

East Union Mennonite Church Sexual Misconduct Policy and Procedures

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Policy Guidelines

It is the policy of the East Union Mennonite Church that anyone attending East Union should have the freedom to worship in a safe environment, free from sexual misconduct. The church shall work to be proactive in their approach, administering preventive measures. As recommended by Mennonite Church USA, Christian Nurture Committee will be responsible to review this policy with the congregation annually and update it as needed.

Anyone concerned about sexual misconduct issues, information, or seeking advice may contact the Protection and Inclusion Committee (often referred to as the “P&I Committee” throughout this document) to discuss concerns and obtain information about the complaint process and sexual misconduct issues in general.

Anyone who believes they have been a victim of sexual misconduct or is aware of instances of sexual misconduct by persons attending East Union Mennonite Church should speak to a member of the Protection and Inclusion Committee. All complaints will be handled with discretion and respect, and will be given immediate attention.

Any changes or modifications to this Sexual Misconduct policy will be overseen by the Christian Nurture Committee Chairs. The Protection and Inclusion Committee will govern allegations of sexual misconduct.

Sexual Misconduct: Any unwelcome behavior of a sexual nature that is committed without consent or by force, intimidation, coercion, or manipulation.

Protection and Inclusion Committee (P&I Committee): Members will include the pastor(s) and current Elders. At the Protection and Inclusion Committee's discretion they may invite other qualified or relevant persons to participate.

Adopted March 2001 (Sexual Misconduct Policy)

Revised January 2005, April 2010, November 2013, August 2017, February 2019, June 2023, June 2024

- I. Background Check Screening and Child Safety Video Training Requirements
 - A. Background check screening and child safety video training will be required for the following people:
 - 1. Paid workers (including but not limited to pastors, office administrator, environmental technicians, and janitors)
 - 2. Any person filling a role through the Gift Discernment process
 - 3. All volunteers working with anyone younger than 18 years of age, including but not limited to MYF Leaders, Jr. MYF Leaders, Venture Club Leaders, Primary/Jr Sunday School and Bible School Teachers and Superintendents, Early Childhood Coordinators, and Youth Advocate Mentors
 - a) All candidates for youth leadership positions will have attended East Union for at least 6 months.
 - b) All leaders of youth will notify the Office Manager of any volunteers, including temporary volunteers, helping with anyone younger than 18 years old, so Office Manager can obtain background checks on these people as well.
 - c) Volunteers under the age of 18 would not be required to be screened but would be required to have a screened adult with them when volunteering.
 - 4. Any person when an allegation of offense is made.
 - B. Everyone for whom screening is required may not begin to function in their new position until they have completed the consent form that is supplied by East Union for a background check (if one has not already been completed through East Union in the past four years), and favorable results of the background check have been received by East Union.
 - C. Everyone for whom screening is required will view, within two weeks of starting their new position, the child safety training video that is supplied by East Union (if they have not already seen the video through East Union in the past two years), and pass the test at the end of the video with a score of 70% or better.
 - D. Office Manager will do screening to maintain confidentiality and continuity. Office Manager will notify Christian Nurture Committee of any outstanding consents to background checks and/or viewing of child safety training video, and Christian Nurture Committee will follow up with these people. Office Manager will immediately report any adverse background check results to the Protection and Inclusion Committee. A member of the P&I Committee will report this to Gift Discernment or Christian Nurture Committee.
 - E. The Office Manager will maintain records of all background checks and video training compliance on the website of the company used to perform background checks. An annual log of those who require screening, and their compliance with this policy, will be stored in a locked cabinet in the Church office.
- II. Child Safety Training for the Congregation

- A. From time to time, or on request, Christian Nurture Committee will offer a viewing of the Child Safety Training video for anyone in the congregation who wishes to attend.
- III. Promoting Safety: General Guidelines
- A. A team approach (2 adult rule) will be promoted when working with children.
 - B. A team approach (2 adult rule) will be required in an overnight situation.
 - C. As nearly as possible, windows shall be present in classroom doors to promote openness and to help prevent secretiveness.
 - D. The nursery and toddler room will have parent contact information posted. When visitors bring their children to these rooms their contact information will also be recorded.
 - E. Annually the Primary Sunday School department will provide teaching for children that addresses personal safety and healthy boundaries.
 - F. Images of children under 18 years old will not be published on East Union Mennonite Church's website or any social media sites without the written consent of each child's legal guardian. Congregational Life Editor will be responsible for obtaining consent from guardians and maintaining an ongoing record of these consents.
- IV. Congregant Reporting Procedures of Suspected Sexual Misconduct
- A. If anyone becomes aware of an event or suspicion of an event of sexual misconduct involving members, attendees, or our extended church family, report to a member of the Protection and Inclusion Committee.
 - B. If the reported victim is a child:
 - 1. Only a **suspicion** of abuse is required
 - 2. If you feel the child is in immediate danger, call 911.
 - 3. Report to the Department of Human Services (1-800-362-2178) immediately. If possible, have a member of the P&I Committee join you for the call.
 - 4. Complete the written report (Attachment 2) and send it to the Department of Human Services. Provide a copy of the report to the P&I Committee.
 - C. Care should be taken to maintain privacy and confidentiality of all involved in any allegation.
- V. Protection and Inclusion Committee Reporting Procedures for Allegations of Sexual Misconduct
- A. If the reported victim is a child, ensure that the Department of Human Services was contacted by the person reporting the suspected offense and that the written report has been provided to DHS.
 - B. Protection and Inclusion Committee will notify parents/guardians of any minor involved in a misconduct allegation promptly.

- C. Upon receiving the report of suspected sexual misconduct, at least two members (male/female) from the P&I Committee will contact the Conference Minister together.
- D. Conference Minister will arrange an investigative team/person from their pool of trained investigators for misconduct in the denomination to complete the investigation.
- E. The P&I Committee will report the incident to the insurance company promptly.
- F. If the reported adult victim chooses, contact law enforcement and support them in making a report.
- G. Care should be taken to maintain privacy and confidentiality of all involved in any allegation.

VI. Protection and Inclusion Committee Response Procedures

- A. Promptly arrange to meet with the reported victim in a place where it can be confidential and without interruption.
 - 1. The victim is strongly encouraged to secure an advocate outside of East Union.
 - 2. The advocate will be encouraged to attend this and all subsequent conversations to support the victim throughout the process.
- B. Complete the Sexual Misconduct Incident Report Form (Attachment 3). Retain the original copy for church files and provide a copy to the victim if they wish.
- C. Encourage the reported victim to seek support from local resources and provide a printed copy of local resources and how to access these resources (Attachment 6).
- D. Provide ongoing support to the reported victim: pastoral care and support are strongly recommended. Offer to walk with them, and support their decisions.
- E. Immediately suspend accused individual of responsibilities.
- F. Inform the congregation of the suspension, providing an open call for other victims to come forward.
 - 1. Maintain the confidentiality of the reported victim(s).
 - 2. This message will come from the Pastor(s) and Elders.
 - 3. Point congregants to leaders they can go to with concerns.
 - 4. Ask Congregation to pray for those involved.
 - 5. If any additional victims come forward, arrange a meeting with each victim individually and complete a Sexual Misconduct Incident Report Form. Again, retain a copy for church files and provide a copy to the victim(s) if they wish.
- G. Establish a timeline for the investigation and keep the reported victim(s) informed of investigation progress.
- H. If both the reported victim(s) and the accused attend East Union, the accused individual is not to attend East Union during the investigation period for the safety and support of the reported victim(s).
 - 1. Ask where the accused individual will attend and inform the new congregation of the situation.

2. This information should be provided in writing, indicating the nature of the alleged misconduct, withholding unnecessary details.
- I. Throughout the process:
 1. Always privilege the reported victim(s) voice(s).
 2. The victim(s) wishes/needs may change over time – be sure to check back frequently.
 3. The victim(s) must be kept in the communication loop to know the progress of the investigation.
 - J. If the Investigation Team determines that it was not a credible accusation:
 1. Inform the reported victim(s) and the accused individual of the results in writing, by phone, and in person.
 2. The accused offender will be invited to return to full participation at East Union.
 3. The reported victim will be provided ongoing pastoral support for the perceived offense.
 4. The congregation will be notified in writing the conclusions of the investigation. The P&I Committee will publicly acknowledge the absolution of the accused, recognizing the pain they have experienced and their need for healing.
 - K. At the end of the investigation if the Investigation Team determines that it was a credible accusation:
 1. Follow all recommendations arising from the Investigative Team.
 2. Inform the reported victim(s) and the accused individual of the results in writing, by phone, and in person.
 3. The Investigation Team and P&I Committee will meet to draft an Offender Inclusion Agreement (Attachment 5).
 4. Finalize the Offender Inclusion Agreement
 - a) Meet with the offender, Pastor, Elder Chairperson, and any other needed stakeholders
 - b) Review the Offender Inclusion Agreement
 - c) All members present sign the Offender Inclusion Agreement
 5. Inform Conference Ministers of the outcome. Send printed copies of the following to Central Plains Conference Ministers:
 - a) Sexual Misconduct Incident Report Form (if multiple victims, send a copy of each report) (Attachment 3)
 - b) Sexual Misconduct Report Tracking Form (Attachment 4)
 - c) Final Investigation Report from Conference
 - d) Offender Inclusion Agreement, signed by Pastor(s), Elder Chairperson, and the offender (Attachment 5)
 6. Place original copies of the documents listed above in the Sexual Misconduct Reports Folder which will be stored in a locked cabinet in the Church office.

7. Inform East Union of the outcome. Do this in writing, indicating which Tier the Offender Inclusion Agreement was based on, but withholding the details of the plan.
8. Make pastoral care available to all, prioritizing the needs of the reported victim(s) over those of the accused offender
9. Pay attention to the need for healing and processing by the faith community itself.

VII. Offender Inclusion Agreements

- A. Upon the completion of the investigation into a report of sexual misconduct the Protection and Inclusion Committee and Investigation Team will consider the following resources to determine the details of an Offender Inclusion Agreement for any credible accusation
 1. Investigation Team Report
 2. Criminal charges or convictions
- B. In addition to the details in the Offender Inclusion Agreement Tiers listed below, the Investigation Team and the P&I Committee may recommend additional restrictions or support to implement in an individual plan.
- C. Any known or credibly accused sexual misconduct offender (regardless of the age of victim(s)) will not be allowed to be around children or youth unsupervised and will not be involved in children's or youth ministry (formal or informal).
- D. Tiered Offender Inclusion Agreements
 1. The Tiers utilized in this policy will be drawn from, and aligned with, Iowa Code 692A.102 Sex Offense Classifications (Attachment 7)
 2. In instances of credible accusations in which the offender does not have criminal charges or convictions, the Investigation team and/or the P&I Committee will need to reference Iowa Code 692A.102 to determine the necessary Agreement Tier.

Tiered Offender Inclusion Agreement Plans

We welcome past Sexual Misconduct offenders to our congregation and our membership with the goal of showing love and forgiveness, ensuring the safety of all congregants and reducing the risk of an incident or false accusation. Within the following guidelines, the congregation welcomes participation in worship and fellowship.

	Tier 1	Tier 2	Tier 3
L i m i t a t i o n s	<ul style="list-style-type: none"> - The individual will not be given a key to the church and will not have independent access to the church at any time. 		
	<ul style="list-style-type: none"> - The individual is responsible for self-monitoring to stay in the presence of at least 3 adults who know of the situation at all times. - If the individual needs to use the restroom, or go to a location that would not have at least 3 adults, they are responsible for acquiring an escort that knows of the situation. 	<ul style="list-style-type: none"> - An assigned escort will be provided at all church services and activities. 	<ul style="list-style-type: none"> - An assigned escort will be provided at Sunday morning services from arrival to departure in the parking lot. - The individual will move promptly with their escort from Sunday morning worship to their adult Sunday School classroom and then promptly to their vehicle. - The individual will be excluded from all additional church activities.
N o t i f i c a t i o n	<ul style="list-style-type: none"> - In order to provide accountability, support, and so that everyone in the congregation has the same information, everyone at East Union will be notified of the existence of all Offender Inclusion Agreements and the Tier which the Offender Inclusion Agreement was based on, but withholding the details of the plan. - Each year the Protection and Inclusion Committee will provide a summary which will include the number of plans and the dates they were reviewed by the P&I Committee to be published in the Annual Report. This will not include names or offenses, but will direct people to contact the P&I Committee with any questions. - If restrictions are increased due to Non-Compliance, Central Plains Conference and the congregation will be notified. 		
S u p p o r t	<ul style="list-style-type: none"> - Biweekly Therapy - Monthly Pastoral Care 	<ul style="list-style-type: none"> - Biweekly Therapy - Monthly Pastoral Care 	<ul style="list-style-type: none"> - Weekly Therapy - Twice Monthly Pastoral Care
	<ul style="list-style-type: none"> - It is strongly recommended that all Tiers of Offenders receive weekly or biweekly small group support arranged by the P&I Committee to build, or rebuild, supportive relationships among the congregation. - Any offender who has a difficult time covering the costs of participating in the required therapy may receive assistance from East Union in meeting these financial obligations. 		

	Tier 1	Tier 2	Tier 3
N o n - C o m p l i a n c e	<ul style="list-style-type: none"> - Upon the first instance of a Tier 1 offender violating their Offender Inclusion Agreement, the level of Limitations will be increased to Tier 2 and the Support Requirements will be increased. - Upon the second instance of non-compliance the individual will be excluded from all congregation activities. 	<ul style="list-style-type: none"> - Upon the first instance of a Tier 2 offender violating their Offender Inclusion Agreement, the level of Limitations will be increased to Tier 3 and the Support Requirements will be increased. - Upon the second instance of non-compliance the individual will be excluded from all congregation activities. 	<ul style="list-style-type: none"> - Upon the first instance of a Tier 3 offender violating their Offender Inclusion Agreement, the individual will be excluded from all congregation activities.
	<p>An individual who has been excluded from congregation activities due to non-compliance may decide that they would like to return. The process to reestablish an Offender Inclusion Agreement would begin again to reassess the individual and the P&I Committee will determine if they could be welcomed back into the life of the congregation.</p>		
I m p l e m e n t a t i o n	<ul style="list-style-type: none"> - Offender Inclusion Agreements will be reviewed quarterly during a meeting between the offender, Pastor, and one other member of the P&I Committee. - Agreements may increase in restrictions as needed based on the Non-Compliance guidance above. - Agreements must be followed for a minimum of one year before the P&I Committee may consider lessening restrictions. - If the P&I Committee would propose any changes to an Offender Agreement, they will solicit feedback from Conference. If the proposed changes would reduce restrictions below the baseline of the tiered plan, the P&I Committee will solicit feedback from the church prior to revising the Agreement. 		

3. For offenders who are minors:

- a) The child's guardian will provide a report from a child psychiatrist or therapist with experience working with sexual offenders which will provide any recommended restrictions for participation in church activities.
- b) The child's guardian will sign an exchange of information to enable communication between the P&I Committee and the therapist / treatment provider.
- c) The P&I Committee will use the East Union Policy, Investigation Team Report, and Child Psychiatry/Therapy report to establish an Offender Inclusion Plan.

- d) At a minimum, the child offender will be provided with individual adult supervision (may be their guardian) at any church activity or function.
- 4. For offenders who begin to attend our church with prior sexual misconduct charges or convictions
 - a) Implement the appropriate Tiered Plan based on the past charges or accusations while an individualized plan is established.
 - b) The offender will sign an exchange of information to enable communication between the P&I Committee and the therapist / treatment provider and their parole officer, if applicable.
 - (1) A member of the P&I Committee will contact the offender's therapist / treatment provider to solicit a risk assessment report of reoffending.
 - (2) If the offender is not currently seeing a therapist / treatment provider, they will see one to complete a risk assessment of reoffending. The offender will sign an exchange of information for the P&I Committee to receive this report and communicate with the risk assessment provider.
 - (3) If the offender has a parole officer, a member of the P&I Committee will contact the parole officer for information
 - c) The offender will meet with the P&I Committee and persons identified by Conference to provide support in establishing a personalized Offender Inclusion Agreement.
 - d) The P&I Committee, along with Conference support, will establish an Offender Inclusion Agreement utilizing the following resources:
 - (1) Therapist / Treatment Provider Risk Assessment of Reoffending
 - (2) Investigation team information (if applicable)
 - (3) East Union's Tiered Offender Inclusion Agreement; and
 - (4) P&I Committee discernment
 - e) The P&I Committee will notify:
 - (1) Conference: copies of all documentation of investigation, criminal records, and the signed Offender Inclusion Agreement
 - (2) Congregation: important information about the nature of the offense, without providing unnecessary details
- 5. Reasons for excluding a person from all congregation activities:
 - a) Refusal to give permission for the P&I Committee to contact treatment provider and parole officer, if applicable.
 - b) Refusal to go for a risk assessment with a qualified treatment provider.
 - c) Report by a treatment provider that the individual is at too high of a risk to reoffend. If in the future the same treatment provider feels it would be safe for the offender to attend, the individual will meet

with the P&I Committee to establish an Offender Inclusion Agreement.

- d) Refusal to sign an Offender Inclusion Agreement.
 - e) Refusal to comply with the requirements of the Offender Inclusion Agreement.
 - f) Any new sexual misconduct offense.
 - g) An individual who has been excluded from congregation activities due to non-compliance may decide that they would like to return. The process to reestablish an Offender Inclusion Agreement would begin again to reassess the individual and the P&I Committee will determine if they could be welcomed back into the life of the congregation.
6. If at any time someone with a credible accusation or conviction of sexual misconduct leaves East Union, the P&I Committee will forward the Offender Inclusion Agreement and/or any corresponding investigation information to the next known church that the accused, or founded offender, attends.

VIII. References

Balancing Acts: Keeping Children Safe in Congregations: <https://www.uua.org/safe/children>

Dove's Nest Child and Youth Protection Policies: <https://dovesnest.net/policies>

Dove's Nest Protection and Inclusion: Guide for Faith Communities on Safely Including Persons Who Have Committed Sexual Offenses

https://dovesnest.net/sites/default/files/Protection_Inclusion_2018.pdf

Faith Trust Institute: <https://www.faithtrustinstitute.org/>

IFCA International Sample Document:

http://ifca.org/home/140001498/140003224/PDF/IFCASample-SexOffenderPolicy.pdf?sc_id=140003224

Iowa Code 692A.102 - Sex Offender Registry – Sex Offense Classifications

<https://www.legis.iowa.gov/docs/code/692A.102.pdf>

Prevention and Response: Sexual Abuse and Non-Credentialed Individuals:

<http://mennoniteusa.org/resource/prevention-and-response-sexual-abuse-and-non-credentialed-individuals/>

**East Union Mennonite Church
Sexual Misconduct Policy and Procedures**

ATTACHMENTS

1. Iowa Department of Human Services Report of Suspected Child Abuse
2. Sexual Misconduct Report Form
3. Sexual Misconduct Report Tracking Form
4. Offender Inclusion Agreement Template
5. Offender Inclusion Agreement Review Meeting Notes
6. Resources for Victims of Sexual Abuse / Misconduct
7. Iowa Code 692A.102

REPORT OF SUSPECTED CHILD ABUSE

This form may be used as the written report which the law requires all mandated reporters to file with the Department of Human Services following an oral report of suspected child abuse. If your agency has a report form or letter format which includes all of the information requested on this form, you may use the agency format in place of this form.

Fill in as much information under each category as is known. Submit the completed form within 48 hours of making the oral report to the Centralized Intake Unit, PO Box 4826, Des Moines, Iowa 50305.

FAMILY INFORMATION		
Name of child	Age	Date of birth
Address	City	State
Phone	School	Grade level
Name of parent or guardian		Phone (if different from child's)
Address (if different from child's)		
OTHER CHILDREN IN THE HOME		
NAME	BIRTH DATE	CONDITION
INFORMATION ABOUT SUSPECTED ABUSE		
<p>In this section, indicate the date of suspected abuse; the nature, extent and cause of the suspected abuse; the persons thought to be responsible for the suspected abuse; evidence of previous abuse; and other pertinent information needed to conduct the assessment. Use the back of this form if necessary to complete the information requested above and to identify individuals who have been informed of the child abuse report, such as building administrator, supervisor, etc.</p>		
REPORTER INFORMATION		
Name and title or position		
Office address		
Phone	Relationship to child	

Names of other mandatory reporters who have knowledge of the abuse	
Signature of reporter	Date

470-0665 (Rev. 7/11)

Attachment 3. Sexual Misconduct Report Form

- 1. Assure that the location of your meeting is in a location where it can be confidential and without interruption. If the reported victim would like a friend or advocate present, be sure that they are available to participate in the conversation.**
- 2. Review the following with the reported victim(s) prior to beginning to listen to their story:**
 - a. Share with the person that it is the church's policy and legal obligation to take appropriate action to eliminate sexual misconduct, that this obligation requires it to promptly and thoroughly examine all complaints of sexual misconduct, and that no one reporting sexual misconduct will be subjected to criticism.
 - b. Explain that it is also the policy to treat the complaint in confidence.
 - i. If the reported offender attends East Union the complaint will be made known to the entire congregation, but the reported victim's identity will be kept confidential.
 - ii. The Elders and Pastor(s) will know the details of the complaint, as well as anyone the victim chooses to tell. Conference or Denominational Investigators may also need to know victim information.
- 3. Allow the person to tell the story and circumstances in their own fashion without interruption.**
 - a. Listen carefully, respectfully and be objective. Do not make or display any judgments, and do not express your own values, perception, assumptions and/or knowledge of the individuals involved.
 - b. Do not take notes during this time
- 4. Once they have completed telling their story, go back over the details**
 - a. Answer the questions on the attached form
 - b. Ensure you have correctly understood what happened and have recorded the details accurately
- 5. Make a copy of the form for them to keep**
 - a. Put the original copy in the designated space for Sexual Misconduct Incident Reports

SEXUAL MISCONDUCT REPORT FORM

Date of Incident(s): _____ Time of Incident(s): _____

Reported Victim(s) – include ages of minors: _____

Reported Offender: _____

Location of Incident: _____

Witnesses of the incident: Name: _____ Phone: _____

 Name: _____ Phone: _____

 Name: _____ Phone: _____

Description of Incident:

Similar known or suspected incidents:

Were any notes or records made of the incident? Yes No

If available, make copies and attach to this report

Have they discussed this with anyone else? Yes No

If so, who: _____

Would they like to report the incident to police? Yes No

Conversation Details

Date/Time: _____ Location: _____

Name: _____ Name: _____

Name: _____ Name: _____

Attachment 4. Sexual Misconduct Report Tracking Form

Reported Offender: _____ Reported Date(s) of Offense: _____

Reported Victim(s): _____

Protection and Inclusion Committee Reporting Procedures		
Item	Date	Initials
Report received by Committee		
If reported victim is a child <ul style="list-style-type: none">• DHS was contacted by phone (call made by _____)• DHS was provided a written report• DHS written report was added to Sexual Misconduct Report File		
Parents/guardians of any minor that is reported to have been involved were notified		
Two members (male/female) from P&I Committee contact a Conference Minister together		
Conference will arrange an investigative team/person <i>(initial and date when conference reports that this has been arranged)</i>		
Report incident to insurance company		
If the reported adult victim chooses, contact law enforcement and support them in making a report.		
Protection and Inclusion Committee Response Procedures		
Meet with the reported victim <ul style="list-style-type: none">• Location should ensure confidentiality and no interruptions• Victim is strongly encouraged to secure an advocate outside of East Union		
Complete the Sexual Misconduct Incident Report Form <ul style="list-style-type: none">• Keep the original form• Provide a copy to the victim if they wish		
Provide a printed copy of local resources and how to access these resources		
Provide ongoing support – schedule follow up meetings		
Suspend accused individual of all responsibilities at East Union		
Inform the congregation of the suspension, providing an open call for other victims to come forward.		

<ul style="list-style-type: none"> ● Maintain the confidentiality of the reported victim(s). ● Point congregants to leaders they can go to with concerns. 		
<p>If any additional victims come forward:</p> <ul style="list-style-type: none"> ● Arrange a meeting with each victim individually ● Complete a Sexual Misconduct Incident Report Form, again retaining the original and offering a copy to the reported victim(s) ● Provide ongoing support – schedule follow up meetings 		
Establish a timeline with Investigation team and inform reported victim of estimated timeline		
If both the reported victim(s) and the accused attend East Union, inform the accused individual that they are not to attend East Union during the investigation period		
The church that the accused individual chooses to attend will be notified in writing the nature of the alleged misconduct and the investigation process underway at East Union		
If the Investigation Team determines that it WAS NOT a credible accusation		
Inform the reported victim(s) and the accused individual of the results in writing, by phone, and in person		
The accused offender is invited to return to full participation at East Union		
The reported victim is provided ongoing pastoral support for the perceived offense		
The congregation will be notified in writing the conclusions of the investigation		
The P&I Committee will publicly acknowledge the absolution of the accused		
Consider and plan for healing and processing needed by East Union with the accused		
If the Investigation Team determines that it WAS a credible accusation		
Inform the reported victim(s) of the results in writing, by phone, and in person		
Inform the accused individual of the results in writing, by phone, and in person		
Investigation Team and P&I Committee draft an Offender Inclusion Agreement		
Finalize the Offender Inclusion Agreement in a meeting with the offender, Pastor, Elder Chairperson, and any other needed stakeholders		

All required participants sign the Offender Inclusion Agreement		
Schedule the first quarterly review		
<p>Inform conference ministers of the outcome. Send copies of the following:</p> <ul style="list-style-type: none"> • Sexual Misconduct Incident Report Form (if multiple victims, send a copy of each report) • Sexual Misconduct Report Tracking Form • Final Investigation Report from Conference • Signed Offender Inclusion Agreement 		
<p>Inform East Union of the outcome in writing</p> <ul style="list-style-type: none"> • Indicate which Tier the Offender Inclusion Agreement was based on • Withhold details of the plan 		
Consider and plan for healing and processing needed by East Union		
<p>Place original copies of the following documents in the Sexual Misconduct Reports Folder:</p> <ul style="list-style-type: none"> • Sexual Misconduct Incident Report Form (if multiple victims, send a copy of each report) • Sexual Misconduct Report Tracking Form • Final Investigation Report from Conference • Signed Offender Inclusion Agreement • Any other pertinent information relating to this report 		

Attachment 5. Offender Inclusion Agreement Template

Name: _____

Date: _____

Nature of Offense: _____

Circle the Tier this Agreement is based off of: Tier 1 Tier 2 Tier 3

Details of Agreement	
Limitations	
Notification	
Support	
Non-Compliance	
Implementation	
Other	

Signatures:

Offender

Pastor

Protection & Inclusion Comm. Member

Other (_____)

Review Date: ____/____/____ ____am/pm

Review Date: ____/____/____ ____am/pm

Review Date: ____/____/____ ____am/pm

Review Date: ____/____/____ ____am/pm

Attachment 6. Offender Inclusion Agreement Review Meeting Notes

Date of Review: _____ Time: _____

Meeting Notes:

Proposed Changes: *(decreased limitations or support may only be considered after 1 year of implementation)*

- ☐ Conference Reviewed/Approved any proposed changes
- ☐ Congregation Provided Feedback on any reduction of restrictions below baseline of Tiered plan

	Continue Previous	Changes Proposed (describe)
Limitations	☐	☐
Notification	☐	☐
Support	☐	☐
Non-Compliance	☐	☐
Implementation	☐	☐
Other	☐	☐

Date & Time of Next Review: ____ / ____ / ____ ____am/pm

Signatures:

Offender

Pastor

Protection & Inclusion Comm. Member

Other (_____)

Attachment 7. Resources

Name of Program/Provider	Phone Number & Hours	Services Provided
Department of Human Services Child Abuse Hotline 855 S Dubuque Street Suite 102 Iowa City IA 52240 www.dhs.iowa.gov	HOTLINE 1-800-362-2178 24 Hours 7 days – 365 days	If you suspect a child under the age of 18 is being abused or neglected, call the abuse hotline. If you believe the child is in imminent danger, call 911 immediately.
Domestic Violence Intervention Program 1105 S Gilbert Ct Suite 300 Iowa City IA 52240 www.dvpiowa.org	HOTLINE 1-800-373-1043 24 Hours 7 days – 365 days	Must be a victim of domestic violence, dating violence, stalking, or sexual violence. Services include: <ul style="list-style-type: none"> • Emergency Shelter • Housing Services • Outreach and Advocacy • Youth Services All services are free and confidential
Rape Victim Advocacy Program 332 S Linn Street Suite 100 Iowa City IA 52240 https://rvap.uiowa.edu/	24-HOUR LOCAL HOTLINE 800-228-1625 Iowa Sexual Abuse Hotline 800-284-7821	Provide free, confidential, trauma-informed advocacy to all affected by sexual violence. <ul style="list-style-type: none"> • Counseling, therapy and support groups • Explain various options including medical, legal and academic • Referrals and resources

Christian Counseling Practices	Contact Information	Payments Accepted
Keys to Living	1700 S. 1st. Ave., Suite #22; Iowa City IA (319) 377-2161 www.keystoliving.org	Services are typically covered through medical insurance or employee assistance programs. <ul style="list-style-type: none"> • Title 19 Medicaid accepted • Sliding fee based on income if insurance does not cover mental health benefits
Cornerstone Brief Therapy	2441 Coral Court, #6; Coralville IA	<ul style="list-style-type: none"> • Most major insurances accepted

	(319) 351-7392 http://cornerstonebrieftherapy.com/	<ul style="list-style-type: none"> • Employee Assistance Programs (EAP) • Title 19 Medicaid accepted • Sliding Scale and Payment Plans
Imagine Therapy	575 Cameron Way, Unit A; North Liberty IA (319) 626-2558 http://imaginetherapysolutions.com/	For most, insurance will cover the majority of the counseling cost, while for others, we offer a sliding scale fee.

Attachment 8. Iowa Code 692A.102

692A.102 Sex offense classifications.

1. For purposes of this chapter, all individuals required to register shall be classified as a tier I, tier II, or tier III offender. For purposes of this chapter, sex offenses are classified into the following tiers:
- a. **Tier I offenses** include a conviction for the following sex offenses:
 - (1) Sexual abuse in the second degree in violation of section 709.3, subsection 1, paragraph “b”, if committed by a person under the age of fourteen.
 - (2) Sexual abuse in the third degree in violation of section 709.4, subsection 1, paragraph “a”, “c”, or “d”, if committed by a person under the age of fourteen.
 - (3) Sexual abuse in the third degree in violation of section 709.4, subsection 1, paragraph “b”, subparagraph (1) or (2), if committed by a person under the age of fourteen.
 - (4) Sexual abuse in the third degree in violation of section 709.4, subsection 1, paragraph “b”, subparagraph (3).
 - (5) Indecent exposure in violation of section 709.9.
 - (6) (a) Harassment in violation of section 708.7, subsection 1, 2, or 3, if a determination is made that the offense was sexually motivated pursuant to section 692A.126.
(b) Stalking in violation of section 708.11, if a determination is made that the offense was sexually motivated pursuant to section 692A.126, except a violation of section 708.11, subsection 3, paragraph “b”, subparagraph (3), shall be classified a tier II offense as provided in paragraph “b”.
(c) Any other indictable offense in violation of chapter 708 if the offense is committed against a minor and if a determination is made that the offense was sexually motivated pursuant to section 692A.126.
 - (7) Pimping in violation of section 725.2 if the offense was committed against a minor or otherwise involves a minor and if a determination is made that the offense was sexually motivated pursuant to section 692A.126.
 - (8) Pandering in violation of section 725.3, subsection 2, if a determination is made that the offense was sexually motivated pursuant to section 692A.126.
 - (9) Any indictable offense in violation of chapter 726 if the offense is committed against a minor or otherwise involves a minor and if a determination is made that the offense was sexually motivated pursuant to section 692A.126.
 - (10) (a) Dissemination or exhibition of obscene material to minors in violation of section 728.2 or telephone dissemination of obscene material to minors in violation of section 728.15.
(b) Rental or sale of hard-core pornography, if delivery is to a minor, in violation of section 728.4.
 - (11) Admitting minors to premises where obscene material is exhibited in violation of section 728.3.
 - (12) Receipt or possession of child pornography in violation of 18 U.S.C. §2252.
 - (13) Material containing child pornography in violation of 18 U.S.C. §2252A.
 - (14) Misleading domain names on the internet in violation of 18 U.S.C. §2252B.
 - (15) Misleading words or digital images on the internet in violation of section 18 U.S.C. §2252C.
 - (16) Failure to file a factual statement about an alien individual in violation of 18 U.S.C. §2424.
 - (17) Transmitting information about a minor to further criminal sexual conduct in violation of 18 U.S.C. §2425.
 - (18) Any sex offense specified in the laws of another jurisdiction, or any sex offense that may be prosecuted in federal, military, or foreign court, that is comparable to an offense listed in subparagraphs (1) through (17).
 - (19) Any sex offense under the prior laws of this state or another jurisdiction, or any sex offense under prior law that was prosecuted in a federal, military, or foreign court, that is comparable to an offense listed in subparagraphs (1) through (17).
- b. **Tier II offenses** include a conviction for the following sex offenses:
 - (1) Lascivious acts with a child in violation of section 709.8, subsection 1, paragraph “d” or “e”.
 - (2) Solicitation of a minor to engage in an illegal sex act in violation of section 705.1.
 - (3) Solicitation of a minor to engage in an illegal act under section 709.8, subsection 1, paragraph “d”, in violation of section 705.1.
 - (4) Solicitation of a minor to engage in an illegal act under section 709.12, in violation of section 705.1.
 - (5) False imprisonment of a minor in violation of section 710.7, except if committed by a parent.
 - (6) Assault with intent to commit sexual abuse if no injury results in violation of section 709.11.
 - (7) Invasion of privacy — nudity in violation of section 709.21.
 - (8) Stalking in violation of section 708.11, subsection 3, paragraph “b”, subparagraph (3), if a determination is made that the offense was sexually motivated pursuant to section 692A.126.
 - (9) Indecent contact with a child in violation of section 709.12, if the child is thirteen years of age.
 - (10) Lascivious conduct with a minor in violation of section 709.14.

- (11) Sexual exploitation by a counselor, therapist, or school employee in violation of section 709.15, if the victim is thirteen years of age or older.
 - (12) Sexual misconduct with offenders and juveniles in violation of section 709.16, if the victim is thirteen years of age or older.
 - (13) Sexual abuse of a corpse in violation of section 709.18.
 - (14) Kidnapping of a person who is not a minor in violation of section 710.2, 710.3, or 710.4, if a determination is made that the offense was sexually motivated pursuant to section 692A.126.
 - (15) Pandering in violation of section 725.3.
 - (16) Solicitation of a minor to engage in an illegal act under section 725.3, subsection 2, in violation of section 705.1.
 - (17) Incest committed against a dependent adult as defined in section 235B.2 in violation of section 726.2.
 - (18) Incest committed against a minor in violation of section 726.2.
 - (19) Sexual exploitation of a minor in violation of section 728.12, subsection 2 or 3.
 - (20) Material involving the sexual exploitation of a minor in violation of 18 U.S.C. §2252(a), except receipt or possession of child pornography.
 - (21) Production of sexually explicit depictions of a minor for import into the United States in violation of 18 U.S.C. §2260.
 - (22) Transportation of a minor for illegal sexual activity in violation of 18 U.S.C. §2421.
 - (23) Coercion and enticement of a minor for illegal sexual activity in violation of 18 U.S.C. §2422(a) or (b).
 - (24) Transportation of minors for illegal sexual activity in violation of 18 U.S.C. §2423(a).
 - (25) Travel with the intent to engage in illegal sexual conduct with a minor in violation of 18 U.S.C. §2423.
 - (26) Engaging in illicit sexual conduct in foreign places in violation of 18 U.S.C. §2423(c).
 - (27) Video voyeurism of a minor in violation of 18 U.S.C. §1801.
 - (28) Any sex offense specified in the laws of another jurisdiction, or any sex offense that may be prosecuted in a federal, military, or foreign court, that is comparable to an offense listed in subparagraphs (1) through (27).
 - (29) Any sex offense under the prior laws of this state or another jurisdiction, or any sex offense under prior law that was prosecuted in a federal, military, or foreign court, that is comparable to a sex offense listed in subparagraphs (1) through (27).
- c. **Tier III offenses** include a conviction for the following sex offenses:
- (1) Murder in violation of section 707.2 or 707.3 if sexual abuse as defined in section 709.1 is committed during the commission of the offense.
 - (2) Murder in violation of section 707.2 or 707.3, if a determination is made that the offense was sexually motivated pursuant to section 692A.126.
 - (3) Voluntary manslaughter in violation of section 707.4, if a determination is made that the offense was sexually motivated pursuant to section 692A.126.
 - (4) Involuntary manslaughter in violation of section 707.5, if a determination is made that the offense was sexually motivated pursuant to section 692A.126.
 - (5) Attempt to commit murder in violation of section 707.11, if a determination is made that the offense was sexually motivated pursuant to section 692A.126.
 - (6) Penetration of the genitalia or anus with an object in violation of section 708.2, subsection 5.
 - (7) Sexual abuse in the first degree in violation of section 709.2.
 - (8) Sexual abuse in the second degree in violation of section 709.3, subsection 1, paragraph "a" or "c".
 - (9) Sexual abuse in the second degree in violation of section 709.3, subsection 1, paragraph "b", if committed by a person fourteen years of age or older.
 - (10) Sexual abuse in the third degree in violation of section 709.4, subsection 1, paragraph "a", "c", or "d", if committed by a person fourteen years of age or older.
 - (11) Sexual abuse in the third degree in violation of section 709.4, subsection 1, paragraph "b", subparagraph (1) or (2), if committed by a person fourteen years of age or older.
 - (12) Lascivious acts with a child in violation of section 709.8, subsection 1, paragraph "a" or "b".
 - (13) Kidnapping in violation of section 710.2 if sexual abuse as defined in section 709.1 is committed during the commission of the offense.
 - (14) Kidnapping of a minor in violation of section 710.2, 710.3, or 710.4, if a determination is made that the offense was sexually motivated pursuant to section 692A.126.
 - (15) Assault with intent to commit sexual abuse resulting in serious or bodily injury in violation of section 709.11.
 - (16) Burglary in the first degree in violation of section 713.3, subsection 1, paragraph "d".

- (17) Any other burglary in the first degree offense in violation of section 713.3 that is not included in subparagraph (16), if a determination is made that the offense was sexually motivated pursuant to section 692A.126.
- (18) Attempted burglary in the first degree in violation of section 713.4, if a determination is made that the offense was sexually motivated pursuant to section 692A.126.
- (19) Burglary in the second degree in violation of section 713.5, if a determination is made that the offense was sexually motivated pursuant to section 692A.126.
- (20) Attempted burglary in the second degree in violation of section 713.6, if a determination is made that the offense was sexually motivated pursuant to section 692A.126.
- (21) Burglary in the third degree in violation of section 713.6A, if a determination is made that the offense was sexually motivated pursuant to section 692A.126.
- (22) Attempted burglary in the third degree in violation of section 713.6B, if a determination is made that the offense was sexually motivated pursuant to section 692A.126.
- (23) Human trafficking in violation of section 710A.2 if sexual abuse or assault with intent to commit sexual abuse is committed or sexual conduct or sexual contact is an element of the offense.
- (24) Purchase or sale of an individual in violation of section 710.11 if a determination is made that the offense was sexually motivated pursuant to section 692A.126.
- (25) Sexual exploitation of a minor in violation of section 728.12, subsection 1.
- (26) Indecent contact with a child in violation of section 709.12 if the child is under thirteen years of age.
- (27) Sexual exploitation by a counselor, therapist, or school employee in violation of section 709.15, if the child is under thirteen years of age.
- (28) Sexual misconduct with offenders and juveniles in violation of section 709.16, if the child is under thirteen years of age.
- (29) Child stealing in violation of section 710.5, if a determination is made that the offense was sexually motivated pursuant to section 692A.126.
- (30) Enticing a minor in violation of section 710.10, if the violation includes an intent to commit sexual abuse, sexual exploitation, sexual contact, or sexual conduct directed towards a minor.
- (31) Solicitation of commercial sexual activity in violation of section 710A.2A.
- (32) Sex trafficking of children in violation of 18 U.S.C. §1591.
- (33) Aggravated sexual abuse in violation of 18 U.S.C. §2241.
- (34) Sexual abuse in violation of 18 U.S.C. §2242.
- (35) Sexual abuse of a minor or ward in violation of 18 U.S.C. §2243.
- (36) Abusive sexual contact in violation of 18 U.S.C. §2244.
- (37) Offenses resulting in death in violation of 18 U.S.C. §2245.
- (38) Sexual exploitation of children in violation of 18 U.S.C. §2251.
- (39) Selling or buying of children in violation of 18 U.S.C. §2251A.
- (40) Any sex offense specified in the laws of another jurisdiction, or any sex offense that may be prosecuted in federal, military, or foreign court, that is comparable to an offense listed in subparagraphs (1) through (39).
- (41) Any sex offense under the prior laws of this state or another jurisdiction, or any sex offense under prior law that was prosecuted in federal, military, or foreign court, that is comparable to a sex offense listed in subparagraphs (1) through (39).
 2. A sex offender classified as a tier I offender shall be reclassified as a tier II offender, if it is determined the offender has one previous conviction for an offense classified as a tier I offense.
 3. A sex offender classified as a tier II offender, shall be reclassified as a tier III offender, if it is determined the offender has a previous conviction for a tier II offense or has been reclassified as a tier II offender because of a previous conviction.
 4. Notwithstanding the classifications of sex offenses in subsection 1, any sex offense which would qualify a sex offender as a sexually violent predator shall be classified as a tier III offense.
 5. An offense classified as a tier II offense if committed against a person under thirteen years of age shall be reclassified as a tier III offense.
 6. Convictions of more than one sex offense which require registration under this chapter but which are prosecuted within a single indictment shall be considered as a single offense for purposes of registration.

2009 Acts, ch 119, §2; 2010 Acts, ch 1043, §2; 2010 Acts, ch 1074, §2; 2010 Acts, ch 1104, §4 – 7, 23; 2010 Acts, ch 1193, §65, 78; 2011 Acts, ch 95, §8; 2012 Acts, ch 1057, §1; 2013 Acts, ch 30, §244 – 246; 2013 Acts, ch 90, §250, 251; 2014 Acts, ch 1092, §141 – 143; 2014 Acts, ch 1119, §7, 11