The Five-Step Process
to Deal with Allegations of Child Abuse

1. The Bishop receives a complaint from an alleged victim of child abuse by a cleric, employee or volunteer.

2. The Bishop then…
   a. Offers to meet with the alleged victim himself;
   b. Assigns in writing the Victim Assistance Coordinator to meet with the alleged victim;
   c. Assigns in writing the Investigative Team to investigate the allegation by interviewing the alleged victim and alleged perpetrator. This is the "preliminary investigation" referred to in diocesan Sexual Ethics Policy IV § B 1 & 2.

3. The Investigative Team reports in writing to the Bishop the results of the investigation.
   a. If there is no evidence of wrongdoing, the investigation is closed. The Bishop and the Victim Assistance Coordinator may take steps to continue to work with the alleged victim, who may or may not take legal action.
   b. If there is evidence of wrongdoing,
      i. The Bishop revokes the faculties of the alleged perpetrator;
      ii. The Bishop works with the Victim Assistance Coordinator to minister to the victim in a pastoral way and aids in procuring professional help;
      iii. The Bishop will turn over evidence and reports to the Review Board for advice on how to proceed.
      iv. If the statute of limitations has not expired, the Bishop will coordinate with law enforcement agencies.

4. The Review Board deliberates and recommends in writing what disciplinary and legal steps the Bishop should take…
   a. in dealing with the perpetrator; and
   b. in dealing with the victim.

5. The Bishop responds in writing to the Review Board on how he has received the advice and what steps he has taken.