

APPENDIX B



Disclosure Statement

WORKSHEET

This worksheet can be used to determine the content of what will be disclosed and what is appropriately held in confidence as discussed in chapter 5.

1. Start with the truth.

List all the key facts that you are aware of regarding the incidents of misconduct, including who, what, when, and where.

2. Balance the need for transparency with confidentiality.

In consultation with the bishop, consider whether there is pastorally sensitive or personal information about the offender, victims(s), their families, or the person who reported misconduct that should appropriately remain confidential. List those considerations.

3. Use information from public records if possible.

Are there any public documents? If so, what are they? What information is contained in those documents?

4. Avoid disclosing the identity of primary victim(s).

Review the statement to be sure that the name, identifying characteristics, and pronouns indicating gender are removed that could reveal the victim's identity. (Skip this if the victim has made an informed decision to disclose his or her identity.)

5. Identify whether victims are minors or adults in cases involving sexual misconduct.

6. Be brief.

Remove all facts that are non-essential. Details about the disciplinary process can be provided in response to questions.

7. Have legal counsel review the content of the statement.

This is done *before* the statement is shared with anyone.