the gifts of ministry conferred by ordination for a defined period of time.) If an Accord or Order provides for suspension from ministry, it must

also specify “what terms or conditions and at what time the suspension shall cease.”

OR

- Deposition (deprivation of the right to exercise the gifts and spiritual authority of God’s Word and sacraments conferred at ordination.)
- Limit Respondent’s involvement, attendance or participation in the Community. If an Accord or Order contains such limitation, it must also provide conditions for restoration

OR

- Any combination of these. (IV.14.1)

Who gets notice of an Accord or Order?

Almost everyone. When an Accord or Order becomes effective, the Bishop must give written notice “without delay” to:

- Every member of the clergy in the diocese
- Each vestry in the diocese
- The Secretary of Convention
- The Standing Committee of the diocese (This notice gets added to the other official records of the diocese.)
- The Presiding Bishop
- All other bishops of the church (If a diocese does not have a bishop, the notice goes to the ecclesiastical authority.)
- The President of the House of Deputies
- The Recorder of Ordinations
- The Archives
- Secretary of the House of Bishops
- Secretary of the House of Deputies
- Office of Transition Ministry, which shall insert a copy of the Notice of the Accord or Order on the Respondent’s OTM portfolio. (IV.14.12(a))

Remember, if a matter had been referred to a Hearing Panel or was before the Court of Review, there is an additional obligation to disseminate documents including the Notice of an Accord or Order so it is broadly known to members of the Church and Church media. (IV.13.3,4 & 15.12)

What is included in a notice of an Accord or Order?

The notice of an Accord or Order must contain only two things:

1. Name of the Respondent
- AND
2. Canon(s), section(s) and subsection(s) that specify the Offense(s.)

The names of Complainant(s), Injured Person(s) and witnesses are not included in the notice of an Accord or Order. A copy of the Accord or Order is not required to be distributed with the notice. (IV.14.12)

Note: A similar notice must be given whenever there is a modification or remission of any Order for which notice was previously given.

May the Bishop disclose information regarding an Accord or Order?

Yes. The Bishop is expressly permitted to disclose information regarding an offense, allegations thereof, and Accord or Order “as the Bishop deems appropriate.” (IV.14.13)

Specific Information re: Accords

Who can reach and sign an Accord?

There are three (3) different settings in which an Accord (negotiated resolution) can be reached. Different individuals enter the Accord with the Respondent in each setting:

- The Complainant and Respondent may reach an Accord through Conciliation. Such an Accord is signed by the Complainant, Respondent and lastly, the Conciliator. (IV.14.2)
- The CA and Respondent may reach an Accord at either the Conference or Hearing Panel. Such an Accord is signed by the Respondent, CA and President of the Panel. (IV.14.3)
- The Bishop and Respondent may reach an Accord any time before an Order becomes effective. It must be signed by the Bishop and Respondent. The Bishop must “consult” with Injured Person(s), the President of the Disciplinary Board, and the CA prior to entering into an agreement for discipline with a Respondent. (IV.9.1)

The last person to sign an Accord is the Conciliator, President of the Conference Panel or President of the Hearing Panel (depending on where the matter was when the Accord was reached.)

Note: Only in the first situation is the Complainant directly involved in reaching the terms of the negotiated resolution of the matter. In the other settings the Complainant is not directly involved and has no authority to reject terms of a negotiated resolution. The Bishop is directly involved in reaching terms of an Accord only in cases where an Accord is entered pursuant to an Agreement Between Respondent and Bishop. The Bishop, however, has the sole authority to impose the terms of all Accords. See below for a discussion regarding the Bishop’s imposition of terms of an Accord.

When does an Accord become effective?

An Accord entered by Agreement between the Bishop and Respondent becomes effective and irrevocable three (3) days after the Accord is signed. During the three days following the signing, the Respondent has the right to withdraw the Accord. (IV.9.3)

All other Accords become effective when entered into.

Who receives copies of an Accord?

On the day the Conciliator, President of the Conference Panel or President of the Hearing Panel signs the Accord; they must send a copy

to all of the following:

- Complainant
- Complainant's Advisor
- Respondent
- Respondent's Advisor
- Respondent's Counsel (if any)
- President of the Disciplinary Board
- Church Attorney

AND

- Bishop.

If the Accord was reached by agreement between the Bishop and Respondent, the Respondent has three (3) days to withdraw the Accord. The Bishop does not have this option. After the three (3) days have passed the Accord is final and irrevocable. At this point the Bishop sends a copy of the Accord to all those listed above as well as the president of the panel to which the matter was referred. (IV.14.4)

How are the terms of an Accord imposed?

The Bishop has the sole authority to impose a Sentence contained in an Accord. The Bishop must decide whether to:

- pronounce the Sentence as recommended in the Accord
 - pronounce a lesser Sentence than recommended in the Accord
- OR
- reduce the burden on the Respondent (lighten the scope or severity of the restrictions or obligations imposed by the terms of the Accord, other than the Sentence.) (IV.14.5)

The Bishop must inform the following of their decision within twenty (20) days from the date when the Accord was entered:

- Respondent
- Respondent's Advisor
- Respondent's Counsel (if any)
- Complainant
- Complainant's Advisor
- Church Attorney

AND

- Conciliator, or President of Conference Panel or President of Hearing Panel, whoever signed the Accord (IV.14.5)

Although notice of the Bishop's decision must be sent to all of the above listed individuals, they do not have the right to be heard or contest the Bishop's decision.

If a Bishop decides to pronounce a lesser Sentence or modify the terms of the Accord so as to reduce the burden on the Respondent, the other terms of the Accord are still valid and enforceable. (IV.14.8)

When does the Bishop pronounce Sentence pursuant to an Accord?

The Bishop must pronounce the sentence between twenty (20) to forty (40) days after the Accord was entered.

If an Accord is entered into by a Bishop and Respondent, the Bishop can pronounce sentence at the expiration of the three (3) day period for Respondent to withdraw the Accord.

Specific Information re: Orders

What options does a Bishop have when an Order is issued?

The Bishop must decide whether they will:

- Pronounce the Sentence as recommended in the Order
 - Pronounce a lesser Sentence than recommended
- AND/OR
- Reduce the burden on the Respondent by modifying other terms of the Order.

Within thirty (30) days of the issuance of an Order the Bishop must inform (in writing) the following of their decision:

- Respondent
 - Respondent's Advisor
 - Respondent's Counsel (if any)
 - Complainant
 - Complainant's Advisor
 - Church Attorney
- AND
- President of Conference or Hearing Panel depending on which panel issued the Order

The Bishop's decision to pronounce a lesser Sentence or otherwise reduce the Respondent's burden does not affect the validity or enforceability of the other terms in the Order. (IV.14.8(b))

How does a Respondent object to an Order from the Conference Panel?

To object to an Order from the Conference Panel, the Respondent must give written notice of objection within fifteen (15) days following the date on which the Order was issued. The Respondent sends the objection to the President of the Conference Panel who then notifies and provides copies of the objection to the Bishop, President of the Disciplinary Board and the non-objecting party. (IV.12.12)

The President of the Disciplinary Board notifies the members of the Hearing Panel and refers the matter to the Hearing Panel. (IV.12.12)

Note: The Church Attorney can also object to an order issued by a Conference Panel.

Note: A Respondent cannot object to an Order from a Hearing Panel. A Respondent can however, appeal an Order issued by a Hearing Panel to the Court of Review. A CA can also appeal such order.

When does an Order become effective?

An Order becomes effective when it is not subject to appeal or objection by the Respondent. Hearing Panel and Conference Panel Orders are effective thirty (30) days after issuance (IV.14.10).

When does the Bishop pronounce sentence?

The Bishop pronounces sentence between twenty (20) and forty (40) days after the Order was issued. (IV.14.8)

Can the Bishop pronounce sentence if an appeal is pending?

No. (IV.14.8) However, while an appeal is pending the Bishop may:

- place restrictions on the Respondent’s ministry
 - place the Respondent on Administrative Leave
- OR
- continue any restriction or leave that was in effect when the Order was issued.

6. Bishop’s Authority: Pastoral Direction, Restricted Ministry and Administrative Leave

What is a Pastoral Direction and when can it be issued?

A Pastoral Direction is “written direction given by a Bishop” to a Member of the Clergy to address concerns of “Doctrine...worship...or the manner of life and behavior” of a Cleric, in addition to concerns regarding discipline. A Bishop can issue a Pastoral Direction even in the absence of information indicating that the Cleric may have committed an Offense. (IV.1&7)

A Bishop can issue a Pastoral Direction at any time to any Cleric who is canonically resident, actually resident, or licensed in the diocese. A Bishop can modify the terms of a Pastoral Direction at any time. (IV.1&7)

To be valid, a Pastoral Direction must:

1. Be in writing
 2. Clearly state the reasons for the direction
 3. Clearly state what the Bishop is requiring of the Cleric
 4. Be issued in the Bishop’s capacity as pastor, teacher and overseer of clergy
 5. Not be arbitrary or capricious
 6. Be directed to “some matter which concerns the Doctrine, Discipline or Worship of the Church or the manner of life and behavior” of the Cleric
- AND
7. Be promptly served upon the Cleric.

Under Title IV a Cleric cannot challenge or contest the issuance of a Pastoral Direction.

What is Restricted Ministry and Administrative Leave, and when can they be imposed?

A Bishop may restrict ministry or impose Administrative Leave when the Bishop determines any one of the following:

1. Respondent “may have committed any offense”
OR
2. Good order, welfare or safety of the Church may be threatened by a Respondent
OR
3. Any person or Community may be threatened by a Respondent.
(IV.7.3)

The threshold for restricting ministry or placing a Respondent on Administrative Leave is relatively low; the Bishop needs only to determine that the Respondent “may have” committed an Offense. A Bishop may take such action without giving the Respondent any prior notice or hearing and can do so even before the Intake Officer receives information regarding an Offense. (IV.7.3)

In what sequence can Pastoral Directions, Restricted Ministry and Administrative Leave be imposed?

Pastoral directions, restrictions on ministry and Administrative Leave may be issued and imposed in any chronological order and/or concurrently (IV.7.6) An Accord or Order supersedes a restriction on ministry or Administrative Leave unless otherwise specified in the Accord or Order. (IV.7.13)

What is the difference between Restricted Ministry and Administrative Leave?

Administrative Leave is a total restriction on a Respondent’s ministry in which “ministry is suspended in entirety during the period of the Administrative Leave and may include suspension from any ecclesiastical and related secular office.” (IV.2)

In contrast, Restricted Ministry addresses only certain segments or aspects of ordained ministry. A Respondent on Restricted Ministry may still be permitted to exercise some of the responsibilities conferred by ordination.

What is required to impose restrictions on ministry or placement on Administrative Leave?

Restriction of ministry or placement on Administrative Leave must be done in writing and must clearly state:

1. The reasons for such restriction or placement
2. Limitations and conditions imposed and the duration thereof which may be for a specified period of time (i.e. until a certain date) or until an event or a condition is satisfied (IV.7.5)
3. Any changes in the terms of compensation and duration thereof
AND

4. That the Respondent has a “right to be heard.” (Unlike Pastoral Directions, the Respondent does have the right to challenge restriction of ministry or placement on Administrative Leave.)

The written document must be promptly served on the Respondent and a copy given to the CA.

A Bishop cannot act arbitrarily or capriciously when imposing restrictions on ministry or Administrative Leave. Nor can a Bishop act in any way contrary to the Constitutions and Canons.

If the Bishop imposes a restriction on ministry or places a Respondent on Administrative Leave before the Intake Officer receives information about the matter, then the Bishop **must** send the information to the Intake Officer. Upon receipt of such information from the Bishop, the Intake Officer proceeds with intake process.

Can a Respondent seek review when placed on restricted ministry or Administrative Leave?

Yes. A Respondent has a right to challenge (seek review of) imposition of restrictions on ministry or Administrative Leave any time they are in effect. The Bishop must offer the Respondent an Advisor when ministry is restricted or Administrative Leave is imposed.

To seek review, the Respondent must send a written request, addressed to:

1. President of the Disciplinary Board
- AND
2. Church Attorney

A copy of the request is to be sent to the Bishop.

The review must be conducted within fifteen (15) days of delivery of the request to the President of the Disciplinary Board, unless the Respondent agrees to an extension of time.

How is the Review conducted?

The Panel that conducts the review depends on where the matter is pending at the time the request for review is made. The Conference Panel conducts the review if the request for review is made:

- Before a matter is referred to the Conference Panel
- OR
- After referral to the Conference Panel but before referral to the Hearing Panel.

The Hearing Panel conducts the review if the request for review is made after the matter is referred to the Hearing Panel. In short, the Conference Panel conducts the review unless the matter has already been referred to the Hearing Panel.

The reviewing panel decides whether restricting ministry or placement on Administrative Leave is warranted. The panel decides based on information available

at the time of the review, not by looking back at what information the Bishop had when the restrictions or Administrative Leave was imposed.

The review is conducted in person or by phone. The following have the right to be present and heard from either personally or telephonically:

- Intake Officer
 - Respondent
 - Respondent's Advisor
 - Respondent's Counsel (if any)
 - Bishop
 - Chancellor
- AND
- Church Attorney.

The Panel has discretion to hear from other persons, in addition to those listed above. The Complainant and Complainant's Advisor do not have the right to be heard in this review process. (IV.7.11)

After conducting the review, the Panel confers privately and determines if the restriction of ministry or imposition of Administrative Leave is warranted. The Panel can decide to:

- Dissolve the Bishop's restriction/imposition
 - Affirm (let the Bishop's decision stand as is)
- OR
- Affirm but modify the Bishop's terms and conditions. (IV.7.12)

The reviewing Panel's determination must be in writing and delivered to:

1. Respondent
 2. Church Attorney
 3. Bishop
- AND
4. Intake Officer

The canons do not require the reviewing panel to specify the findings and basis for its decision.

7. Abandonment of the Episcopal Church

What does Title IV have to do with Abandonment of The Episcopal Church?

Abandonment of The Episcopal Church (TEC) is not considered "an Offense" under Title IV. Title IV sets out a separate process to resolve questions regarding whether a Member of the Clergy has abandoned TEC. This process does not involve the IO or any members of the Disciplinary Board; it does involve the Diocesan Standing Committee. (IV.16.3&4)

What is Abandonment of the Episcopal Church?

There are three categories of abandonment of TEC:

- By an open renunciation of the Doctrine, Discipline or Worship of the Church;
- By the formal admission into any religious body not in communion with the Church;
- In any other way. (IV.16(B).5)

What if a Cleric no longer feels called to ordained ministry in the Episcopal Church?

The Member of the Clergy can renounce his or her ordination vows pursuant to the provisions in Title III of the canons. This permits the Cleric to be released from ordained orders. The Cleric is deprived of the rights and responsibilities to “exercise the gifts and spiritual authority conferred in ordination.” (III.9-12)

Notice of such removal of a Cleric, due to renunciation of vows, is given to individuals and offices throughout the Church similar to the notices of Accords and Orders under Title IV. When a Cleric renounces vows under Title III, the notice sent out specifically states that the release from ministry is “for causes which do not affect the person’s moral character.”

A Cleric who renounces his or her ordination vows in TEC and is later formally admitted into another religious body is not considered to have abandoned TEC under Title IV.

What happens when an act that could constitute Abandonment of the Episcopal Church is reported to the Standing Committee?

When a Diocesan Standing Committee receives a report that a Cleric has engaged in an act that could constitute abandonment, the committee is to “ascertain and consider the facts.” The canons do not specify how the report to the Standing Committee must be made or who can make the report. There is also no mention of how the Standing Committee is to ascertain the facts. (IV.16.(B).3)

The Standing Committee promptly notifies the Bishop and Priest or Deacon in question. The Bishop may, with advice and consent of the Standing Committee, place restrictions on the cleric’s ministry while the matter is considered by the Standing Committee. (IV.16(B).4)

The Standing Committee then determines by vote whether the Cleric has abandoned TEC. If the Standing Committee determines by $\frac{3}{4}$ vote of all the members that the Cleric has abandoned TEC, the Standing Committee notifies the Bishop in writing of:

- It’s determination, and
- The factual basis for its determination including reasonable detail about the act(s) or declaration(s) that form the factual basis.

What is the Bishop's role?

After the Standing Committee determines that a cleric has abandoned TEC, The Bishop makes a decision. The Bishop can:

- Affirm the determination of the Standing Committee
- OR
- Not affirm the determination of the Standing Committee.

Note: There is no further process in the canons if the Bishop fails to affirm the Standing Committee's determination. Presumably, the non-affirmation is equivalent to the Bishop disregarding the determination of the Standing Committee.

What happens if the Bishop affirms the Standing Committee's determination of abandonment?

The Bishop must restrict the cleric's ministry for sixty (60) days. The Bishop must give written notice to the cleric that informs/provides the cleric of the following:

- The restriction on ministry for sixty (60) days
- A copy of the Standing Committee's determination and statement of the factual basis for that determination
- The right of the cleric to declare in a written statement that the facts alleged in the Standing Committee's statement are false
- The right of the cleric to renounce ordained ministry under Title III

AND

- That Bishop will consider deposing the cleric at the end of 60 days.

What can happen during the sixty (60) days?

There are two (2) options the cleric can exercise during this sixty (60) day period:

1. The cleric may renounce their vows under Title III
- OR
2. The cleric may give the Bishop a signed written statement that retracts the acts or declaration relied upon by the Standing Committee OR denies that the cleric committed the acts or declaration. If the Bishop is "reasonably satisfied" that the retraction or denial is made in good faith, the Bishop must withdraw the notice that imposed restricted ministry for sixty (60) days. This ends the restriction on ministry.

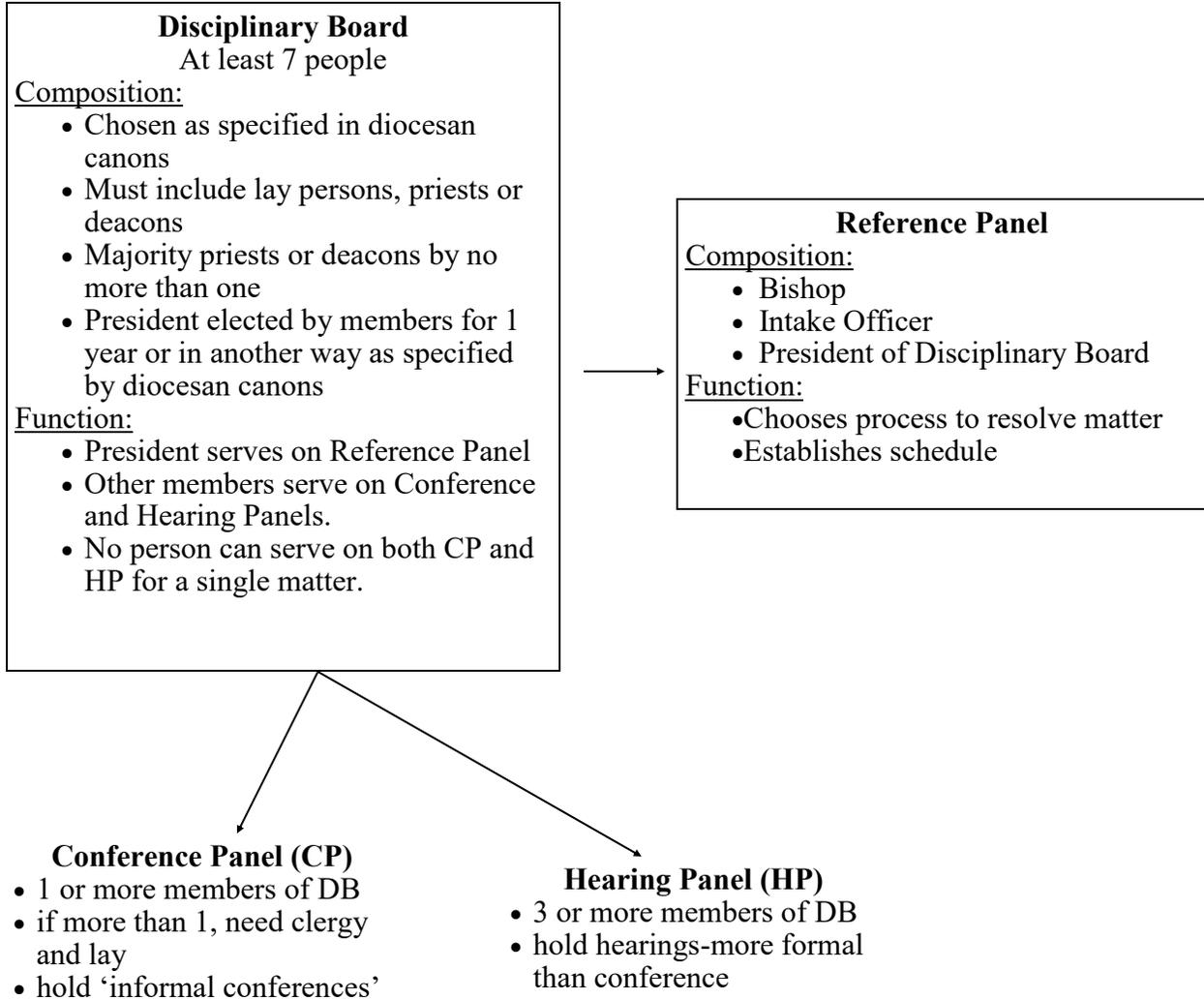
What happens at the end of the sixty (60) day restriction on ministry?

If during the sixty (60) days the cleric does not renounce ordination vows under Title III or make a good faith retraction or denial of the acts or declarations, the Bishop must do one of the following:

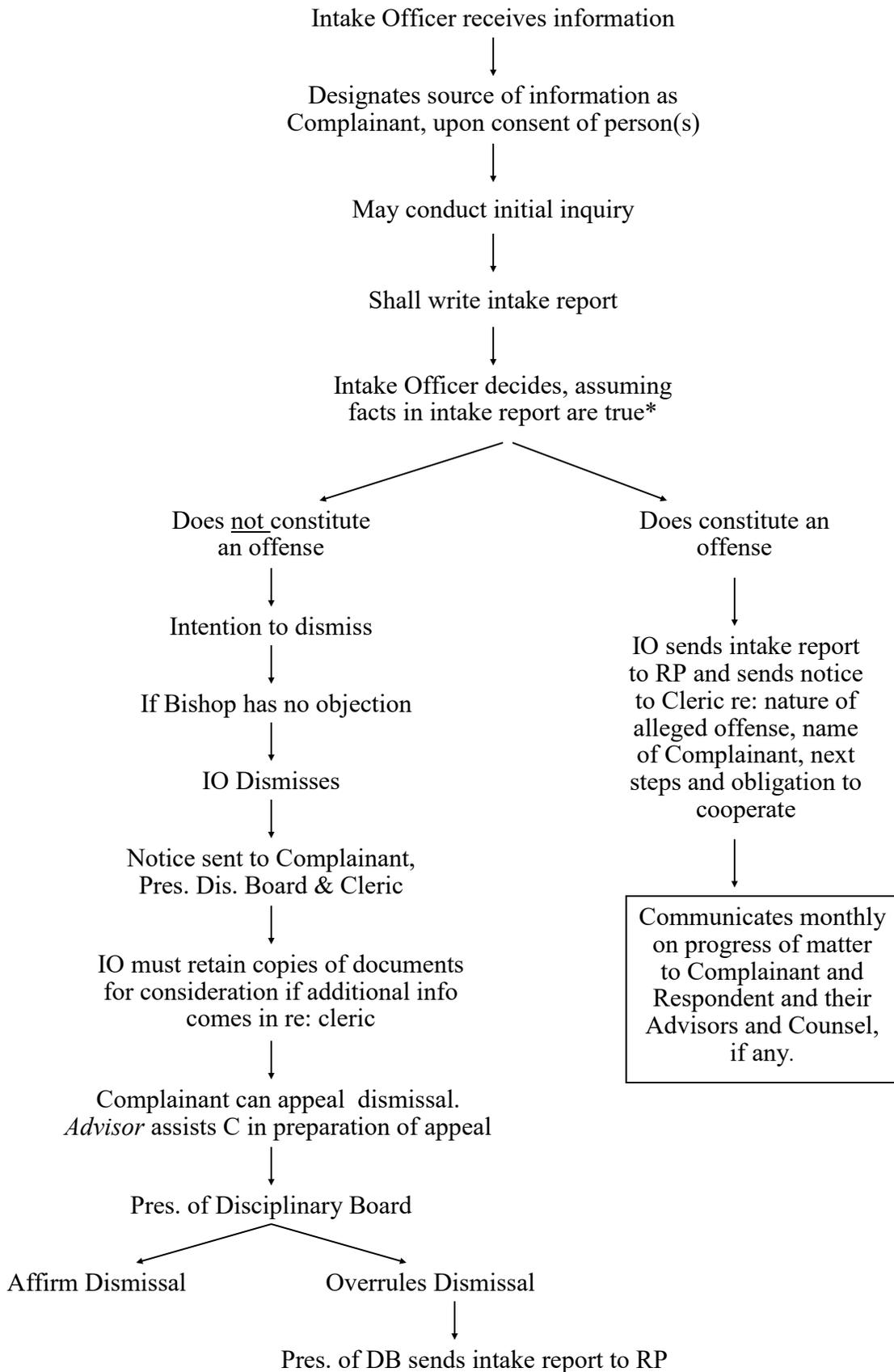
- Depose the cleric
- OR
- Release the cleric from the obligations of ordained ministry if the Bishop is satisfied that no "previous irregularity or misconduct is involved" and the Standing Committee consents to such release. (IV.16(B).4)

Participants Flow Chart

Composition of Boards and Panels



Stage 1-Intake



*The Respondent is presumed innocent at other stages of the process.

Stage 2-Referral

Matter referred to Reference Panel (RP)



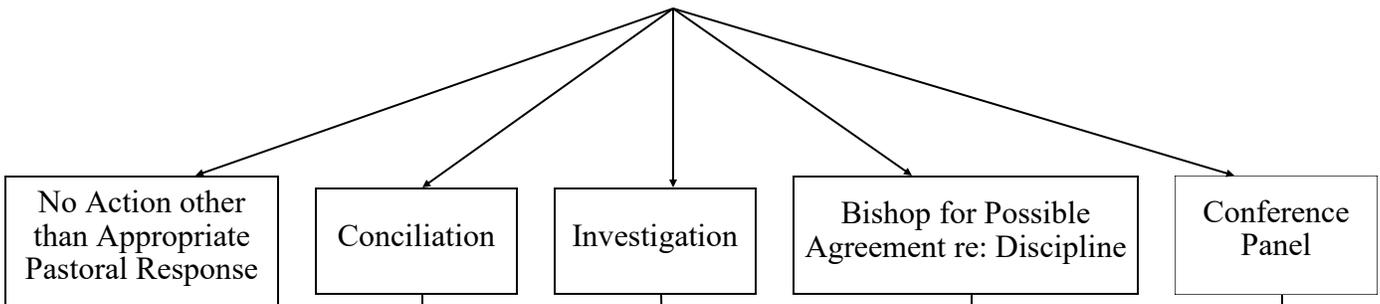
President of Disciplinary Board chooses members of Conference Panel and Hearing Panel and designates President for each (Random selection was required, still recommended)



Reference Panel meets ASAP



Decides by majority vote



Accord or back to Reference Panel

Written investigative report sent to Reference Panel. RP decides by majority vote.

Accord or back to Reference Panel

- Accord
- Dismissal
- Conciliation
- Refer to Hearing Panel
- Issue Order; if CA or R object to order matter goes to Hearing Panel

Any of these options as outlined in boxes above:

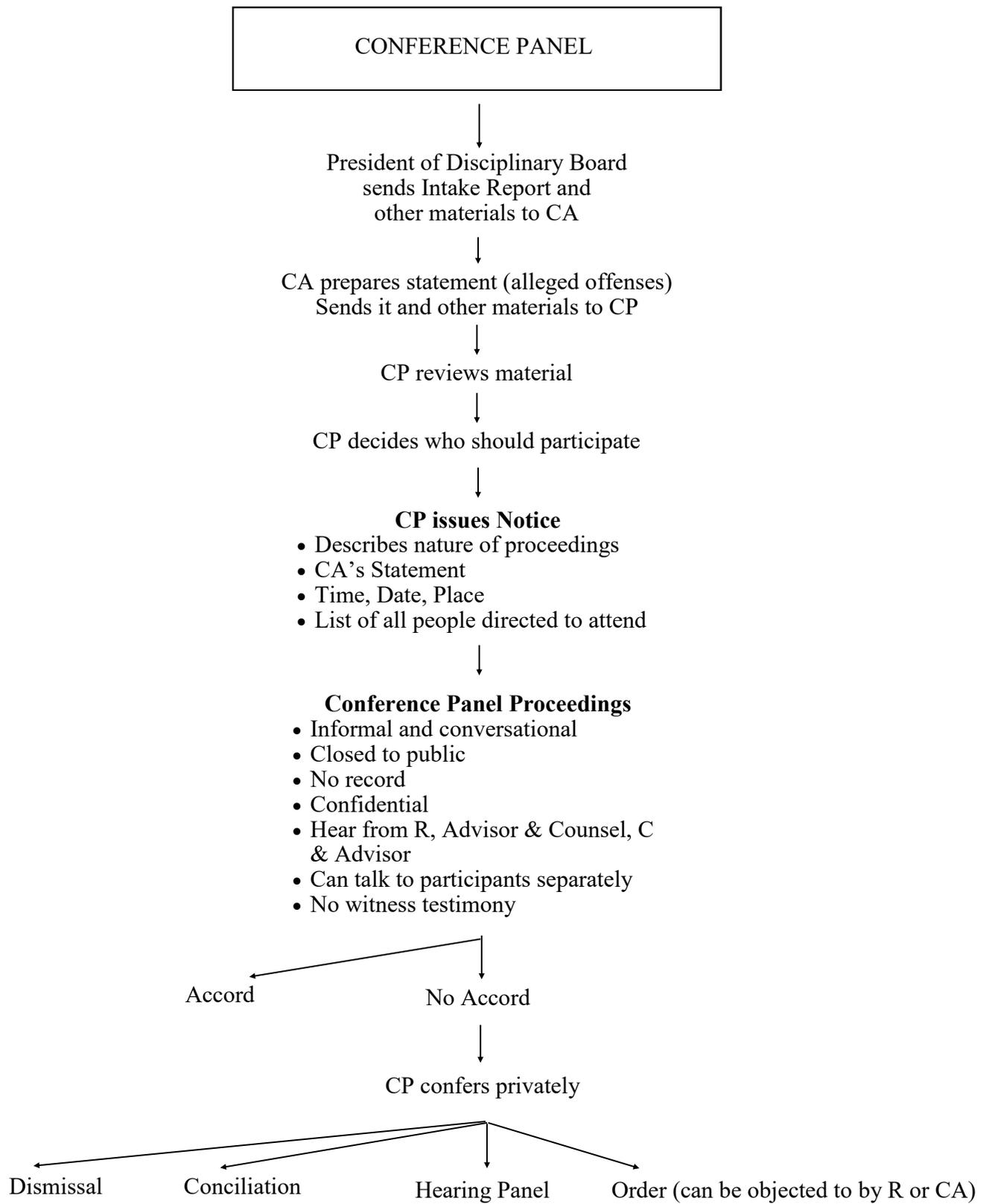
- No Action other than Appropriate Pastoral Response
- Conciliation
- Further Investigation
- Bishop for Possible Agreement re: Discipline
- Conference Panel

OR

Hearing Panel

Any time prior to the issuance of an Order the Bishop and R may reach an Accord, an agreement for discipline

Conference Panel Proceedings



Hearing Panel Proceedings

