

# Ministerial Disciplinary Process

## Table of acronyms and defined terms

*For guidance only; not forming part of the Process*

| Term                                   | Acronym | Brief description  | First Framework reference (para.) | Main Appendix references |
|--|---------|--|-----------------------------------|--------------------------|
| abandonment                            |         | an Investigation Team's request, after a case has entered the Hearing Stage, to be discharged from proceeding with it  | 6.2                               | P                        |
| admission of allegations               |         | an accused minister's voluntary admission of allegations and submission to a sanction  | 6.3                               | Q                        |
| admission notification                 |         | an accused minister's notification to the SACD of a desire to admit allegations  | ---                               | Q                        |
| affirmations                           |         | affirmations made at ordination or commissioning   | 1                                 | A                        |
| Appeal Commissions List                |         | a pool from which members of an Disciplinary Appeal Commission are drawn   | --                                | U, V                     |
| Appeal Stage                           |         | from the lodging of an appeal until its final disposal by the DAppC  | 7.1                               | U                        |
| Assembly Commission for Discipline     | ACD     | a three-person Commission representing the judicial authority of the General Assembly, controlling the Hearing Stage of the Process and adjudicating allegations on the balance of probabilities   | 6.1                               | N-T                      |
| Assembly Representative for Discipline | ARD     | officer responsible for initial steps in regard to a minister under direct Assembly oversight  | 1                                 | H                        |
| Assembly Standing Panel for Discipline | ASPD    | a three-person panel representing the judicial authority of the General Assembly, controlling the first steps in the Process and determining the existence of a <i>prima facie</i> case relating to a minister under direct Assembly oversight | 3                                 | H, J, L, M               |

## Paper R6

|   |       |   |     |            |
|---|-------|---|-----|------------|
| caution (sometimes called 'agreed' or 'negotiated') |       | a text, agreed in writing between an accused minister and the Investigation Team but approved and finally read aloud by the SSPD, in which an accused minister admits allegations, shows remorse and agrees steps to prevent recurrence | 5.3 | M          |
| Commission Panel                                    |       | a 30-person pool from which members of an ACD are drawn   | 6.1 | N          |
| Commission witnesses                                |       | expert witnesses called by an ACD of its own motion   | 6.4 | R          |
| deletion  |       | deletion from the Roll of Ministers, imposed as a sanction by an ACD in respect of proven allegations   | 6.5 | S          |
| directions (in the context of a written warning)    |       | ACD directions regarding the future ministry or conduct of a minister given a written warning, or remedial steps to be taken by and in respect of that minister   | 6.5 | S          |
| Disciplinary Appeal Commission                      | DAppC | a three-person Commission representing the judicial authority of the General Assembly, determining appeals from decisions of an ACD   | 7.3 | U-V        |
| Disciplinary Investigation Panel                    |       | a 15-person pool from which members of Investigation Teams are drawn  | 5.1 | K          |
| expectations  |       | the expectations set out in Framework paragraph 1   | 2   | ---        |
| Hearing Stage                                       |       | from the SACD receiving the papers in a case until the case is dismissed by the ACD, or a sanction is imposed and reasons given   | 6   | O, R       |
| initial stage                                       |       | from a Moderator identifying an allegation as one of misconduct to the case being struck out or an Investigation Team appointed   | 3   | G          |
| Investigation Stage                                 |       | from the appointment of an Investigation Team until the case is dismissed by the SSPD, an agreed caution administered or the SSPD passing the papers to the SACD  | 5   | F-G        |
| Investigation Team                                  |       | A three-person team appointed from the Disciplinary Investigation Panel to investigate, and if appropriate to present, the case against a minister  | 5.1 | K, L, O, R |

## Paper R6

|  |        |   |     |            |
|--|--------|---|-----|------------|
| minister (and cognate expressions)               |        | minister of Word and Sacraments (but includes CRCWs where context allows)   | 1   | ---        |
| misconduct                                       |        | a breach of expectations which would, if proven, undermine the credibility of a person's ministry or the Church's witness                               | 2   | ---        |
| Moderator  |        | includes a person acting in place of a Moderator of Synod under the Process. Where the context allows, references to a Moderator apply also to the ARD. | 1   | F, H       |
| Moderator's recorded warning                     |        | a warning given by a Moderator to a minister, outside the Disciplinary Process, regarding conduct which might if repeated warrant disciplinary steps    | 2   | D          |
| oversight  |        | defined for purposes of the Process in Appendix C   | 1   | C          |
| recommendations                                  |        | ACD recommendations as to restrictions to be placed on activities involving a person deleted from the Roll of Ministers                                 | 6.7 | S          |
| responsible forum                                |        | generic term for the judicial forum (SSP, ASP, ACD or DAppC) currently responsible for a disciplinary case  | --- | W          |
| safeguarding advice                              |        | explained further in Appendix G   | 3   | G          |
| safeguarding professional                        |        | safeguarding officer appointed by a Synod ('SSO') or by the General Assembly; explained further in Appendix G para 3                                    | --- | G          |
| Secretary of Assembly Commissions for Discipline | SACD   | officer appointed by the General Assembly to service ACDs and collate Disciplinary Process records  | 6.3 | N, O, R, U |
| Secretary of Disciplinary Appeal Commissions     | SDAppC | officer appointed by the General Assembly to service DAppCs   | --- | U, V       |
| striking-out                                     |        | determination by a SSPD that allegations are patently frivolous, malicious, vexatious or unrelated to the expectations                                  | 3   | ---        |
| suspension                                       |        | a direction by a judicial forum with the effect set out in Schedules E and F to the Basis of Union  | 3   | J          |

## Paper R6

|                                     |      |  |     |            |
|-------------------------------------|------|--|-----|------------|
| Synod Safeguarding Officer          | SSO  | officer appointed by a Synod to advise and keep records on safeguarding matters arising within the province or nation  | --- | G          |
| Synod Standing Panel for Discipline | SSPD | a three-person panel representing the judicial authority of the Synod, controlling the first steps in the Process and determining the existence of a <i>prima facie</i> case | 3   | F, J, L, M |
| written warning                     |      | formal warning imposed as a sanction by an ACD in respect of proven allegations  | 6.5 | S          |