*(Date)*

Dear Member of *(Name of Church)*;

We were recently made aware that a member *(or regular attender)* of *(Name of Church)* has a criminal sexual history in the *(State or Province of \_\_\_\_\_\_\_\_\_\_\_\_)*. After consulting with the CRCNA’s Office of Safe Church Ministry, we have established a “Covenant of Conduct” with the one who has offended, which specifies the circumstances under which he or she may continue worshipping at *(Name of Church)*. The specifics of the covenant include no participation of any kind in any child or youth-related programs and no access to areas where children and youth are present without abundant adult presence. In addition the one who has offended has agreed to be present in the church only at designated times, during activities in which (*he or she)* is actively participating. Any variation from this Covenant will result in immediate expulsion from the property. Contact with local authorities will be made, if needed. This agreement has been signed by *(the position of all parties who have signed, for example, “the one who has offended, the pastor, and the chair of council…)*.

We recognize that there is a very clear need to take appropriate measures to ensure the safety of the children and youth who have been entrusted to our care. Our knowledge of the situation, and of the devastating effects of sexual abuse, require us to regard anyone who has offended in this way with unwavering caution; especially where children and youth are concerned. At the same time, we believe that it is important, as a Christian community, to continue to deal with the one who has offended within the grace of our Lord, in which we all live. We must remember our call to be Christ’s ambassadors to all who stand before Him, as broken people.

Please continue to pray for all of our children and also that the environment at *(name of church)* will remain a safe nurturing environment for worship and for growth. Feel free to discuss this situation further with your Elder or Pastor *(or list names of trustworthy individuals who may be contacted. Note: it may be helpful to have a woman in this group as women are more often victimized by sexual violence and may be more likely to experience discomfort in this situation)*.

Sincerely,

*(Name)*

*(Position)*