

APPENDIX H



Disclosure Meeting

OUTLINE OF RESPONSIBILITIES

This outline is offered as a tool to assist those responding to misconduct in a congregation, for the assigning of roles and responsibilities in conducting a disclosure meeting (as discussed in chapter 6).

Before disclosure meeting:

Inviting members to attend:

Name of lay leader responsible for this communication:

Who assists lay leader with content?

How and when is invitation communicated to members?

Room setup:

What will configuration be?

Who is responsible for setup?

Microphone needed?

If so, who is responsible for setup and operation?

Supplies needed (flip chart, name tags, markers, etc.):

Who is responsible for these supplies?

Presence of offender, primary victim(s), and/or complainant(s):

Will any of these people be present? Who?

Who is their source of support during the meeting?

Subject matter expert needed (*i.e.*, embezzlement or child sexual abuse)?

If so, who is the expert?

Who explains the design of the meeting to the expert?

Flip chart listing categories of information prepared by:

Disclosure meeting to staff and/or others immediately preceding disclosure to congregation:

Are there individuals uniquely impacted by the misconduct who should be informed in a small group before disclosure to the entire congregation?

Will staff be informed of the misconduct prior to disclosure to the congregation?

If so, when and where will these meeting(s) be held?

Who invites staff or others to attend?

Who facilitates these meetings? (Ideally the same as those who will facilitate the congregational disclosure meeting.)

Overview of components of disclosure meeting:

Who does what during the meeting? Insert the name of the facilitator who will lead/present each segment.

1. Opening prayer:
2. Introductory matters:
3. Educational segment:
4. Reading of disclosure statement:
5. Gathering members' questions, comments, concerns, and then responding:

Explains and facilitates gathering of questions:

Records questions and concerns (more than one person):

Responds to gathered questions:

6. Next steps:
7. Closing prayer:

After the disclosure meeting:

Is follow up needed with a victim who chose not to attend?

If so, who does that follow up?

Is follow up needed with an offender?

If so, who does that follow up?

Is follow up needed with any others who may have been uniquely impacted by the misconduct?

If so, who does that follow up?