

**APPENDIX E – Report of Suspected Incident of Child Abuse  
IF ANY ALLEGATIONS ARE MADE CONCERNING CHILD ABUSE  
THE FOLLOWING PROCEDURES SHOULD BE FOLLOWED**

1. Treat any allegations of abuse seriously. Do not ignore the allegations in the hope that they will go away.
2. If the allegations in any way concern a member of the clergy, report the alleged incident (s) immediately to the District Superintendent. The District Superintendent and the informant should immediately fill out the Form for Reporting Suspected Incidents of Child Abuse form. (Appendix G)
3. If the allegations do not concern a member of the clergy, immediately notify the Pastor. The Pastor should notify the District Superintendent and, if the accused is a staff member, the Pastor should also notify the Chairperson of the Staff-Parish Relations Committee. The Pastor and the informant should immediately fill out the Form for Reporting Suspected Incidents of Child Abuse form. (Appendix G)
4. The District Superintendent should notify the Ministry Team on Clergy and Congregational Care consistent with R.S. 1006 adopted by the Annual Conference in 1997 and also notify the Chancellors.
5. The District Superintendent or the Pastor should notify the parents if it appears that they have no previous knowledge of the matter.
6. Report the allegations to the appropriate law enforcement authorities as is required by state law. (See reporting information.)
7. Either the District Superintendent or the Pastor should immediately notify the church's insurance company. (This notification should also be confirmed in writing.)
8. No one should confront the accused with the allegations unless advised to do so by the Ministry Team on Clergy and Congregational Care representatives. No one should be drawn into a discussion of the truth or falsity of the allegations. No one should assess blame.
9. Everyone involved should observe confidentiality for both the victim and the accused.
10. The accused should be immediately suspended from his or her duties. (Issues of compensation should be dealt with on a case by case basis.)
11. All media inquiries should be referred to the Resident Bishop and, if the Resident Bishop is unavailable, to the Assistant to the Bishop.
12. Always show care and comfort for the alleged victims, the accused and their families. Communicate a sincere commitment to their spiritual and emotional well-being.
13. The accused should be advised to seek legal or other counsel.