Sexual Misconduct Reporting Process in the Saint Paul Area Synod

Report alleging sexual misconduct is received

- **Report is regarding rostered minister (pastor or deacon)**
  - Report is immediately referred to Saint Paul Area Synod
  - **Synod** will investigate and take or recommend disciplinary action where appropriate.
  - **Congregation** will assist those harmed by sexual misconduct including the individual making the claim and the respondent to obtain resources to deal with impact.
  - **NO pastor or deacon or other employee** of the congregation may provide the complainant or respondent counseling or therapy. An outside pastor should be identified (synod can assist) to offer pastoral care.

- **Report is regarding person who is not a rostered minister**
  - Report is made to pastor, parish administrator, or congregational council member
  - **Congregation**:  
    - Contact insurer, and, when appropriate, legal counsel
    - Consult promptly with synod office
    - Take necessary steps to conduct inquiry or investigation
    - Offer pastoral care to complainant and respondent
    - Refer complainant and respondent to professional counseling or other professional services
    - Guard against retaliation or breaches of confidentiality

**Congregation** must follow the discipline procedures of the ELCA and Saint Paul Area Synod.