



**PROTOCOLS FOR THE
PROTECTION OF
SEXUAL ABUSE VICTIMS
AND THE
INTEGRATION AND INCLUSION OF
SEXUAL OFFENDERS**

APPROVED BY CHURCH BOARD: January 25th, 2021

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SUMMARY

1.0 ESSENTIAL INFORMATION - WHAT THE CHURCH NEEDS TO KNOW

2.0 PROTOCOL/STEPS FOR A VICTIM

What the Church must do when confronted with Sexual Offence/Abuse

- Addresses when the Victim is in immediate danger, and when the Victim is not in immediate danger. Actions depend on whether the offence OCCURS on Mountainview Christian Reformed Church property or when the Victim is participating in a church-sponsored event.

Other protocols occur when the offence DOES NOT occur on Mountainview CRC property or while the Victim is participating in a church sponsored event.

- Also addresses when a member or person who attends Mountainview Christian Reformed Church property or participates in church sponsored events is being investigated by police but is not charged.

3.0 PROTOCOL/STEPS FOR AN ALLEGED, CHARGED AND/OR A CONVICTED SEX OFFENDER

- Addresses when a Member of Mountainview CRC is:
charged, released on-bail, convicted and/or on probation/parole, and/or is on the National Sex Offender Registry.
- When an Offender is on the National Sex Offender Registry and is found to be attending the church, and/or requests to attend church, and/or requests membership in the church.
- When a Victim IS NOT a member, nor attends church-sponsored events at Mountainview CRC.

4.0 PROTOCOL/STEPS FOR A SURVIVOR

- It addresses a Survivor of sexual abuse requiring pastoral care, professional counselling and/or assistance from outside agencies who is a Child/Young Person/Vulnerable Person or an Adult 18 years and older.

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PREAMBLE

Mountainview CRC accepts as central to its mission the establishment and maintenance of a caring environment for every child of God, not least our own children, and a place of grace for all sinners, including those who are sex offenders. Knowing that children, young persons, and vulnerable persons are at risk and do not have the ability to protect themselves, we are determined to provide protection for them. We will do this by carefully monitoring those persons who have been accused, released on bail or probation/parole and/or are on the National Sex Offender Registry while participating in the life of this congregation.

Safety and security of all who attend Mountainview CRC is our first priority. We are committed to honouring the needs of this congregation to have a reasonable assurance that a sex offender in our care will not have an opportunity to re-offend as a result of lapses in our management of the offender. We will customize our approach to each individual situation. Meeting with the sex offender, their probation officers, the Church Board, and the Pastor, we will get a better sense of whether to allow a particular sex offender to participate, and to what extent.

We have concerns about allowing sex offenders into our congregation and therefore, are adopting these protocols that will limit the contact of any known sex offender with children, young persons, vulnerable persons, and victims/survivors of sexual misconduct in our congregation. Mountainview CRC's Safe Church Policy will be expanded to include response procedures to various forms of sexual abuse, providing aid to those sexually abused, and accountability measures for the sexual offenders.

Secrecy about situations within the church may encourage abuse; transparency makes everyone safer. The identity of the sex offender will not be kept a secret and we will inform the congregation of his/her bail, probation/parole, registration on the National Sex Offender Registry, and Covenant terms and conditions to the congregation.

Knowing that God's grace has been extended to all, that grace invites repentance and that repentance requires acknowledgement of sin, and a turning away from sin, all with the support and prayers of God's people. We determine to provide a means that a sex offender can live in that grace in the life of this congregation and toward this end we establish the following protocols. These protocols are to assist and protect a sex offender and help with a successful reintegration into Mountainview CRC.

1.0 ESSENTIAL INFORMATION – WHAT THE CHURCH NEEDS TO KNOW

(Pastor(s), Church Board, Elders, Deacons, staff and members)

1.1 THE LAW: SEXUAL OFFENCES AND SEXUAL OFFENDERS

1.1 (i) Federal: Youth Criminal Justice Act S.2(1)

Child – means a person who is or, in the absence of evidence to the contrary, appears to be less than twelve years old.

Young person – means a person who is or, in the absence of evidence to the contrary, **appears to be twelve years old or older, but less than eighteen years old** and, if the context requires, includes any person who is charged under this Act with having committed an offence while he or she was a young person or who is found guilty of an offence under this Act.

1.1 (ii) Federal: Criminal Code of Canada - Criminal Responsibility S.13:

No person shall be convicted of an offence in respect of an act or omission on his part while that person was under the age of twelve (12) years.

1.1 (iii) Federal: Canada Evidence Act historic definitions.

“Children” means persons who are less than 18 years of age. “Vulnerable Persons” means persons who, because of their age, a disability or other circumstances, whether temporary or permanent, (a) are in a position of dependence on others; or (b) are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.” (Robertson Hall Insurance Newsletter, Updated 2019)

1.1 (iv) Federal: Refugees

“Remember! For churches and charities involved in the sponsorship of refugees, including under the Private Sponsorship of Refugees (PSR) as a Sponsorship Agreement Holder (SAH) organization, or as a local Constituent Group (CG) or Co-Sponsor Organization, the Government of Canada explicitly **considers refugees, including adults, to be vulnerable persons** during the period of sponsorship and settlement. Therefore, make sure to uphold your abuse prevention, policies, procedures and full screening of volunteers working with refugees, just as you would with any other program, ministry or activity you conduct on or off-premises involving children, youth or vulnerable adults.” (Robertson Hall Insurance Newsletter, Updated 2019)

1.1 (v) Province of Ontario: Vulnerable Persons Guidelines for Handling and Reporting Abuse Allegations – Duty to Report See Safe Church Policy, pages 13 and 14 on the church website.

Every person in Ontario is required under The Child & Family Services Act to promptly report his/her belief that a child (under 16 years of age) is or may be in need of protection. “A person who believes on reasonable grounds that a child is or may be in need of protection shall share the belief and the information upon which it is based to a Society.” (CFSA s. 72(1)) – contact Police or FACS Niagara 905-937-7731.

1.1 (vi) Sex Offender Registries – RCMP and Province of Ontario (Christopher’s Law) Registry:

The RCMP is the National sex offender registry - see s.490.011 CCC as this explains reporting and conditions for a sex offender, and contravention of this is a **criminal** code offence and applies to anywhere in Canada.

The Province of Ontario has its own sex offender registry which is known as Christopher’s Law, and contravention of this is a **provincial** offence (this came into being prior to RCMP sex offender registry).

Both RCMP and Ontario Provincial registries run in conjunction with one another.

When a sexual offender is released from jail and is on the sexual offenders’ register a Prohibition Order (this is NOT Probation or Parole Order) comes into effect. The offender is given a copy of this at the time of release. The offender can release the Prohibition Order to the Church. WE MUST have a copy of the Prohibition Order and know the terms and conditions. *See 1.2 (iv) below.

1.2 INTEGRATION/RETURN TO CHURCH

1.2 (i) Victim - The Church is a safe sanctuary: taking into account a victim who was abused at Mountainview CRC, the emotional needs of the victim must always take priority. The leadership must be sensitive to the fears of victims of abuse who may be emotionally harmed by seeing **their** offender in their midst. Simply put, the church must minister to the offender in such a way that a survivor/victim of abuse is not emotionally harmed.

- a. A Child, Young Person, or Vulnerable Person: must not be exposed on church property or while participating in a church-sponsored event to an offender who has sexually abused them.
- b. Adult Victim (non vulnerable person): if an Adult **is the victim** of the sex offender who attends the church, and is a member of Mountainview CRC, or is an employee of the church, then the victim will be interviewed by a Church Board member and the Lead Pastor and asked if they are willing to have the sex offender attend the church. If the Victim AGREES to the offender being on church property or participating in a church sponsored event the victim must be asked to sign a **CONSENT TO ALLOW A SEX OFFENDER TO ATTEND MOUNTAINVIEW CRC Letter**. *See Appendix B.
If the Adult victim is distressed by the offender's presence, the Pastor should assist the offender in finding another appropriate place of worship. **If consent is DENIED the Victim must sign CONSENT IS DENIED. If there are more than one Adult victim of the offender, each should sign a Consent form.** *See Appendix B.

1.2 (ii) Sex Offender: if the victim is a Child, Young Person, or Vulnerable Person and is member of Mountainview CRC or participates in a church sponsored event see 1.2 (i) a. If the victim is an Adult who attends the church, or is an employee of the church see 1.2 (i) b.

When a Member of the Church is Charged with a Sexual Offence and is out on Bail; or when a member is on Probation following time in custody, **and a Sexual Offender is found to be attending the church, and/or requests to attend church, and/or requests membership in the church**, we **must** understand the Charges, Bail Order, Probation or Parole Order and Prohibition Order – Sex Offender Registry.

1.2 (iii) Charges

Information must/can be obtained from the offender, lawyer for the charged sexual offender, newspaper, and web reports. Note: "Counts" is the same as Charges, i.e. 2 Counts means 2 Charges for similar offences.

*If there are further Charges/Counts there may be new bail conditions.

Special Note: when an offender has been sentenced, the information is now on public record. The church can apply to the sentencing Court (must have conviction date) for a transcript of decisions and sentence details.

1.2 (iv) Bail Order (Anyone who has been charged with a sexual offence and is out on Bail)

A Bail Order is a signed Promise to appear before a Court. This is not public document and cannot be shared by authorities with the church. If we have any concerns about someone's attendance at the church, then we are advised to speak to the Police. If we have any concerns about anyone who has been charged with a sexual offence attending our church, then we are advised to speak to the Police. We can ask the person charged to reveal the details and conditions of their Bail Order.

*Without this information the Church Board will not be able to finalize a Covenant.

Therefore, anyone on a Bail Order **MUST** advise the church of the Bail conditions before attendance and/or integration into Mountainview Church can proceed.

*If there are further Charges there may be new Bail conditions. The offender will be suspended until the church is advised of the "new" Bail conditions as this will affect the Covenant.

1.2 (v) Probation Order or Parole Order (Anyone who is on Probation following time in custody, and/or is on the Sex Offender Registry)

A Probation Order or Parole Order is a signed order to keep the peace and be of good behaviour. This is not a public document and cannot be shared by authorities with the church. It is up to the person charged with a Sexual Offence, or who is on the Sex Offender Registry to ensure they follow all the terms of their probation order, and/or parole conditions, and Prohibition Order following their time in custody. They may share the conditions with the church.

*We can ask the offender to reveal the details of their probation conditions, and who is their Probation Officer.

*We can also write to the Probation Officer and obtain details of their Probation or

Parole Order. *Without this information the Church Board will not be able to finalize a Covenant. Therefore, anyone on a Probation Order **MUST** advise the church of the probation conditions before integration into Mountainview Church can proceed.

1.2 (vi) Prohibition Order - anyone who is on the Sex Offender Registry who is a member, or asks to attend the church, or is found to be attending the church, or requests membership in the church.

It is up to anyone who is on the Sex Offender Registry to make sure they follow all the terms of the Sex Offender Registry conditions. The conditions are not public and cannot be shared by authorities with the church, but the person on the Sex Offender Registry may share the conditions with the church.

*We can ask the offender to reveal the details of their Sex Offender Registry conditions (Prohibition Order).

*Without this information the Church Board will not be able to finalize a Covenant.

Therefore, anyone who is on the Sex Offender Registry **MUST** advise the church of the conditions before integration into Mountainview Church can go ahead.

1.3 CHURCH INSURANCE PROVIDER INFORMATION

Mountainview CRC is a client organization policyholder of Robertson Hall Insurance.

It has completed an Abuse Prevention Declaration Form in order to qualify for the most comprehensive Abuse Liability coverage for Christian charities in Canada, including the following coverage features:

- \$5,000,000 General Liability for Abuse, Molestation and Harassment Claims
- Vicarious Liability Protection for Organization and Leaders
- Occurrence Form / No Deductible
- No Restriction on Stacking of Policy Limits
- Civil Defence Costs covered in excess of Policy Limits • Covers all Civil Damages Insurable by Law, with No Exclusions
- Criminal Defence Cost Reimbursement for Wrongful Accusation
- No Fault Therapy and Counselling Costs for Victims
- Legal Advice / Media Relations Expense for Suspected Abuse

The client must contact the insurance agent or broker to report an incident in order to satisfy the statutory conditions of the liability policy and to avoid jeopardizing legal defence and coverage response.

Abuse Prevention Policy: To qualify for abuse liability insurance coverage, the insurance company requires the following policies and procedures acknowledged by experts as essential elements in establishing and maintaining an effective abuse prevention plan. This checklist is a helpful tool for completing the abuse prevention declaration (churches & charities). Mountainview's Safe Church Policy includes all seven points: statement of policy, definition, screening, operational procedures, premises, training and responding. The policy has been expanded to include details regarding the church's response when a sex offender is a member or found to be attending or wishes to attend or become a member at Mountainview CRC.

1.4 WHAT IS SEXUAL ABUSE?

Sexual abuse is a form of abuse that uses a child, youth, or vulnerable adult for sexual stimulation. It includes forcing, persuading, enticing, or inducing these individuals to take part in any explicit sexual conduct or simulation of that conduct.

Sexual abuse includes any sexual intercourse, molestation, exhibitionism, or exploitation that violates the Criminal Code (See Appendix 1 for Canada's laws against sexual abuse). Sexual abuse includes but is not limited to the following activities directed toward children, youth or vulnerable adults:

- Sexual comments
- Exposure of genitals of the adult to the child or child to adult
- Masturbating
- Voyeurism (Peeping Toms)
- Touching a child's genitals or asking the child to touch the adult's genitals
- Rubbing genitals against clothing
- Penetration of a vagina or anus with a penis, fingers, or objects • Inducing a child to place a penis, finger or object in the offender's vagina or anus
- Oral sex, including tongue kissing, cunnilingus, fellatio and anilingus
- Showing pornographic movies, books, or pictures
- Grooming for or involving in the production of pornography.

It is important to note that these sexual acts are abusive when there is difference between the participants in the following:

Power – The offender controls the victim because of factors such as authority (pastor, Sunday School teacher, parent, coach, etc.), gender, physical size, and ability to psychologically manipulate.

Knowledge – The offender has a better understanding of the significance and implications of the sexual encounter. Age and mental capabilities are crucial here. Generally, the younger a child, the less able the child is to understand the meaning and consequences of a sexual act.

Gratification – The offender is primarily seeking his/her own sexual gratification.

Source: <https://cbwc.ca/wp-content/uploads/2017/06/Abuse-Prevention-Manual-2017-2.pdf>

1.5 QUICK REFERENCE DEFINITIONS

Allegation: Information or an assertion which is still to be proved

Complainant: The person who makes an allegation or who provides information about an act of sexually inappropriate behaviour **Child:** Person 12 and under

Minor: Person under 16

Young Person: Person under 18

Council: The official leadership assembly of Mountainview mandated to be ultimately responsible for all aspects of church life. Composed of the Church Board, Pastor(s), elders and deacons. The council is responsible for all tasks which belong to the common administration of the church.

Sexual Abuse: See 1.4 “What Is Sexual Abuse”

Police Vulnerable Sector Check: The Criminal Records Act outlines the circumstances in which an applicant is eligible for a PVSC in a paid or volunteer position when that “position is one of authority or trust relative to children or vulnerable persons” and/or when that position “could lead the organization’s clients to have trust in that individual”. **Vulnerable**

Person: The Criminal Records Act, “Vulnerable Persons” are defined as any person who because of their age, disability or other circumstances, whether temporary or permanent, is in a position of dependency on others; or is otherwise at a greater risk than the general population of being harmed by a person of trust or authority.

2.0 PROTOCOL/STEPS FOR A VICTIM

What the church must do when confronted with Sexual Offence/Abuse:

- (A) **Victim Is in immediate danger:** Person discovered COMMITTING A SEXUAL OFFENCE on church property or participating in a church-sponsored event.
- (B) **Victim is Not in immediate danger:** Person ACCUSED/OR ALLEGED (unproven Not discovered committing an offence) TO HAVE COMMITTED A SEXUAL OFFENCE on church property or participating in a church-sponsored event.
- Sexual Offence **OCCURS ON** Mountainview CRC property or participating in a church sponsored event. The alleged offender is a member or attends Mountainview CRC. The victim is a member or attends church sponsored events at Mountainview CRC.
- Sexual Offence **DOES NOT OCCUR ON** Mountainview CRC property or participating in a church-sponsored event. The alleged offender is a member or attends Mountainview CRC. The victim is a member or attends church sponsored events at Mountainview CRC.

The vast majority of child/young person abusers are parents/guardians, relatives, or trusted adults, and generally adult abusers are known by the victim.

- (C) Mountainview CRC is advised by police and family services that a member or a person who attends Mountainview CRC is being investigated for a sexual offence/abuse. The person has not been charged.
- (D) Upon learning of a sexual offence having taken place, offenders are sent a letter of suspension for the protection of victims or potential victims within the church.

2.1 What the church must do when a Sexual Offence OCCURS ON Mountainview CRC property, or participating in a church-sponsored event:

2.1 (i) Victim: CHILD/YOUNG PERSON – Sexual Offence/Abuse occurred on Mountainview CRC property or participating in a church sponsored event. The offender is a member or attends Mountainview CRC, and the victim is a child/young person who is a member or attends church-sponsored events at Mountainview CRC:

(A) Victim is in Immediate Danger/Risk (offender discovered committing an offence)
Personal Urgent Steps Required:

- a. Contact Police 911, or FACS Niagara 905-937-7731. It is their duty to fully investigate NOT the Church. Call an ambulance if needed.
- b. Find a secure place.
- c. Briefly ascertain what occurred.
- d. Note description of assailant.
- e. Note physical description/emotional state of victim. Stand-out quotes/verbatim.
- f. Note day, date, time and location of occurrence and when advised of the incident.
- g. Complete the Critical Incident Response Form as soon as you can.

- h. Inform the Church Board personally by handing a Critical Incident Response Form to a Church Board member. Keep a note of who and when they were informed.
- i. The Church Board will call an emergency meeting. The Church Board must ensure policy and procedures are followed for legal and insurance obligations.
- j. The Church Board will advise the church lawyer and the insurance provider.
- k. The Church Board will send a letter of dismissal including a Trespass Notice to the sexual offender.

Note: When a person is discovered committing a sexual offence on church property or participating in a church sponsored event, and the victim is a CHILD/YOUNG PERSON who is a member or attends church sponsored events at Mountainview CRC, WE CANNOT ALLOW THE OFFENDER TO RETURN TO THE CHURCH.

(B) Victim is Not in Immediate Danger or Risk (unproven NOT discovered committing an offence)

Personal Urgent Steps Required:

- a. Contact Police 911, or FACS Niagara 905-937-7731. It is their duty to fully investigate NOT the Church.
- b. Find a secure place.
- c. Briefly ascertain what occurred.
- d. Note description of assailant.
- e. Note physical description/emotional state of victim. Stand-out quotes/verbatim.
- f. Note day, date, time and location of occurrence and when advised of the incident.
- g. Complete the Critical Incident Response Form as soon as you can.
- h. Inform the Church Board personally by handing a Critical Incident Response Form to a Church Board member. Keep a note of who and when they were informed.
- i. The Church Board will call an emergency meeting. The Church Board must ensure policy and procedures are followed for legal and insurance obligations.
- j. The Church Board will advise the church lawyer and the insurance provider.
- k. The Church Board will send a letter of suspension to the person involved (see sample letter) advising we will be suspending them from church pending further inquiries. Attach a release to request a P.V.S.C. – Police Vulnerable Sector Check which they must sign and return to the church.

Note: PVSC is a Police Vulnerable Sector Check which may identify pending charges and “persons of interest” who may be under investigation.

When a person is alleged to have committed a sexual offence on church property or participating in a church-sponsored event and the victim is a CHILD/YOUNG PERSON who is a member or attends church supervised events at Mountainview CRC, THE OFFENDER MUST BE SUSPENDED UNTIL THE INVESTIGATION IS COMPLETED BY POLICE AND/OR FACS NIAGARA.

2.1 (ii) Victim: VULNERABLE PERSON – Sexual Offence/Abuse occurred on Mountainview CRC property or participating in a church sponsored event. The offender is a member or attends Mountainview CRC. The victim is a vulnerable person who is a member or attends church supervised events at Mountainview CRC:

(A) Victim is in Immediate Danger/Risk (a person found committing an offence)

Personal Urgent Steps Required:

- a. Contact Police 911, or FACS Niagara 905-937-7731. It is their duty to fully investigate NOT the Church. Call an ambulance if needed.
- b. Find a secure place.
- c. Briefly ascertain what occurred.
- d. Note description of assailant.
- e. Note physical description/emotional state of victim. Stand-out quotes/verbatim.
- f. Note day, date, time and location of occurrence and when advised of the incident.
- g. Complete the Critical Incident Response Form as soon as you can.
- h. Inform the Church Board personally by handing a Critical Incident Response Form to a Church Board member. Keep a note of who and when they were informed.
- i. The Church Board will call an emergency meeting. The Church Board must ensure policy and procedures are followed for legal and insurance obligations.
- j. The Church Board will advise the church lawyer and the insurance provider.
- k. A letter of dismissal including a Trespass Notice will be sent to the sexual offender.

Note: When a person is discovered committing a sexual offence on church property, or participating in a church-sponsored event, and the victim is a VULNERABLE PERSON who is a member or attends church supervised events at Mountainview CRC, WE CANNOT ALLOW THEM TO RETURN TO THE CHURCH.

(B) Victim is not in Immediate Danger or Risk (unproven and NOT discovered committing an offence)

Personal Urgent Steps Required:

- a. Contact Police 911, or FACS Niagara 905-937-7731. It is their duty to fully investigate NOT the Church.
- b. Find a secure place.
- c. Briefly ascertain what occurred.
- d. Note description of assailant.
- e. Note physical description/emotional state of victim. Stand-out quotes/verbatim.
- f. Note day, date, time and location of occurrence and when advised of the incident.
- g. Complete the Critical Incident Response Form as soon as you can.
- h. Inform the Church Board personally by handing a Critical Incident Response Form to a Church Board member. Keep a note of who and when they were informed.
- i. The Church Board will call an emergency meeting. The Church Board must ensure policy and procedures are followed for legal and insurance obligations.

- j. The Church Board will advise the church lawyer and the insurance provider.
- k. The Church Board will send a letter of suspension to the person involved (see sample letter) advising we will be suspending them from church pending further inquiries. Attach a release to request a P.V.S.C. – Police Vulnerable Sector Check which they must sign and return to the church.

Note: PVSC is a Police Vulnerable Sector Check which may identify pending charges and “persons of interest” who may be under investigation.

When a person is alleged to have committed a sexual offence on church property, or participating in a church sponsored event and the victim is a VULNERABLE PERSON who is a member or attends church sponsored events at Mountainview CRC, they MUST BE SUSPENDED UNTIL THE INVESTIGATION IS COMPLETED BY POLICE AND/OR FACS NIAGARA.

2.1(iii) Victim: ADULT over 18 years – Sexual Offence/Abuse occurred on Mountainview CRC property or participating in a church sponsored event. The offender is a member or attends Mountainview CRC. The adult victim is a member or attends church sponsored events at Mountainview CRC:

(A) Victim is in Immediate Danger/Risk (a person found committing an offence)

Personal Urgent Steps Required:

- a. Contact Police 911, or FACS Niagara 905-937-7731. It is their duty to fully investigate NOT the Church. Call an ambulance if needed.
- b. Find a secure place.
- c. Briefly ascertain what occurred.
- d. Note description of assailant.
- e. Note physical description/emotional state of victim. Stand-out quotes/verbatim.
- f. Note day, date, time and location of occurrence and when advised of the incident.
- g. Complete the Critical Incident Response Form as soon as you can.
- h. Inform the Church Board personally by handing a Critical Incident Response form to a Church Board member. Keep a note of who and when they were informed.
- i. The Church Board will call an emergency meeting. The Church Board must ensure policy and procedures are followed for legal and insurance obligations.
- j. The Church Board will advise the church lawyer and the insurance provider.
- k. A letter of dismissal including a Trespass Notice will be sent to the sexual offender.

Note: When a person is discovered committing a sexual offence on church property or participating in a church-sponsored event, and the victim is an ADULT who is a member or attends church supervised events at Mountainview CRC, WE CANNOT ALLOW THEM TO RETURN TO THE CHURCH.

(B) Victim is not in Immediate Danger or Risk (unproven NOT discovered committing an offence)

Personal Urgent Steps Required:

- a. Advise the adult victim they should report incident(s) to police, and advise the adult, you or a designate will go with them to the police station.
- b. Find a secure place.
- c. Briefly ascertain what occurred.
- d. Note description of assailant.
- e. Note physical description/emotional state of victim. Stand-out quotes/verbatim.
- f. Note day, date, time and location of occurrence and when advised of the incident.
- g. Complete the Critical Incident Response Form as soon as you can.
- h. Inform the Church Board personally by handing a Critical Incident Response form to a Church Board member. Keep a note of who and when they were informed.
- i. The Church Board will call an emergency meeting. The Church Board must ensure policy and procedures are followed for legal and insurance obligations.
- j. The Church Board will advise the church lawyer and the insurance provider.
- k. The Church Board will send a letter of suspension to the person involved (see sample letter, Appendix) advising we will be suspending them from church pending further inquiries. Attach a release to request a P.V.S.C. – Police Vulnerable Sector Check which they must sign and return to the church.

Note: PVSC is a Police Vulnerable Sector Check which may identify pending charges and “persons of interest” who may be under investigation.

When a person is alleged to have committed a sexual offence on church property or participating in a church-sponsored event and the victim is an Adult who is a member or attends church sponsored events at Mountainview CRC, they MUST BE SUSPENDED UNTIL THE INVESTIGATION IS COMPLETED BY POLICE AND/OR FACS NIAGARA.

2.2 What the church must do when a Sexual Offence IS NOT committed on Mountainview CRC property or when the victim was participating in a church sponsored event:

2.2(i) Victim: CHILD/YOUNG PERSON – the alleged Sexual Offence/Abuse IS NOT committed on Mountainview CRC, property or participating in a church-sponsored event. The offender is a member or attends Mountainview CRC. The victim is a child/young person who is a member or attends church supervised events at Mountainview CRC: Personal Urgent Steps Required:

- a. Has the child/young person or someone else reported the abuse to Police 911, or FACS Niagara 905-937-7731?
- b. Contact Police 911, or FACS Niagara 905-937-7731. It is their duty to fully investigate NOT the Church.
- c. Find a secure place.
- d. Briefly ascertain what occurred.

- e. Note description of assailant.
- f. Note physical description/emotional state of victim. Stand-out quotes/verbatim.
- g. Note day, date, time and location of occurrence and when advised of the incident.
- h. Complete the Critical Incident Response Form as soon as you can.
- i. Inform the Church Board personally by handing a Critical Incident Response form to a Church Board member. Keep a note of who and when they were informed.
- j. The Church Board will send a letter of suspension to the alleged person involved (see sample letter, Appendix E) advising we will be suspending them from church pending further inquiries. Attach a release to request a PVSC – Police Vulnerable Sector Check which they must sign and return to the church.

2.2 (ii) Victim: VULNERABLE PERSON – Sexual Offence/Abuse IS NOT committed on Mountainview CRC property or participating in a church-sponsored event. The offender is a member or attends Mountainview CRC, and the victim is a vulnerable person who is a member or attends church-sponsored events at Mountainview CRC: Personal Urgent Steps Required:

- a. Has the vulnerable person or someone else reported the abuse to Police 911, or FACS Niagara 905-937-7731?
- b. If not reported contact Police 911, or FACS Niagara 905-937-7731. It is their duty to fully investigate NOT the Church.
- c. Find a secure place.
- d. Briefly ascertain what occurred.
- e. Note description of assailant.
- f. Note physical description/emotional state of victim. Stand-out quotes/verbatim.
- g. Note day, date, time and location of occurrence and when advised of the incident.
- h. Complete the Church Critical Incident Response Form as soon as you can.
- i. Inform the Church Board personally by handing a Critical Incident Response Form to a Church Board member. Keep a note of who and when they were informed.
- j. The Church Board will send a letter of suspension to the alleged person involved (see sample letter, Appendix E) advising we will be suspending them from church pending further inquiries. Attach a release to request a PVSC – Police Vulnerable Sector Check which they must sign and return to the church.

2.2(iii) Victim: ADULT 18 years and over and the offence IS NOT committed on Mountainview CRC property or participating in a church sponsored event. The offender is a member or attends Mountainview CRC, and the adult victim is a member or attends church sponsored events at Mountainview CRC. Personal Urgent Steps Required:

- a. Briefly ascertain what occurred.
- b. Advise the adult victim they should report incident to police.

- c. Advise the adult, you or a designate will go with them to the police station.
- d. If the adult refuses to report the matter to the police suggest they contact a professional counsellor and assist them to receive help from outside agencies.
- e. Note description of assailant.
- f. Note physical description/emotional state of victim. Stand-out quotes/verbatim.
- g. Note day, date, time and location of occurrence and when advised of the incident.
- h. Complete the Critical Incident Response Form as soon as you can.
- i. Inform the Church Board personally by handing a Critical Incident Response form to a Church Board member. Keep a note of who and when they were informed.
- j. The Church Board will advise the church lawyer and the insurance provider.
- k. The Church Board must ensure policy and procedures are followed for legal and insurance obligations.
- l. The Church Board will send a letter of suspension to the alleged person involved (see sample letter, Appendix E) advising we will be suspending them from church pending further inquiries. Attach a release to request a PVSC – Police Vulnerable Sector Check which they must sign and return to the church

2.2(iv) Police/FACS Niagara contact Mountainview CRC and advise that a member or person who attends the church is being investigated for a sexual offence/abuse. The person has not been charged. There is a possibility you will be asked not to release any information to anyone other than the Church Board as their investigation could be compromised/ongoing).

- a. Complete the Critical Incident Response Form as soon as you can.
- b. Inform the Church Board personally by handing a Critical Incident Response Form to a Church Board member. Keep a note of who and when they were informed.
- c. At a later date check with Police/FACS Niagara to ascertain if the investigation is completed and if charges are laid.

3.0 PROTOCOL/STEPS FOR A SEX OFFENDER

When a Member of Mountainview CRC is an alleged, charged or a convicted sex offender:

- **CHARGED** with sexual offences and out **ON BAIL**
- **PROBATION/PAROLE ORDER** and/or on the **SEX OFFENDER REGISTRY**

When an Offender is a Member, or a person who attends Mountainview CRC is:

- **ON THE SEX OFFENDER REGISTRY (NOT on probation/parole order) and/or is found to be attending the church, and/or requests to attend church, and/or requests membership in the church.**

When a Victim:

- **IS NOT a member, nor attends church-sponsored events at Mountainview CRC.**

3.1 (i) Offender: CHARGED with a Sexual Offence, and out on a BAIL ORDER, and is a member of Mountainview CRC. A victim is not a member nor attends church-sponsored events at Mountainview CRC:

Urgent Steps Required:

- a. The Church Board will be advised by the offender.
- b. The Church Board will advise the church lawyer and the insurance provider.
- c. The Church Board must ensure policy and procedures are followed for legal and insurance obligations.
- d. A letter of suspension will be sent from the Church Board (see Sample letter Appendix F) advising we will consider missionally receiving the person involved. Advise a Covenant outlining restrictions must be signed, but this will be conditional on receipt of the following:
 - Release information on **Charges and Bail Order** terms and conditions, if permitted unless a publication ban is imposed. If a ban is imposed the church lawyer must be contacted.
 - Name, telephone number of their lawyer.
 - Receive permission from offender to release information on the Charges, Bail Order and a Covenant to all church members.
- e. When the required information is received a Covenant may be completed for signature.
- f. Important: If there are further Charges there may be new Bail conditions and this may affect the Covenant. The offender will be suspended from the church until the church is advised of the “new” Bail Order terms and conditions.
- g. The Church Board will designate an Elder to oversee the implementation of an Accountability Support/Chaperone Group and compliance with the Covenant. The designated Elder will report to the Church Board.
- h. An Accountability Support/Chaperone Group will be established, made up of at least four members of the congregation (all of which shall be the same sex as the person involved). An Accountability Support/Chaperone Group will be assigned to them for the entirety of their involvement with the church.
- i. The Accountability Support/Chaperone Group will receive training.

3.1(ii) OFFENDER: PROBATION/PAROLE ORDER, PROHIBITION ORDER following time in custody and/or on the Sex Offender Registry and is a member of Mountainview CRC. The victim is not a member nor attends church-sponsored events at Mountainview CRC:

Urgent Steps Required:

- a. The Church Board will be advised by the offender of Probation/Parole Order terms and conditions.
- b. The Church Board will be advised by the offender of the Prohibition Order terms and conditions.
- c. The Church Board will advise the church lawyer and the insurance provider.
- d. The Church Board must ensure policy and procedures are followed for legal and insurance obligations.
- e. A letter of suspension will be sent from the Church Board (see Sample letter Appendix G) advising we will consider missionally receiving the person involved. Advise the offender that a Covenant outlining conditions must be signed, but this will be conditional on receipt of the following:
 - Release information on **Probation or Parole Order**, and Sex Offender Registry terms, and restrictions (**Prohibition Order**).
 - Release information on the Prohibition Order terms and conditions.
 - Name, telephone number of Probation/Parole officer and permission to contact them to corroborate terms and restrictions.
 - Receive permission to release information of the Probation/Parole Order, Prohibition Order, and the Covenant to all church members.
- f. When the required information is received a Covenant may be completed for signature.
- g. The Church Board will designate an Elder to oversee the implementation of an Accountability Support/Chaperone Group and compliance with the Covenant. The designated Elder will report to the Church Board.
- h. An Accountability Support/Chaperone Group will be established, made up of at least four members of the congregation (all of which shall be the same sex as the person involved). An Accountability Support/Chaperone Group will be assigned to them for the entirety of their involvement with the church.
- i. The Accountability Support Chaperone Group will receive training.

3.1(iii) OFFENDER: ON THE SEX OFFENDER REGISTRY (NOT on probation/parole order) and/or is found to be attending the church, and/or requests to attend church, and/or requests membership in the church. The victim is not a member nor attends church sponsored events at Mountainview CRC:

Urgent Steps Required:

- a. The Church Board will be advised by the offender.
- b. The Church Board will advise the church lawyer and the insurance provider.
- c. The Church Board must ensure policy and procedures are followed for legal and insurance obligations.
- d. A letter of suspension will be sent from the Church Board (see Sample letter Appendix H) advising we will consider missionally receiving the person involved. The Church Board will advise the offender that a Covenant outlining conditions must be signed, but this will be conditional on receipt of the following:
 - Supply information on charges and dates and details of time(s) spent in custody.
 - Release information/consent for the Church Board to obtain the Sex Offender Registry terms and conditions (**Prohibition Order**).
 - Receive permission to release information on the charges and Sex Offender Registry (**Prohibition Order**) terms and conditions, and the Covenant to all church members.
- e. When the required information is received a Covenant may be completed for signature.
- f. The Church Board will designate an Elder to oversee the implementation of an Accountability Support/Chaperone Group and compliance of the Covenant. The designated Elder will report to the Church Board.
- g. An Accountability Support/Chaperone Group will be established, made up of at least four members of the congregation (all of which shall be the same sex as the person involved). An Accountability Support/Chaperone Group will be assigned to them for the entirety of their involvement with the church.
- h. The Accountability Support/Chaperone Group will receive training.

4.0 PROTOCOL/STEPS FOR A SURVIVOR

Whether we realize it or not, it is likely that most of us know someone who has been abused or sexually abused. Abuse knows no boundaries of gender, class, race or religion and people are affected by it in different ways and to different extents. Survivors* live their lives just like anyone else, but for some there are long-term effects. How do we welcome and minister to them effectively in a safe environment? * “survivor” and “victim” are used interchangeably.

Resources for Victim/Survivors of Sexual Abuse

See Section 10.0 for telephone numbers and information:

*Niagara Region Distress Centres, Niagara Regional Police Grimsby Detachment, Child, Elder, Sexual Assault Units, Niagara Region Police Victims Crisis Support Services, other Crisis Support services, Emergency Shelter, Housing & Food telephone numbers.

*Centres and Services to support victims through therapy, Bible passages, and a book list for Victims, Pastors, Elders and the Congregation.

What the Church can do for a survivor/victim of sexual abuse requiring pastoral care, professional counselling and/or assistance from outside agencies:

4.1(i) Survivor of Sexual Abuse: CHILD/YOUNG PERSON

Personal Steps Required:

- a. A child or young person cannot receive pastoral care unless requested by a parent or guardian.
- b. If pastoral care is requested by a parent or guardian know your limits.
- c. Encourage the parent/guardian to pursue opportunities for the Child/Young Person to receive professional counselling and/or assistance from outside agencies.
- d. Obtain local resources available to past victims/survivors of abuse and pass on that information. Local programs may include support groups and therapy resources.
- e. For the Church record/information only: A Critical Incident Report Form to be completed and kept on file.
- f. Information could be given to church program leaders (example Cadets, GEMS) if parent/guardian agrees.
- g. Inform the Church Board personally by handing a Critical Incident Response Form to a Church Board member. Keep a note of who and when they were informed.

4.1 (ii) Survivor of Sexual Abuse: VULNERABLE PERSON

Personal Steps Required

- a. A Vulnerable Person may receive pastoral care at the request of a parent or guardian.
- b. If pastoral care is requested by a parent or guardian know your limits.
- c. Encourage the parent/guardian to pursue opportunities for the Vulnerable Person to receive professional counselling and/or assistance from outside agencies.
- d. Obtain local resources available to past victims/survivors of abuse and pass on that information. Local programs may include support groups and therapy resources.
- e. For the Church record/information only: A Critical Incident Report Form to be completed and kept on file.
- f. Information could be given to church program leaders (example Friendship) if parent/guardian agrees.
- g. Inform the Church Board personally by handing a Critical Incident Response Form to a Church Board member. Keep a note of who and when they were informed.

4.1(iii) Survivor of Sexual Abuse: ADULT 18 years and over

Personal Steps Required:

- a. Recognize the seriousness of what you are being told. Listen carefully to the victim/survivor's story and believe them. Realize also that the abuse may have happened a long time ago, it may have been buried deep inside, but it still affects the persons abused, and the story is finally coming out.
- b. The survivor may believe that they are the cause of the sexual abuse, and the victim may have internalized a great deal of responsibility for the abusive behaviour.
- c. The abuser may have greatly damaged the survivor's self-esteem and confidence. Do not reinforce that low self-esteem by taking over and making decisions for the victim.
- d. If pastoral care is requested know your limits.
- e. Encourage the survivor to pursue professional counselling and/or assistance from outside agencies.
- f. Obtain local resources available to past victims of abuse and pass on that information. Local programs may include support groups and therapy resources. Deacons may make necessary funds available.
- g. Complete a Critical Incident Response Form as soon as you can.
- h. Inform the Church Board personally by handing a Critical Incident Response Form to a Church Board member. Keep a note of who and when they were informed.

5.0 ACCOUNTABILITY SUPPORT/CHAPERONE GROUP

Mountainview CRC accepts as central to its mission the establishment and maintenance of a caring environment for every child of God, not least our own children, and a place of grace for all sinners, including those who are sex offenders. Knowing that children, young persons, and vulnerable persons are at risk and do not have the ability to protect themselves, we determine to provide protection for them. We will do this by carefully monitoring those persons who have been accused, released on bail or probation/parole and/or are on the Sex Offender Registry while participating in the life of this congregation. Toward this end we have established an Accountability Support/Chaperone Group.

The Purpose of an Accountability Support/Chaperone Group

The Group's goal is to be a spiritual support and to disciple the offender towards healing. To achieve this goal towards healing, the time together will be spent in scriptures, open conversations, holding the offender accountable, and ensuring they continue with counselling sessions.

The Group:

- Will genuinely care for the one who has offended.
- Will commit to "walking alongside" the offender in discipleship, prayer, and maintaining accountability.
- Will believe genuine, caring relationships and accountability exist together.
- Will be established to give the offender spiritual care and guidance.
- Will be willing to chaperone the offender at all times when the offender is allowed on church property or participating in a church sponsored event.
- Will recognize a chaperone provides a means for the offender to live in grace in the life of the congregation.

Why an Alleged Offender/Offender will be Denied Access to the Church until an Accountability Covenant is available and signed

A person who has received Jesus Christ's forgiveness and been baptized, the offender, for the benefit of the church and its members, staff and officers, and as a person of faith, must promise they will adhere to a Covenant for the protection of children, young persons, vulnerable persons, and the Church members.

An Accountability Covenant will help the offender in keeping themselves safe from doing harm to children, young persons, vulnerable persons, and others in the Church. Therefore, the offender will be denied access to church property, or participating in a church sponsored event until a Covenant is available and signed by the offender.

Further, an Accountability Support/Chaperone Group cannot meet on church property until a Covenant is available and signed by the offender.

When an Alleged Offender/Offender has Signed an Accountability Covenant

The offender has signed and agreed to abide by the Covenant's provisions as follows:

"I have reviewed this Accountability Covenant and agree to abide by its provisions and agree that if I violate this Covenant in any way, I will be denied access to future church functions and church property at Mountainview CRC. I agree that all church members will be made aware of the violation. I agree that any criminal offence will be reported immediately to the appropriate authorities."

What the Accountability Support/Chaperone Group Needs to Know

- A family relative cannot be part of the Group.
- A member of the Group should be a mature adult over the age of 25 years.
- A member of the Group must be approved by the Church Board.
- All chaperones must have a Police Vulnerable Sector Check (PVSC).
- Chaperone training is required and will be approximately 2 hours.
- The Group will be made up of at least 4 members of the congregation of the same sex as the offender.
- The Group will meet once a month. If the meeting is in the church the offender will wait in their vehicle until a chaperone can escort them into the church.
- Group meetings at the Church can only be in the Fireside Room, and the offender will only use the single occupancy restroom next to the Council Room. A Chaperone partner will escort the offender to these facilities.
- When Group meetings are at the church, ministries must be advised. Ministries to be advised are Cadets, Gems, Friendship, or others where children, young persons, and vulnerable persons are involved.
- A member of the Accountability Support/Chaperone Group will be with the offender at all times when on church property or participating in a church sponsored event.
- The Accountability Support/Chaperone Group Member who is scheduled to be with the offender will remain in close proximity to the offender (2 meters), at all times when on church property or participating in a church-sponsored event.
- When a Pastor is a member of an Accountability Support/Chaperone Group, they will not be placed on a schedule to chaperone the offender.
- Members of the Group must ensure a copy of the Covenant, signed by the offender, is with them at all times when on church property or participating in a church sponsored event.
- If the offender violates the Covenant in any way, they will be denied access to church property or participating in a church sponsored event, and church members will be made aware of the violation.
- If a criminal offence is committed the offender will be denied access on church property or participating in a church sponsored event and the person will be reported to the authorities.

Chaperoning Expectations

The offender and chaperone must abide by the Covenant and the terms and conditions of the authorities.

The Group will establish a schedule for chaperoning whenever the offender is involved or is planning to be on church property or participating in a church-sponsored event.

This schedule will be kept on record with the Safe Church team and will be kept in the office of the church.

The chaperone will meet with the offender in the church parking lot at an agreed time but no longer than 5-10 minutes before a Group meeting on church property or participating in a church sponsored event.

At no time can the chaperone and the offender stop in the foyer area and must go directly to the Sanctuary or the fireside room.

6.0 ACCOUNTABILITY CHAPERONE TRAINING

TRAINING FOR ACCOUNTABILITY SUPPORT/CHAPERONE GROUP - Time: 1 ½ to 2 hours
(Email the Group participants a copy of the Accountability Support/Chaperone Group document for them to read prior to training)

Support/Chaperone Group training will assist you to keep children, young persons, and vulnerable persons safe, understand your role and how to properly chaperone the offender. There are many different types of sex offenders and behaviours, and therefore this training has been customized for a specific offender. The offender is a sexual deviant commonly referred to as “Pedophile”. A Pedophile is a person whose sexual desire is directed towards children.

The following are Definitions for those who are most affected by pedophilia:

Child: Person 12 and under. The age of criminal responsibility is over 12 years.

Minor: Person under 16

Young Person: Person under 18

Vulnerable Person: The Criminal Records Act, “Vulnerable Persons” are defined as any person who because of their age, disability or other circumstances, whether temporary or permanent, is in a position of dependency on others; or is otherwise at a greater risk than the general population of being harmed by a person of trust or authority. The Government of Canada explicitly considers refugees, including adults, to be vulnerable persons during the period of sponsorship and settlement.

When the Offender is on Probation/Parole Order and/or is on the Sex Offender Registry the Church Board will:

- Advise the church lawyer and the insurance provider.
- Ensure policies and procedures are followed for legal and insurance obligations.
- Inform the church membership.
- **Send a letter of suspension to the offender requesting release of information. He will be denied access to church property or participating in a church sponsored event until a Covenant is available and signed by the offender.**
- Designate an Elder to oversee the implementation of an Accountability Support/Chaperone group and compliance with the Covenant. The designated Elder will report to the Church Board.
- Establish an Accountability Support/Chaperone Group to be made up of at least four members of the congregation of the same sex as the offender.
- Ensure an Accountability Support/Chaperone Group will be assigned to the offender for the entirety of their involvement with the church.
- Arrange for Accountability Support/Chaperone Group training.

Insurance - Robertson Hall Protection Plus Insurance

- \$5,000,000 General Liability for Abuse, Molestation and Harassment Claims
- RH confirmed that the covenant has been reviewed and approved in meeting the requirements of their insurance company to allow this individual on the premises during public services and activities, subject to the conditions contained therein.

The Offender is on PROBATION/PAROLE ORDER, PROHIBITION ORDER following time in custody and/or on the Sex Offender Registry

Probation Order: Lasts up to 3 years. Signed by an offender to keep the peace and abide by terms and conditions.

Parole Order: On release from custody an order for sexual offenders to abide by the terms and conditions on the Sex Offender Registry. The offender will be on the Sex Offender Registry for life.

Covenant

Discuss and review thoroughly the terms and conditions of the Covenant.

The Covenant will include the offender's probation/parole, prohibition order, and Sex Offender Registry terms and conditions.

The Covenant is a binding promise signed by offender to abide by the terms and conditions of the Covenant.

Purpose of a Covenant: The offender, for the benefit of the church and its members, staff and officers, and as a person of faith, must promise they will adhere to a Covenant for the protection of children, young persons, vulnerable persons, and Church members.

A Covenant will help the offender in keeping themselves safe from doing harm to children, young persons, vulnerable persons, and others in the Church.

If the offender violates the Covenant in any way, they will be denied access to church property and church sponsored events. All church members will be made aware of the violation.

Any criminal offence will be reported immediately to the appropriate authorities.

Note: **The Group cannot meet on church property until a Covenant is available and signed by the offender.**

Review of Accountability Support/Chaperone Group Document

Purpose & Goal of an ASCG

- To genuinely care for the offender
- To walk alongside the offender in discipleship and maintaining accountability.
- To give the offender care, guidance and continue to decry resistance to change and hurting others.
- To chaperone the offender at all times on church property or when participating in a church sponsored event.
- Recognize a chaperone provides a means for an offender to live in grace in the life of the congregation.

What the Accountability Support/Chaperone Group Needs to Know (Watch Out for)

Discuss and review these key points included in the Accountability Support/Chaperone Group document.

Chaperoning Expectations

The offender and chaperone must abide by the Covenant and the terms and conditions of the authorities.

The Group will establish a schedule for chaperoning whenever the offender is involved, or is planning to be on church property or participating in a church-sponsored event, and this schedule will be kept on record with the Safe Church team and kept in the office of the church.

The chaperone will meet with the offender in the church parking lot at an agreed time but no longer than 5-10 minutes before a Group meeting on church property or participating in a church-sponsored event. At no time can the chaperone and the offender stop in the foyer area and must go directly to the Sanctuary or the fireside room.

7.0 APPEALING A VIOLATION OF THE COVENANT DECLARATION

IMPORTANT:

When a person is charged and on bail or being investigated for a criminal offence and a subsequent criminal offence is committed, or they violate their bail terms and conditions, there can be NO APPEAL of the Church Board's decision.

Further, when a person violates their probation/parole order or Sex Offender Registry terms and conditions there can be NO APPEAL. Any criminal offence will be reported to the appropriate authorities.

For all other infractions of the Covenant:

1. Send a suspension letter to the person involved while inquiries are ongoing.
2. The Church Board will contact the Church lawyer to receive legal guidance.
3. The Church Board will contact the insurance company to understand the risk indemnity and to ensure compliance with the insurance policy.
4. The Church Board will check the bail, Probation/Parole Order, Parole Officer, and Sex Offender Registry terms and conditions to ensure they were not breached.
5. The Church Board will check with the Pastor who is part of the spiritual guidance for the Accountability Support/Chaperone Group as to the progress of the participant.
6. The Church Board will make inquiries as to who, what, where, when and how the infraction happened. The Accountability Support/Chaperone Group will give the Church Board a verbal and written account of the results of their inquiries.
7. The Church Board will make a final decision on the appeal.
8. The Church Board will advise the Bail, Probation/Parole Order, Parole Officer, and Sex Offender Registry if any of the terms and conditions have been breached. (Appendix N)

8.0 COMMUNICATION

COMMUNICATING WITH THE CONGREGATION:

General

Communicating with the church lawyer and insurance company is essential, and the church board should respect their advice concerning communication with a victim, offender, family members and members of the church.

Communication to the congregation should be timely and completely transparent. Secrecy about situations within the church may encourage abuse - transparency makes everyone safer. The identity of the sex offender will not be kept a secret and we will inform the congregation of the offender's bail, probation/parole and Sex Offender Registry terms and conditions. Therefore, the church leadership must move quickly to arrange a meeting with the whole congregation and send letters to the membership (see Appendices attached to the Sexual Abuse Protocols). This is not only necessary, but a way to forestall continual one-on-one communication with concerned or incensed members and to concentrate all parties' energy on problem solving.

Email/Texting

It is recommended that email/Texting to families of victims, offenders, and other members of the church should be limited to essentials. Email/Texting misinterpretations and misunderstandings can occur. Verbal conversations are preferable. Email is preferable to texting as texting predominantly shortens messages to the extent of being incomplete.

Letters and Release forms

See appendices.

WHAT COMMUNICATIONS ARE NEEDED

Communicating with the Congregation

First Letter – Do Not Delay: As soon as charges are known the Church Board must send a letter to the congregation and encourage families with children/young persons/vulnerable persons to ask if anything sexually inappropriate has happened to them while participating in the ministries of Mountainview. Based on their responses, you may have a matter that should be reported to law enforcement.

First Congregants Meeting: should be held as soon as possible after charges are laid.

Second Congregants Meeting: question and answer session followed by prayer and readings (Vigil).

Second Letter to Congregants: if further charges are laid against the offender, OR someone comes forward about anything sexually inappropriate happening at Mountainview, a letter should be sent to the congregation as soon as possible.

Covenant: when a Covenant is agreed to and signed by the offender, the congregation should be advised of the contents of the Covenant.

Suspension/Dismissal when the offender has violated the Covenant: all congregants will be made aware of the violation.

Offender refuses to agree to sign a Covenant: the congregation will be made aware that the offender has been sent a suspension/dismissal letter, and why. There may be a need to send a Trespass Notice.

Communicating with a Victim and Victim's family

Children/Young persons/vulnerable person: parents/guardians must be involved in all communications. (A child cannot be charged with a criminal offence, but they can be investigated by police and FACS to determine appropriate treatment and custody.)

Adult Victim 18 years and over:

By email: should be limited to essentials.

In person: communication should preferably be with the adult victim only, but because of the trauma suffered by the victim it is very possible, and reasonable, that they may want a family member or a close confidant to be with them.

Communicating with the Offender and Offender's family

Offender is a child/young person/vulnerable person: parents/guardians must be involved in all communications. Note: a child 12 and under cannot be charged with a criminal offence, but they can be investigated by police and FACS to determine appropriate treatment and custody.

Adult Offender 18 years and over:

By email: should be limited to essentials.

In person: It is suggested that communication should be with the adult offender only.

Incorporating family members in conversation with adult offenders is not recommended. The family may exert pressure to be present, but offender and support persons may be inhibited by family members being in attendance.

9.0 APPENDICES

ADMINISTRATION PROTOCOL STEPS – SEXUAL OFFENDER

*Note: A convicted sex offender will be immediately placed on the Sex Offender Registry whether they are imprisoned or released.

<u>ADMINISTRATION LETTERS/ FORMS</u>	<u>WHAT IS THE LETTER OR FORM (ABBREVIATED)</u>	<u>SEND OR COMPLETE</u>
Immediate Response to Abuse		
Appendix A – Critical Response form	– must be completed ASAP after an incident	ASAP
To Victim of Abuse		
Appendix B – Consent letter	– Adult Victim only: letter allowing (or not) sex offender to attend MVCRC	ASAP
To Alleged Sexual Offender		
Appendix D – Release form/letter	– Alleged sexual abuse but NO charges laid – Release Personal Information	ASAP
To a Sexual Offender		
Appendix E – Dismissal letter	– Offence committed against MVCRC child / young / vulnerable person	ASAP
Appendix F – Letter to offender	– CHARGED & OUT ON BAIL Victim does not attend MVCRC	ASAP. Attach Appx I
Appendix G – Letter to offender	– PROBATION/PAROLE ORDER/SEXUAL REGISTRY. Victim does not attend MVCRC	* 1st letter: on Sex Offender Registry, suspended sentence, in prison or released. Attach Appx J
Appendix H – Letter to offender	– On SEXUAL REGISTRY only (wants to attend MVCRC)	ASAP. Attach Appx K
Appendix I – Release form	– CHARGED and/or out on BAIL	Include with Appx F
Appendix J – Release form	– Release form on PROBATION/PAROLE ORDER/SEXUAL REGISTRY	Include with Appx G
Appendix K – Release form	– On SEX OFFENDER REGISTRY	Include with Appx H

Appendix M – Offender Dismissal	– Refuses to sign Covenant or in violation of Covenant terms/conditions	ASAP
Appendix C – Covenant	– Accountability Covenant (approved by church lawyer)	When Rel. forms signed etc.
To Probation Officer		
Appendix N – letter	– Advising offender is dismissed/suspended from church	When dismissed
To Congregation		
Appendix L – first letter	– When there are known CHARGES/COUNTS against a member	ASAP when offences known

***All correspondence should be sent Registered mail and a copy of the correspondence should be filed with that receipt.**

APPENDIX A CRITICAL INCIDENT RESPONSE FORM (CIRF)

This form must be completed as it is an official record

Date of Incident: _____ Date Reported: _____

Complainant's Name: _____ Telephone: _____

Address: _____

A VICTIM WHO IS A CHILD/YOUNG PERSON/ VULNERABLE PERSON: (for an **Adult** see page 2)

Victim's Name: _____ Age: _____

Parent or Guardian Name(s): _____

Telephone #: _____

Parent or Guardian Address: _____

Signature of Parent/Guardian: _____

This CIRF is a record. If the parent/guardian of the child/young person/vulnerable person DO NOT consent to sign this form, you MUST still complete this document. Include date & time and why consent to sign this form was denied.

VICTIM IN IMMEDIATE DANGER AND/OR A PERSON IS DISCOVERED COMMITTING A SEXUAL OFFENCE.
Personal Steps Required: Contact Police 911 and FACS Niagara 905-937-7731. Call an ambulance if necessary and find a secure place. Then as soon as you are able complete below "what was witnessed/disclosed".

VICTIM NOT IN IMMEDIATE DANGER: Personal Steps Required: Contact Police 911 and FACS Niagara 905-937-7731. Complete below what was "witnessed/disclosed":

CHILD/YOUNG PERSON/VULNERABLE PERSON: WHAT WAS WITNESSED/DISCLOSED - description of assailant/sexual offender, description of physical/emotional state of victim (word-for-word if possible):

FURTHER ACTION NEEDED WHEN VICTIM IS A CHILD/YOUNG PERSON/VULNERABLE PERSON

I HAVE advised the Parents or Guardians of the incident. I have also advised the Church Board of the incident and will give them a copy of the completed Critical Incident Report as soon as possible. I will keep a note of when the Church Board was informed.

A VICTIM IS AN ADULT (over 18 years) – the Adult victim may refuse to report to police

☐ The SEX OFFENDER attends or is a member of Mountainview CRC.

☐ The SEX OFFENDER does not attend or is not a member of Mountainview CRC.

Adult's Name: _____

Date of Incident: _____ Date Reported: _____

Address: _____

Telephone #: _____

VICTIM IN IMMEDIATE DANGER AND/OR A PERSON IS DISCOVERED COMMITTING A SEXUAL OFFENCE
PERSONAL STEPS: Contact Police 911. Call an ambulance if necessary. Find a secure place. Complete below "what was witnessed/disclosed", namely get a description of assailant or sexual offender, physical description/emotional state of victim and description of the incident (word-for-word if possible).

VICTIM NOT IN IMMEDIATE DANGER: suggest the Victim contacts police and advise the victim you will go with them, or a designate, to report the matter to police. Complete below "what was witnessed/disclosed".

ADULT - WHAT WAS WITNESSED/DISCLOSED - description of assailant/sexual offender, description of physical/emotional state of victim and description of the incident (word-for-word if possible).

FURTHER ACTION NEEDED WHEN THE VICTIM IS AN ADULT:

1. Sex Offender Attends/Member of Mountainview CRC: I HAVE: Suggested the victim contacts Police and advised the victim I will go with them, or a designate, to report to police. *Advised the victim someone from the Church Board will contact them (they may refuse to report to Police). Advised the Church Board of the incident and will give them a copy of the completed Critical Incident Report as soon as possible. Note when the Church Board was informed. Advised the victim of professional agencies and sexual abuse support groups that they can contact to receive help and advice. Indicate below what professional agencies and sexual abuse support groups were suggested to the victim.

2. Sex Offender DOES NOT attend, OR IS NOT a Member of Mountainview CRC. *As #1 above but OMIT "someone from the Church Board will contact them."

The Critical Incident Response form completed on _____ (Date)

Name: _____ Signature: _____

APPENDIX B LETTER OF CONSENT TO ALLOW A SEX OFFENDER TO ATTEND MOUNTAINVIEW CRC

(This is a Sample letter as approved by the Church lawyer)

APPLIED TO AN ADULT (AGED 18 AND OVER) who is a member of Mountainview Christian Reformed Church and who is a victim of a SEX OFFENDER described as follows:

SEX OFFENDER: When a Member of Mountainview Christian Reformed Church is Charged with a Sexual Offence and is out on Bail; or when a member is on Probation following time in custody; or when a person who is on the Sex Offender Registry asks to attend the church, or is found to be attending, or requests membership in the church.

As an Adult Victim of XXXXXXXXXXXXXXXXXXXXXXXXXXXX, a Sex Offender described as above,

I have been interviewed by a Church Board member and the Lead Pastor and have been asked if I am willing to have this sex offender attend the church.

I understand that the offender has repented, is aware of the hurt they have caused, and is/has been in counselling. *i) See Note below if Covenant is available.

A. I, the undersigned, HEREBY CONSENT to the offender being allowed on church property and/or to participate in church sponsored events at Mountainview Christian Reformed Church.

Date: _____

Name: _____ Signature: _____

B. I, the undersigned, DENY CONSENT to the offender being allowed on church property and/or to participate in church sponsored events at Mountainview Christian Reformed Church.

Date: _____

Name: _____ Signature: _____

Note: i) *When a Covenant is available and signed, we will give or show a copy to the victim, and the following will be added instead of the previous line:*

- I understand that the offender has signed and agreed to abide by the provisions of the Accountability Covenant. The offender has repented, is aware of the hurt they have caused, and is/has been in counselling.
- I have read the Accountability Covenant signed by the offender.

Note: ii) See 1.2 INTEGRATION/RETURN TO CHURCH, 1.2 (i), 1.2 (ii)

APPENDIX C ACCOUNTABILITY COVENANT – SEXUAL OFFENDERS FOR THOSE WHO HAVE BEEN CHARGED, RELEASED ON BAIL, CONVICTED AND/OR ARE ON PROBATION, AND/OR ARE ON THE SEX OFFENDER REGISTRY

(This is a Sample letter individual covenants **MUST BE** approved by the Church lawyer)

As a sex offender who has received Jesus Christ's forgiveness and been baptized, for the benefit of the church and its members, staff and officers, I agree to the following terms and conditions. As a person of faith, I promise Mountainview CRC that I will adhere to the following guidelines for the protection of children, young persons, vulnerable persons and the Church members.

**** IT IS EXTREMELY IMPORTANT THAT EVERY COVENANT IS TAILORED TO AN INDIVIDUAL SEXUAL OFFENDER**

MY ACCOUNTABILITY COVENANT

Name: _____ Date: _____

Signature: _____

CHAIR OF CHURCH BOARD

Name: _____ Date: _____

Signature: _____

CHAIR OF PASTORAL ELDERS

Name: _____ Date: _____

Signature: _____

CHAIR OF PASTORAL DEACONS

Name: _____ Date: _____

Signature: _____

**APPENDIX D AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION, AND
PERMISSION TO REQUEST A POLICE VULNERABLE SECTOR CHECK
(PVSC)**

(This is a sample form as approved by the Church lawyer)

For Alleged sex abuse but no charges have been laid against the person involved

As a person who has received Jesus Christ's forgiveness and been baptized, and as there is an allegation of sexual abuse, and for the benefit of the church and its members, staff, and officers I, the undersigned, hereby authorize Mountainview Christian Reformed Church to:

Receive Authorization for Release of personal information, and Permission to Request a Police Vulnerable Sector Verification Check (PVSC).

Signing this Authorization for Release of Personal Information in no way constitutes a presumption or confession of guilt.

By signing below this constitutes my explicit consent to disclose personal information relating to the Authorization for Release of Personal Information and Permission to Request a PVSC form.

Date: _____

Name: _____
(full name)

Signature: _____

Please return this Authorization for Release of Personal Information to the following address:

Mountainview Christian Reformed Church
290 Main St. East, Grimsby, Ontario, L3M 1P8

APPENDIX E SAMPLE OFFENDER LETTER

The Offender Denied Attendance at Mountainview CRC - Sexual offence(s) committed against a child, young person, or vulnerable person who attends, or is a member of Mountainview CRC. *See (i) and (ii) below.

Dear XXXXXXXXXXXXXXXX

It is with great sadness and heaviness of heart that we are writing to you today. The Mountainview Christian Reformed Church affirms the dignity and worth of all persons. We are committed to being a religious community open to those who choose to worship with us, especially in times of serious personal troubles. However, we are sorry to say that we can no longer do so in your case as we have grave concerns about your contact with children, young persons, and vulnerable persons.

It is with regret that we must notify you that your attendance on Mountainview Christian Reformed Church property or participating in a church sponsored event will no longer be allowed. However, it is our wish that, upon repentance, we may be able to work with you towards an alternative form of worship/fellowship. For example, you may wish to be part of a small accountability support group who have your best interests at heart and would meet regularly with you to help in your spiritual growth and faith. Or, the Lead Pastor could help in finding you another appropriate place of worship. Bear in mind that it is our duty to fully inform your new church of your situation.

We do hope that you will continue to study God's Word and pray, and that you may come to an understanding of the foundations supporting our decisions.

Sincerely

Chair of Church Board *Note:

- i) Offence(s): alleged – while an investigation is taking place, charged and/or on bail, on probation/parole order, and/or on Sex Offender Registry.
- ii) If a child, young person, or vulnerable victim of the sex offender attends church services at our church, or is a member of the congregation, the offender shall not be permitted on church property or to participate in church sponsored events.

APPENDIX F SAMPLE OFFENDER LETTER

The offender is CHARGED and OUT on BAIL. The victim DOES NOT attend Mountainview church services, and/or is NOT a member of Mountainview CRC.

Dear XXXXXXXXXXXXXXXX

The Mountainview Christian Reformed Church affirms the dignity and worth of all persons. We are committed to being a religious community open to those who choose to worship with us, especially in times of serious personal troubles. However, based on your recent sexual offence charges, we have grave concerns about your contact with children, young persons and vulnerable persons. Therefore, you are denied access to church property or participating in church sponsored events at Mountainview Christian Reformed Church until further notice.

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. ***(i) see below if this applies.**

Knowing that God's grace has been extended to all, that grace invites repentance and that repentance requires acknowledgement of sin, and a turning away from sin, all with the support and prayers of God's people. We determine to provide a means that a sex offender can live in that grace in the life of this congregation, and an Accountability Covenant outlining restrictions would need to be signed by you before participating in the church.

Signing a Covenant will in no way constitute a presumption or confession of guilt. This is a routine safety precaution, activated without prejudice toward particular individuals or circumstances in order to protect you from further suspicion.

Secrecy about situations within the church may encourage abuse - transparency makes everyone safer. The identity of a sex offender will not be kept a secret in our congregation. Therefore, details of the charges against you, and your Bail terms and conditions will be made available to the Mountainview Christian Reformed Church members.

The Authorization for Release of Personal Information form is attached to this letter and must be signed, dated and returned to Mountainview Christian Reformed Church in order that we can consider drafting an Accountability Covenant. We require the items below.

- Authorization for Release of Personal Information on Charges and Bail Order to obtain their terms and conditions. We also require the name and telephone number of your lawyer.
- Authorization for Release of Personal information on Charges, Bail Order to obtain their terms and conditions. We also require the Covenant to all members of Mountainview Christian Reformed Church.

Sincerely

Chair of Church Board

*A small Accountability Support Group will be established to give you spiritual care and guidance.

APPENDIX G SAMPLE OFFENDER LETTER

The offender is on PROBATION/PAROLE ORDER and/or on the SEX OFFENDER REGISTRY and is a member of Mountainview CRC. The victim does not attend church services and is NOT a member of Mountainview CRC.

Dear XXXXXXXXXXXXXXXX

The Mountainview Christian Reformed Church affirms the dignity and worth of all persons. We are committed to being a religious community open to those who choose to worship with us, especially in times of serious personal troubles. However, based on your recent sexual offence charges, we have grave concerns about your contact with children, young persons and vulnerable persons. Therefore, you are denied access to church property or participation in church sponsored events at Mountainview Christian Reformed Church until further notice.

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. ***(i) see below if this applies.**

Knowing that God's grace has been extended to all, that grace invites repentance and that repentance requires acknowledgement of sin, and a turning away from sin, all with the support and prayers of God's people. We determine to provide a means that a sex offender can live in that grace in the life of this congregation, and an Accountability Covenant outlining restrictions would need to be signed by you. Signing a Covenant will in no way constitute a presumption or confession of guilt. This is a routine safety precaution, activated without prejudice toward particular individuals or circumstances in order to protect you from further suspicion.

Secrecy about situations within the church may encourage abuse - transparency makes everyone safer. The identity of a sex offender will not be kept a secret in our congregation. Therefore, information on Probation/Parole Order, Sex Offender Registry (Prohibition Order) - their terms and conditions, and the Covenant will be made available to All the Mountainview Christian Reformed Church members.

The Authorization for Release of Personal Information form is attached to this letter and must be signed, dated and returned to Mountainview Christian Reformed Church in order that we can draft an Accountability Covenant.

- Authorization for Release of Personal Information on **Probation or Parole Order**, and **Sex Offender Registry** (Prohibition Order) to obtain their terms and conditions.
- Authorization to Contact your Probation/Parole officer to corroborate terms and conditions, and the Probation/Parole officer's name and telephone number.
- Authorization for Release of Personal information on Probation/Parole Order, Sex Offender Registry (Prohibition Order) to obtain the terms and conditions, and the Covenant, to All members of Mountainview Christian Reformed Church.

Sincerely

Chair of Church Board

*A small Accountability Support Group may continue to give you spiritual care and guidance.

APPENDIX H SAMPLE OFFENDER LETTER

The offender is ONLY on the SEX OFFENDER REGISTRY (Prohibition Order). A VICTIM of the offender DOES NOT attend the church services or is NOT a member of Mountainview CRC.

Dear XXXXXXXXXXXXXXXX

The Mountainview Christian Reformed Church affirms the dignity and worth of all persons. We are committed to being a religious community open to those who choose to worship with us, especially in times of serious personal troubles. However, based on your recent sexual offence charges, we have grave concerns about your contact with children, young persons and vulnerable persons. Therefore, you are denied access to church property or participation in church sponsored events at Mountainview Christian Reformed Church until further notice.

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. ***(i) see below if this applies.**

Knowing that God's grace has been extended to all, that grace invites repentance and that repentance requires acknowledgement of sin, and a turning away from sin, all with the support and prayers of God's people. We determine to provide a means that a sex offender can live in that grace in the life of this congregation, and an Accountability Covenant outlining restrictions would need to be signed by you. Signing a Covenant will in no way constitute a presumption or confession of guilt. This is a routine safety precaution, activated without prejudice toward particular individuals or circumstances in order to protect you from further suspicion.

Secrecy about situations within the church may encourage abuse - transparency makes everyone safer. The identity of a sex offender will not be kept a secret in our congregation. Therefore, details of the charges against you, and your Bail terms and conditions will be made available to the Mountainview Christian Reformed Church members.

The Authorization for Release of Personal Information form is attached to this letter and must be signed dated and returned to Mountainview Christian Reformed Church in order that we can consider drafting an Accountability Covenant.

- Authorization for Release of Personal Information on **sexual offence charges, time spent in custody and the Sex Offender Registry** (Prohibition Order) terms and conditions.
- Authorization for Release of Personal information on the sexual offence charges and Sex Offender Registry (Prohibition Order) terms and conditions and the Covenant, to All members of Mountainview Christian Reformed Church.

Sincerely

Chair of Church Board

*A small Accountability Support Group will be established to give you spiritual care and guidance.

**APPENDIX I AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION
CHARGED AND OUT ON BAIL**

(This is a sample form as approved by the Church lawyer)

As an alleged sex offender who has received Jesus Christ's forgiveness and been baptized, for the benefit of the church and its members, staff and officers, I, the undersigned, hereby authorize Mountainview Christian Reformed Church to:

Receive/Release personal information to the Church Board on the Charges and the Bail Order terms and conditions.

Receive the name and telephone number of my lawyer.

Release personal information on Charges, Bail Order terms and conditions, and a Covenant to All members of Mountainview Christian Reformed Church.

By signing this authorization for release of personal information I in no way constitute a presumption or confession of guilt.

By signing below this constitutes my explicit consent to disclose personal information relating to the Authorization for Release of Personal Information form.

Date: _____

Name: _____
(full name)

Signature: _____

Please return this Authorization for Release of Personal Information to the following address:

Mountainview Christian Reformed Church
290 Main St. East, Grimsby, Ontario, L3M 1P8

**APPENDIX J AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION
PROBATION/PAROLE ORDER, PAROLE OFFICER AND/OR ON THE SEX
OFFENDER REGISTRY**

(This is a sample form as approved by the Church lawyer)

As a sex offender who has received Jesus Christ's forgiveness and been baptized, for the benefit of the church and its members, staff and officers, I, the undersigned, hereby authorize Mountainview Christian Reformed Church to:

Receive/Release personal information to the Church Board on **Probation or Parole Order**, and **Sex Offender Registry (Prohibition Order)** terms and conditions.

Receive Probation/Parole officer's name and telephone number to corroborate terms and conditions.

Release of Personal information on Probation/Parole Order, Sex Offender Registry (Prohibition Order) and a Covenant, to All members of Mountainview Christian Reformed Church.

By signing below this constitutes my explicit consent to disclose personal information relating to the Authorization for Release of Personal Information form.

Date: _____

Name: _____
(full name)

Signature: _____

Please return this Authorization for Release of Personal Information to the following address:

Mountainview Christian Reformed Church
290 Main St. East, Grimsby, Ontario, L3M 1P8

**APPENDIX K AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION ONLY
ON SEX OFFENDER REGISTRY**

(This is a sample form as approved by the Church lawyer)

As a sex offender who has received Jesus Christ's forgiveness and been baptized, for the benefit of the church and its members, staff and officers, I, the undersigned, hereby authorize Mountainview Christian Reformed Church to:

Receive/Release personal information to the Church Board on the sexual offence charges, time spent in custody, and the Sex Offender Registry terms and conditions.

Release of Personal information on the Sexual Registry (Prohibition Order) terms and conditions, and a Covenant, **to All** members of Mountainview Christian Reformed Church Christian Reformed Church members.

By signing below this constitutes my explicit consent to disclose personal information relating to the Authorization for Release of Personal Information form.

Date: _____

Name: _____

(full name)

Signature: _____

Please return this Authorization for Release of Personal Information to the following address:

Mountainview Christian Reformed Church
290 Main St. East, Grimsby, Ontario, L3M 1P8

APPENDIX L

SAMPLE FIRST LETTER TO CHURCH MEMBERSHIP

When it is known there are sexual offence charge(s)/counts against a Member of Mountainview CRC.

Dear Member of Mountainview Christian Reformed Church

We were recently made aware that a member of Mountainview Christian Reformed Church is charged with a sexual offence(s) in Canada and has been released on a Bail Order. It is because of this that the Church Board is encouraging parents to speak, with sensitivity, to their children and/or young people asking if anything sexually inappropriate has happened to them while participating in the ministries of Mountainview CRC.

Secrecy about situations within the church may encourage abuse - transparency makes everyone safer. The identity of the sex offender will not be kept a secret in our congregation.

XXXXXXXXXXXXXXXXXXXXX has been charged with XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX. * (i) see below. The Bail conditions are XXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX,

Knowing that children, young persons and vulnerable persons are at risk and do not have the ability to protect themselves, we are determined to provide protection for them. The devastating effects of sexual abuse require us to treat anyone who has offended in this way with unwavering caution. Therefore, XXXXXXXXXXXXXXXX has been denied access to church property or participation in church sponsored events at Mountainview Christian Reformed Church until further notice.

*(ii) see below

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. *(iii) see below

There will be an Information Meeting for members of Mountainview Christian Reformed Church on
XXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Sincerely
Chair of Church Board

*Note: The following can be added to the letter if they apply:

- i) The offender may not be released at this point, or we are waiting to receive the bail conditions from the offender and/or their lawyer.
- ii) The victim(s) - if it involves a member(s) of Mountainview C.R.C., the third paragraph will state "Spiritual care, professional counselling and multiple resources will be provided to the victim for continued healing".
- iii) A small Accountability Support Group will be established to give XXXXXXXXXXXXXXXX spiritual care and guidance.

APPENDIX M

SAMPLE SUSPENSION OR DISMISSAL LETTER TO OFFENDER

Letter for an offender who refuses to sign a Covenant, OR is in violation of the Covenant terms and conditions but HAS NOT committed a criminal offence.

Mr. XXXXXXXXXXXXX

Xx XXXXXXXXXXXXXXXX XXXXXXXXXXXX,

XXXXXXXXXXXXXXXX, XXXXXXXXXXXX

Dear XXXXXXXX

It is our desire to missionally receive all people to worship here at Mountainview Christian Reformed Church. However, we are sorry to say that we can no longer do so in your case. We wish you the best, but we are not comfortable with you attending our church property or participating in church sponsored events.

It has come to our attention that you are not readily falling under the authority of the church and continue to try to work around our system. Your refusal to sign our Covenant, disagreement with our Covenant and protocols (even the need for a Covenant and protocols), as well as reluctance to accept responsibility and the consequences for your actions, lead us to believe that your participation here at Mountainview Christian Reformed Church poses a greater risk to the church and the congregation than we are willing to allow. It is with regret that we must notify you that your attendance at Mountainview Christian Reformed Church property or participation in church sponsored events will no longer be allowed.

We do hope that you will continue to study God's Word and pray, and that you may come to an understanding of the foundations supporting our decisions.

Sincerely

XXXXXX XXXXXX

Chair of Church Board

APPENDIX N

SAMPLE FOR PROBATION/PAROLE ORDER OFFICER(S)

Letter for an offender who refuses to sign a Covenant OR is in violation of the Covenant terms and conditions but HAS NOT committed a criminal offence.

Ministry of the Solicitor General

Xxxxxx Parole Office

Xxxxx XXXXXXXX Street, XXXXX, XX XXXXX

Dear Mr. XXXXXX

Subject: xxxxxxxxxxxxxxxxxxxx

XXXXXXXXXXXX has been attending services at Mountainview Christian Reformed Church. This letter will serve to notify you that we have advised XXXXXXXXXXXXXXXX that we are no longer comfortable allowing him/her to attend church property or participate in church sponsored events at Mountainview Christian Reformed Church in Grimsby.

Please know that as far as we are aware, XXXXXXXXXXXXXXXX has not violated any terms of probation/parole in his/her attendance at XXXXXXXX.

XXXXXXXXXXXX has not, however, readily fallen under the authority of the church or our additional requirements (Covenant) for their participation. Our duty to our congregation, in this case, outweighs our duty to XXXXXXXXXXXXXXXX

If you have any questions, please feel free to call us at XXXXXXXXXXXXXXXX.

Yours sincerely

XXXXXX XXXXXX

Chair of Church Board

10.0 RESOURCES FOR VICTIMS OF SEXUAL ABUSE Crisis

Numbers:

Distress Centre Niagara www.distresscentreniagara.com

Fort Erie and Area:	905-382-0689
Grimsby, West Lincoln, and Area:	905-593-6674
Port Colborne, Wainfleet and Area:	905-734-1212
St. Catharines, Niagara Falls and Area:	905-688-3711

Abuse and Sexual Assault Counselling, Support and Advocacy Phone Numbers in the Niagara Area.

Niagara Regional Police Service.

Grimsby Detachment	905-688-4111 x5400
Child Abuse Unit	905-688-4111 x5100
Elder Abuse	905-688-4111 x5031
Sexual Assault Unit	905-688-4111 x5100
Niagara Victim Crisis Support Services	905-688-4111 x5084

In Crisis:

Crisis Outreach and Support team (Adults)	1-866-550-5205
Pathstone Mental Health	1-800-263-4944
West Niagara Mental Health, Grimsby	905-309-3336
Kids Help Phone	1-866-550-5015
Family and Children's Services	905-937-7731
Kristen French Child Advocacy Centre Niagara	905-937-5435

Emergency Shelter, Housing and Food

Community Care of West Niagara	905-563-5822
Grimsby Benevolent Fund	905-309-5664
Grimsby Affordable Housing Partnership	289-235-8747
West Lincoln Community Care	905-957-5882
Women's Place of South Niagara	905-356-5800

Resources to Support Victims Through Therapy.

Group therapy helps victims to realize they are not alone and facilitates giving and receiving support. Group therapy could be very helpful for victims/survivors who have been sexually assaulted as that is how some heal. However, at this time research indicates there is not a support group available to join, to share their experiences or just listen to others in the Grimsby area.

Grimsby Life Centre

<http://grimsbylife.org/> 905-309-0944

A registered non-profit charity dedicated to helping those in Grimsby and the surrounding community. Grimsby Life Centre Ministries is a vibrant, visible, Christian organization caring for families and individuals by offering help and hope. We are committed to providing practical and compassionate care, guidance and support for the needs of the individuals we serve. This is a local, professional and certified centre for healing and psychological support.

Victim Services Niagara

<https://www.victimservicesniagara.on.ca/community-resources> 905-688-4111 ext. 5084

This website provides a culminated list of all the resources in Niagara, including non-Christian institutions that aid in the healing and moving forward of an abuse victim. I have chosen a few from their website to showcase on this document as I feel they align with what we are trying to provide to our church members in terms of support.

Gillian's Place - St. Catharines and West Niagara

www.gilliansplace.ca 905-684-8331

Gillian's Place has protected and served abused women and their children for over 30 years. Whether women need the safety of the shelter or access to the many programs offered on an outreach basis, Gillian's Place is here to help. All services are available without ever spending one night under our roof. The services have grown to provide a 24-hour support line, safe shelter, safety planning, emotional support, outreach counselling and support, legal advice, transitional assistance and public education. All services are free and completely confidential.

Support Line: Calls will be answered 24 hours a day, 7 days a week 905-684-8331

Shalem Mental Health Network

<https://shalemnetwork.org/> 905-528-0353

A faith-based, Ontario-wide network that provides responsive and preventive mental health support to individuals, families and communities. Our support services seek to restore hope.

CAP program enables churches to make short-term professional Christian Counselling support available to their members. It provides: a local professional, Master's degree-level Christian counsellors, and is available to all church members and adherents. There are up to six sessions per year for each member. Services are anonymous and strictly confidential and they are provided at no cost to church members. CAP works seamlessly behind the scenes in your congregation.

Niagara Regional Sexual Assault Centre.

www.sexualassaultniagara.org 905-682-7258

The Niagara Region Sexual Assault Centre, CARSA Inc., provides services in a safe and comfortable environment for survivors of child sexual abuse, incest and adult sexual assault.

We offer a 24-hour crisis line, emergency services, individual and group counselling, accompaniment and advocacy through medical and legal proceedings, public education programs and community events. All services are free and confidential. Funding for this service is provincial through the United Way.

24-Hour Crisis & Information Line: 905-682-4584

What does the Bible Say about Sexual Assault?

Several passages in the Bible refer to and assist in the healing of sexual assault victims/ Survivors.

James 1:27 Religion that God our Father accepts as pure and faultless is this: to look after orphans and widows in their distress and to keep oneself from being polluted by the world...

Corinthians 1:3-4 3 Praise be to the God and Father of our Lord Jesus Christ, the Father of compassion and the God of all comfort, 4 who comforts us in all our troubles, so that we can comfort those in any trouble with the comfort we ourselves receive from God.

Romans 13 Let everyone be subject to the governing authorities, for there is no authority except that which God has established..

Mathew 18:5 therefore, whoever takes the lowly position of this child is the greatest in the kingdom of heaven. 5 And whoever welcomes one such child in my name welcomes me

Proverbs 15:1 A gentle answer turns away wrath, but a harsh word stirs up anger. The tongue of the wise commends knowledge, but the mouth of the fool gushes folly. The eyes of the LORD are everywhere, keeping watch on the wicked and the good.

Psalms 72 Of Solomon. Endow the king with your justice, O God, the royal son with your righteousness...

Psalms 82:3 Defend the weak and the fatherless; uphold the cause of the poor and the oppressed.

John 14:18 I will not leave you as orphans; I will come to you...

Deuteronomy 22: 25-27 But if out in the country a man happens to meet a young woman pledged to be married and rapes her, only the man who has done this shall die...

Luke 4:18-19 "The Spirit of the Lord is on me because he has anointed me to proclaim good news to the poor. He has sent me to proclaim freedom for the prisoners and recovery of sight for the blind, to set the oppressed free, 19 to proclaim the year of the Lord's favour.

Mark 9:42 If anyone causes one of these little ones—those who believe in me—to stumble, it would be better for them if a large millstone were hung around their neck and they were thrown into the sea.

Ecclesiastes 4 Again I looked and saw all the oppression that was taking place under the sun....

Literature for Victims, Pastors, Elders and the Congregation.

FOR PASTORS:

1. *Walk With Me: Pastoral Care for Victims of Sexual Abuse Viewed Through Existential Psychology.*

Review Ashley VanGeest: This is a really great resource to begin to understand what an abuse victim is going through in terms of the psychology around being sexually abused.

https://www.researchgate.net/publication/272072954_Walk_With_Me_Pastoral_Care_for_victims_of_sexual_abuse_viewed_through_existential_psychology

- *At the link there is a downloadable PDF version of this Research paper.*

2. *Guidance on the Pastoral Care for Survivors of Sexual Abuse Both Past and Present.*

This resource is a comprehensive guide to what the terms we are using actually mean, a lot of this is in the Essential Information document but I thought might be useful for a pastor.

<https://www.scotland.anglican.org/wp-content/uploads/2015/04/Guidance-on-the-Pastoral-Care-forSurvivors-of-Sexual-Abuse.pdf> At the link there is a downloadable PDF version of this guide.

3. *What the Bible says to Abuse Survivors and Those who Hurt Them.* by: Victor Vieth

Pastors and church personnel often struggle to apply intentional and appropriate doses of both biblical grace and stringent accountability to victims and perpetrators of child sexual abuse. Churches can regularly be prone to turn the tables on survivors by applying a heavy dosage of conviction to victims and misguided clemency toward perpetrators. The mishandling of abuse incidents in the church will drive victims away from the community of Christ and further embolden offenders, thus debasing the name of our Saviour.

Victor Vieth offers a deeper understanding of both abuser and victim dynamics so that church leaders can move past ignorance and prevailing myths to tackle this devastating issue with the power of grace and truth afforded by the good news of Jesus. He explains typical dynamics of how and when child sexual abuse is reported, gives an overview of dynamics of child molesters, and describes healing ways to represent Jesus to survivors. This timely resource will equip churches to wisely and accurately step in to take care of their most vulnerable members.

4. *The Child Safeguarding Policy Guide for Church and Ministries.*

By: Basyle Tchividjian and Shira Berkovits.

Churches are supposed to be a safe haven, but many deal with the tragic reality of child sexual abuse. This handbook, written by a multidisciplinary team of child abuse experts, helps churches and faith communities formulate policies and procedures to protect children and address possible abuse in their ministries.

5. *Protecting Children From Abuse in the Church.* By: Basyle Tchividjian.

How do we protect the children in our Christian community from sexual offenders?

We are becoming more and more aware of the prevalence of child abuse, both in society at large and in the church. We want to protect children in our community from abuse, but we don't always know the best ways to go about that.

From his years of experience as a child abuse prosecutor, Boz Tchividjian unpacks the dynamics of a church environment that allows perpetrators to thrive and offers constructive help for educating and training your church to recognize and deal with potential abuse. Using biblical principles and the example of Jesus, he shows you how to cultivate an attitude and environment in your church that provides safety and protection for these young ones.

6. *Suffering and the Heart of God: Trauma Destroys and Christ Restores.* By: Diane Langberg.

When someone suffers through trauma, can healing happen? And, if yes, how does it happen? Dr. Diane Langberg tackles these complex and difficult questions with the insights she has gained through more than forty years of counseling those whose lives have been destroyed by trauma and abuse. Her answer carefully explained in *Suffering and the Heart of God* is "Yes, what trauma destroys, Christ can and does restore."

But it's not a fast process, instead much patience is required from family, friends, and counselors as they wisely and respectfully help victims unpack their traumatic suffering through talking, tears, and time. And it's not a process that can be separated from the work of God in both a counsellor and counselled. Dr. Langberg calls all of those who wish to help sufferers to model Jesus's sacrificial love and care in how they listen, love, and guide. The heart of God is revealed to sufferers as they grow to understand the cross of Christ and how their God came to this earth and experienced such severe suffering that he too is "well-acquainted with grief." The cross of Christ is the lens that transforms and redeems traumatic suffering and its aftermath, not only for the sufferer, but it also transforms those who walk with the suffering. This book will be a great help to anyone who loves, listens to, and seeks to help someone impacted by trauma and abuse. There is no quick fix, but there is the hope for healing through the love of God in Christ.

7. *The Long Journey Home: Understanding and Ministering to the Sexually Abused.*

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8. *Caring for Survivors of Sexual Abuse.* By: Basyle Tchividjian and Justin Holcomb

Basyle Tchividjian and Justin Holcomb address the heartbreaking reality that the marginalization of child sexual abuse victims is all too common in the Christian community. They outline specific ways churches have tragically diminished the seriousness of abuse and caused further distress to survivors. Tchividjian and Holcomb skillfully advocate for ways Jesus calls his church to love and serve the wounded among them, so that congregations no longer consign survivors to suffer in silence.

9. *Rid of My Disgrace: Hope and Healing for Victims of Sexual Assault.*

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The statistics are jarring. One in four women and one in six men are or will be victims of sexual assault in their lifetime. But as sobering as the statistics are, they don't begin to speak to the darkness and grief experienced by these victims. Because sexual assault causes physical, psychological, emotional, and spiritual pain, victims need clear help, hope, and healing. In *Rid of My Disgrace*, a couple experienced in counselling victims of sexual assault explain how the grace of God can heal the broken and restore the disgraced.

Justin and Lindsey Holcomb outline an approach for moving from destruction to redemption. While avoiding platitudes and shallow theology, *Rid of My Disgrace* combines biblical and theological depth with up-to-date research. This book is primarily written for those who have been assaulted (either as children or adults) but also equips family, friends, pastors, and others to care for victims in ways that are compassionate, practical, and informed.

10. *Becoming a Church that Cares Well for the Abused.* By: Brad Hambrick

It is our hope that this curriculum would help every participant know how to respond well to the initial report of abuse at their church, school, or ministry and would make the leader's role clearer. At the end of this training you should be able to say, "I know what I should do, why, and how to do it." From there it is your responsibility as both a citizen and Christian to have the integrity and courage to be one of God's agents of protection for those being oppressed by various forms of abuse.

FOR PARENTS:

1. **Protecting Children from Abuse in the Church.** By: Basyle Tchividjian.

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2. **God Made All of Me: A Book to Help Children Protect Their Bodies.** By: Justin and Lindsey Holcomb

God Made All of Me starts from the fundamental truth that God created everything and applies that truth to kids and their bodies. It equips parents to talk with both boys and girls about their bodies and to help them understand the difference between the appropriate and inappropriate touch of others. God Made All of Me allows families to build a first line of defence against sexual abuse in the safety of their own homes.

3. **On This Rock: A Call to Center the Christian Response to Child Abuse on the Words of Jesus.**

By: Victor Vieth

Jesus was the descendant of sexually exploited women, narrowly survived a child homicide, and grew up to be the world's most prominent defender of children. Jesus reserved his harshest words for those who abused or neglected children and went so far as to say our treatment of children says everything about our view of God. Although the early church took this message to heart and distinguished itself by its treatment of children, this message has been distorted or ignored by many modern Christian leaders. As a result, the church has often failed to protect children from abuse and, in many instances, has contributed to their maltreatment.

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Churches are supposed to be a safe haven, but many deal with the tragic reality of child sexual abuse. This handbook, written by a multidisciplinary team of child abuse experts, helps churches and faith communities formulate policies and procedures to protect children and address possible abuse in their ministries.

5. **How Long Does It Hurt? A Guide to Recovering from Incest and Sexual Abuse for Teenagers, Their Friend, and Their Families.** By: Cynthia L. Mather and Kristina E. Debye

This is a great one that many teenagers who have been through sexual abuse or assault find the most helpful one they've ever read. Parents really benefit from reading it too. Importantly, boys are included throughout the entire book.

6. Children and Trauma: A Guide for Parents and Professionals. By: Cynthia Monahon.

Written for parents and professionals, this book is easy to read and very informative. It explains the effects of traumatic experiences on children, offers a clear path to restoring a child's sense of safety and balance, and makes it easy to find the specific information and recommendations you need.

7. The Long Journey Home: Understanding and Ministering to the Sexually Abused.

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FOR VICTIMS:

1. ***The Courage to Heal.*** by: Ellen Bass and Laura Davis

In this ground breaking companion volume to *The Courage to Heal*, Laura Davis has created an inspiring, innovative, in-depth workbook for all women and men suffering from the effects of childhood sexual abuse.

2. ***Victims No Longer.*** By: Mike Lew

For millions of men on the path to recovery, *Victims No Longer* is the next step.

The first book written specifically for men, *Victims No Longer* examines the changing cultural attitudes toward male survivors of incest and other sexual trauma. Now, in this Second Edition, this invaluable resource continues to offer compassionate and practical advice, supported by personal anecdotes and statements of male survivors. *Victims No Longer* helps survivors to:

- Identify and validate their childhood experiences
- Explore strategies of survival and healing
- Work through issues such as trust, intimacy, and sexual confusion
- Establish a support network for continued personal recovery

3. ***Suffering and the Heart of God: How Trauma Destroys and Christ Restores.*** By: Diane Langberg

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6. *Beyond Our Control: Reconstructing Your Life After Sexual Assault*. By: Leila Rae Sommerfeld

In *Beyond Our Control* Leila Rae Sommerfeld shares her own story of recovery after rape to give victims hope and encouragement to overcome the emotional scars associated with sexual abuse. You'll discover how to grow emotionally and spiritually through the healing process and how God plays a role in freeing you from shame, guilt, resentment, and hurtful memories. *Beyond Our Control* is the perfect book to help you discover that a new life is possible and within reach.

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11.0 BIBLIOGRAPHY - Sources and websites

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Brotherhood Mutual Insurance Co.:

WHITE PAPER: Registered Sex Offenders in Ministry Activities -

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A Case Study of Criminal Sexual Behaviour Within the Church: Analysis and Recommendations -

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- <https://cbwc.ca/wp-content/uploads/2017/06/Abuse-Prevention-Manual-2017-2.pdf>

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**Note: This document has been created specifically for Mountainview Church, if another organization chooses to use it, they should have it vetted by their own insurance and lawyer.*